



SMOKE FREE POLICY

PURPOSE

The purpose of this policy is to ensure TMCH/IRCH meets the requirements of the SmokeFree Environments Act (1990) and protects the health and safety of those who work at or visit this workplace.

POLICY

All internal workplaces are to be 100% SmokeFree. This includes:

- All buildings
- All vehicles

PROCEDURE

Education and Promotion

- All current employees will be informed of the policy.
- All new employees will be asked if they smoke, informed of this policy and offered support as part of their induction.
- Service Agents and Subcontractors will be notified of the SmokeFree policy.
- On World Smoke Free Day, May 31st each year the company can further advertise the SmokeFree message by promoting smoking cessation and outlining the support that this organisation offers.

Signage

- This SmokeFree policy will be clearly displayed
- SmokeFree signs will always be clearly visible in the workplace
- Outdoor designated smoking areas will be clearly signed. The designated smoking areas are:
 - Tokoroa Yard is outside the smoko room
 - Kinleith lay down is at the far end of the portacom
 - New Plymouth Yard is outside the workshop doors

Smoking Cessation Support

- The Quit Group cessation pamphlets and posters will be available in the smoko rooms and on notice boards
- Details of cessation services will be made available to employees, including the Quitline, local cessation services and local Quit Card provider contact details
- Employees will be provided with time to call the Quitline (0800 778 778) and receive call backs in work time

Signed: *J. Roebuck*
Director

Date: 20 8 15