

**SAFETY MANAGEMENT PROCEDURE
FOR
THE MANAGEMENT OF SMOKING**

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1. APPROVAL

[illegible]

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 designated 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 a 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 that 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

Management are responsible 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.