



Sample 100% Smoke-Free Outdoor Work Place Policy Template

(To be used as a guideline only)

Provided by York Region Health Services

Policy Statement

As of X date, smoking will be prohibited inside X owned, funded or operated premises and facilities and on associated outside property, with no exceptions.

Purpose:

Research shows that second hand smoke contains many carcinogens and is a preventable cause of many major diseases in smokers and non-smokers alike. X is committed to ensuring a safe and healthy environment for staff and visitors to X by implementing a 100% smoke-free policy. The purpose of this policy is to protect those who work and visit X from the harmful effects of second hand smoke while inside X owned, funded or operated premises and facilities and on associated outside property, with no exceptions.

Application:

This policy applies to all persons inside X owned, funded or operated premises and facilities and on associated outside property, with no exceptions.

Description:

X company is required to be 100% smoke-free effective (insert date)

Smoking is not permitted:

Inside X owned, funded or operated premises or facilities and on associated outside property.

Within X vehicles that are owned or leased for X business.

Responsibilities:

X:

X is responsible for clearly posting non-smoking signs, prohibiting ashtrays and like paraphernalia and for prohibiting smoking on all X owned, funded or operated premises, and facilities and on associated outside property.

Responsibilities continued:

Department Heads/Directors/Managers/Supervisors:

Department Heads/Directors/Managers/Supervisors are responsible for enforcing this policy, without exception.

X Employees:

X Employees are expected to know and comply with this policy and to report in fractions of this policy

Non Compliance with Policy

Non-compliance with this policy could lead to disciplinary action up to and including dismissal. X will be the lead enforcers of the X 100% smoke-free policy. The enforcement protocols are as follows:

Staff:

Non-staff: