## SAFETY PROCEDURE

# SAFETY MANAGEMENT PROCEDURE FOR THE MANAGEMENT OF SMOKING

## Insert Your Company Logo

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### 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 P	
Reviewed By:	Insert Person	Position:	Insert Positic	
Approved By:	Insert Person	Position:	† Positi	
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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:	<b>✓</b>	Controlled Copy:	✓	Date:	Insert Date

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#### 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 linear or Company workplace. Management will provide signage and establish clearly area(s) for smoking outside the operational boundary of a Insert our Company to enable the safety of persons, as far as is reasonably provides.

#### 4. TERMS AND DEFINITIONS

Term	afir. ⊃n
Building	Shall mear atri lire ith at is enclosed or partially enc
Passive Smoking	Sometimes retail to dehand smoke, is the inhight of exhaud remaining the smoke and side-stream smoke.
Mainstream Smok	Is sm wrectly by the smoker through a burning ciagre
Exhaled Mainst Smoke	is ke by the smoker.
side-Sti m Smoke	drifts from the burning end of a cigarette.
Worker	Ar Jee, a contractor or sub-contractor, an employee of a irractor or sub-contractor, an employee of a labour ire company who has been assigned to work, an prentice or trainee or a student gaining work experience.

## 5. RC SPONSIBILITIES

#### Manage esponsible for:

• Considering the information provided in this procedure when determining an offsite designated smoking zone.

#### **Supervisors** are responsible for:

Ensuring that persons comply with this procedure.

#### Workers and Visitors are responsible for:

- Being familiar with the requirements of this procedure and only smoking in the designated smoking zones.
- The correct disposal of cigarette butts and matches.

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