

# Smoking Policy

## Policy Statement

Swift Brickwork Contractors Ltd is committed to protecting employees, contractors and visitors from exposure to second-hand smoke and vapour in accordance with the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

### Scope

This policy applies to:

- All employees, agency workers, subcontractors and visitors
- All Swift Brickwork premises including offices, warehouses and yards
- Company vehicles
- Construction sites where Swift personnel are working

This policy covers:

- Cigarettes, cigars and pipes (including shisha and hookah)
- Electronic cigarettes and vaping devices
- Any other smoking or vaping products

### Prohibited Areas

Smoking and vaping are prohibited in:

- All Swift Brickwork enclosed premises and buildings
- Company vehicles used by more than one person
- Private vehicles when carrying passengers on company business
- Any areas designated as smoke-free by principal contractors on client sites

### Designated Smoking Areas

Employees wishing to smoke or vape may do so:

- Only during designated break times
- Only in designated external smoking areas where provided
- Away from building entrances, windows & ventilation intakes
- In compliance with client site rules when working on construction projects

Smoking and vaping are not permitted whilst carrying out work duties.

### Construction Sites

When working on client sites, Swift personnel must comply with the principal contractor's smoking policy. Where site rules are more restrictive than this policy, the site rules take precedence.

### Implementation

- Appropriate no-smoking signage displayed at entrances and within premises
- Managers and supervisors responsible for promoting and enforcing this policy
- Non-compliance reported to line manager
- Non-compliant employees subject to disciplinary procedure (IMS 074)
- Visitors not adhering to the policy will be asked to comply or leave

### Related Documents

Reference Document

IMS 010	Health & Safety Policy Statement and Handbook
IMS 074	Disciplinary Procedure
IMS 095	Office Induction Checklist
IMS 110	Site Induction Checklist

### Review

This policy is reviewed annually and updated to reflect legislative changes.

Authorised by:



**Tony Fawcett**  
Managing Director