

## 14. No Smoking Policy (Sample)

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Policy: **No Smoking Policy**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To comply with the Smoke-Free Ontario Act (SFOA), which prohibits smoking in enclosed public places and enclosed workplaces in order to protect employees and the public from the hazards of second hand smoke.

**POLICY:**

It is the policy of (company name) that there will be no smoking in all interior areas of the workplace, including workplace vehicles and jobsite trailers. (List any other areas that may apply to your workplace).

**SCOPE:** This policy applies to all employees at (company name), whether they are acting in their course of employment or not. This policy also applies to visitors.

**PROCEDURE:**

1. Smoking is prohibited in all interior areas of the workplace, including company vehicles and vehicles that are used for work purposes (list any other areas that may apply).
2. Ashtrays and any object that serves as one should be removed from the workplace.
3. Smoking is prohibited at all times, with the exception of during specified breaks, at which time the employee must smoke in designated outdoor areas.
4. No Smoking signs must be posted at all entrances and exits, washrooms, and in workplace vehicles.
5. If an employee does not comply with this policy, the issue will be dealt with according to the established procedures of the workplace.
6. Employees who are interested in quitting smoking, or who have any questions or concerns with the policy may contact [*name of contact and position*].

Resource: Smoke-Free Ontario Act - Fact Sheet

[http://www.mhp.gov.on.ca/english/health/smoke\\_free/fact\\_sheets/employer\\_sandemployees.pdf](http://www.mhp.gov.on.ca/english/health/smoke_free/fact_sheets/employer_sandemployees.pdf)

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