SAFETY MANAGEMENT PROCEDURE FOR THE MANAGEMENT OF SMOKING

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EXAMPLE

1. APPROVAL

Document Control			
Document:	HSEQ-MP-118 – Management of Smoking		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	**Position:**	Insert Position
Reviewed By:	Insert Person	**Position:**	Insert Position
Approved By:	Insert Person	**Position:**	Insert Position

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below.

Amendment Record

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To effectively manage smoking.	All	Original

The latest revision of this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Management of Smoking			**Rev:**	1.0
Uncontrolled Copy:	✓	**Controlled Copy:**	✓	**Date:**	Insert Date

EXAMPLE

2. PURPOSE

The purpose of this procedure is to establish and maintain clear guidelines for smoking and to protect persons against workplace hazards associated with smoking.

3. SCOPE

This procedure applies to the people desiring to smoke while at a Insert Your Company workplace. Management will provide signage and establish clearly defined area(s) for smoking outside the operational boundary of a Insert Your Company workplace, to enable the safety of persons, as far as is reasonably practicable.

4. TERMS AND DEFINITIONS

Term	Definition
Building	Shall mean any structure with a roof that is enclosed or partially enclosed by walls
Passive Smoking	Sometimes referred to as second-hand smoke, is the inhalation of exhaled mainstream smoke and side-stream smoke.
Mainstream Smoke	Is smoke directly inhaled by the smoker through a burning cigarette.
Exhaled Mainstream Smoke	Is smoke breathed out by the smoker.
Side-Stream Smoke	Is smoke which drifts from the burning end of a cigarette.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

EXAMPLE