

16. Smoke Free Workplace Policy (Sample)

Policy: **Smoke Free Workplace**

Policy #:

Approved by:

Effective:

Revised:

PREAMBLE: A smoke free workplace will benefit the health of all (company name) employees.

POLICY:

All company facilities, including company vehicles must be smoke free.

No person will smoke within 9 meters (30 feet) of any entrance or building.

No ashtray receptacles will be within 9 meters (30 feet) of any entrance or building.

SCOPE: This policy applies to all employees of (company name)

PROCEDURE:

- Bilingual no smoking signs will be posted at each entrance to (company name)
- Bilingual no smoking signs will be visible in all company vehicles.
- Employees will be advised of the Smoking Cessation Incentive Policy effective (date) open to all smoking employees of (company name)

Insert Policy Number here
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