

---

# Smoking Policy

---

Turas Training

---

Approval date: September 2017

---

Revision date: April 2020

---

## 1. Policy Statement

Under the Public Health (Tobacco) Act, 2002 (Section 47) Regulations 2003, TURAS recognises its obligation to provide a smoke free working environment.

## 2. Purpose

To ensure TURAS meets all obligations to provide a smoke free work environment.

## 3. Scope

This policy covers all staff, service users and visitors within the organisation. It also includes people from other agencies conducting in-reach services in TURAS for the time they are on the premises. The policy applies to all common areas.

## 4. Glossary of Terms and Definitions

### 4.1. Common Areas

The following are defined as common areas where smoking is not permitted:

- Indoor work areas (Smoking is not permitted in any work area. This includes all offices or work areas, whether occupied by one person or shared).
- Lifts
- Corridors
- Stairways
- Restaurant/canteen
- Rest rooms
- Toilets
- Reception areas
- Entrances
- Enclosed car parks
- Other areas (specify as necessary)
- Smoking is not permitted in company vehicles

## 5. Facilities for the disposal of smoking refuse

(Name of organisation) has designated smoking areas, these are.....

Where smoking is permitted receptacles must be provided for the disposal of cigarette ends and other waste smoking material.

## 6. Implementation, monitoring and review

- 6.1. Responsibility for the implementation and monitoring of this policy will rest with senior managers. TURAS takes the view that smoking is a fire risk and a hazard to the health of its employees and service users.
- 6.2. Any employee found abusing this will be dealt with through the disciplinary procedure.
- 6.3. Any service user found to be abusing this will be asked to discuss this with the services manager.