



ST. PATRICK'S CENTRE (KILKENNY)
KELLS ROAD KILKENNY

Policy Document

POLICY TITLE: Smoking Policy

Prepared by: Helen Hogan	Approval Date: 05.12.2018	Review Date: 05.12.2020
Policy Number 31 – Other Policies	Approved By: Signed: <u>David Kieran</u> Operations Manager Signed: <u>[Signature]</u> Board Member	

Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.

Review Date: Revision No: _____	Amendments required: _____	New Revision Status: _____
Reviewed by:	Approved By: Signed: _____ Operations Manager	

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1. Policy Statement

St. Patrick's Centre SPC) is committed to creating a healthy tobacco free, clean air environment for its' employees, service users and visitors as per the Public Health (Tobacco)2002, (Amendment) Act 2004 which prohibit and restrict smoking in a place of work and other public places. E-cigarettes are not covered under the smoking ban but SPC have a policy on the use of e-cigarettes in the workplace. SPC smoking policy includes electronic cigarettes, commonly called a vapour.

2. Scope

This policy is relevant to all employees of St. Patrick's Centre Kilkenny and the people we support, including any visitors to the campus or community homes.

3. Responsibilities

3.1. Responsibility of the Employee

All employees are expected to abide by this policy and contribute to an environment free from tobacco and electronic cigarettes.

3.2. Responsibility of the Line Manager

Line Managers have responsibility for the effective implementation of this policy and to ensure that all employees adherence to the policy

3.3. Responsibility of Human Resources

Human Resources will support management with the implementation of this policy by providing recommendations and providing advice. HR will be responsible to ensure all staff are made aware of the policy.

4. Policy

In line with legislation, it is the organisation's policy that all employees have the right to work in a smoke and Vape free environment and that we operate a workplace that is smoke and vapour free.

Smoking any tobacco product and/or electronic cigarettes is prohibited on company premises. This includes any company vehicles, private vehicles and anywhere on-site including car parking areas, community homes and their surrounding garden, front driveway and any entrance doorways. (Tobacco Smoke in Mechanically Propelled Vehicles) Act 2014.

Smoking is prohibited while out in the community and/or on any walks or outings when accompanying the people we support.

As the rest breaks are paid in the community homes, you are expected to eat and relax with the people we support, however we acknowledge that some employees do choose to smoke. To accommodate for this, smoking is permitted away from the community home at a minimum of 20 meters from the home grounds. Smokers are required to ensure that all cigarettes are safely extinguished and disposed of in a proper manner before returning to the home. Please also be aware of the neighbourhood you are in and be respectful of the neighbours by removing any rubbish.

Smoking anywhere else on company property is strictly prohibited and any employee found in breach of this policy will be subject to the disciplinary policy where disciplinary action up to and including dismissal may be taken. Individuals who contravene the legislation prohibiting smoking in the workplace may also be liable to a criminal prosecution with an associated fine.

Employees are required to have the permission of their manager prior to taking a smoking break. Breaks are to be kept to a minimum and any excessive use of breaks will be monitored.

All staff and visitors are required to adhere to, and facilitate the implementation of, the policy.