



## Smoking Policy

### Policy Statement

Johnston Vulcanising and Services Ltd. is committed to providing a healthy and safe working environment for all employees, contractors, and visitors. This policy designates specific smoking areas and prevents smoking in prohibited areas in compliance with UK law, including the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

### Scope

This policy applies to all employees, contractors, and visitors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

### Responsibilities

- **Senior Management:** Ensure overall compliance with the smoking policy, provide necessary resources for implementing this policy, and promote a culture of health and safety.
- **Health and Safety Officer:** Oversee the implementation and monitoring of this policy, conduct regular inspections, and provide training and guidance.
- **Managers and Supervisors:** Ensure staff follow the smoking policy, designate and maintain smoking areas, and report any concerns or incidents.
- **All Employees and Contractors:** Comply with the smoking policy, use designated smoking areas, report any issues, and participate in relevant training and awareness programs.

### Procedures

#### 1. Designated Smoking Areas

- Identify and designate specific outdoor smoking areas away from entrances, exits, windows, and ventilation systems to prevent smoke from entering buildings.
- Ensure designated smoking areas are clearly marked with appropriate signage.
- Provide suitable receptacles for disposing of smoking materials in designated smoking areas.
- Maintain cleanliness and safety in designated smoking areas through regular inspections and cleaning.

#### 2. Prohibited Areas

- Prohibit smoking in all enclosed and substantially enclosed areas of the workplace, including offices, workshops, restrooms, break areas, vehicles, and any other indoor areas.
- Prohibit smoking in any area where there is a risk of fire or explosion, such as near flammable materials or in restricted zones within quarrying and vulcanising operations.



- Display no-smoking signs prominently in all prohibited areas to inform employees, contractors, and visitors of the smoking restrictions.
- 3. Electronic Cigarettes (E-Cigarettes)**
  - Apply the same rules to the use of e-cigarettes as to smoking, designating specific areas for their use and prohibiting their use in enclosed and substantially enclosed areas.
  - Ensure that e-cigarette use does not compromise the smoke-free environment or pose a safety risk.
- 4. Communication and Training**
  - Communicate the smoking policy to all employees, contractors, and visitors through induction programs, staff meetings, and written communications.
  - Provide training for all employees and contractors on the importance of the smoking policy and their role in its enforcement.
  - Update employees on any changes to the smoking policy or designated smoking areas.
- 5. Enforcement and Disciplinary Action**
  - Monitor compliance with the smoking policy through regular inspections and observations.
  - Address violations of the smoking policy promptly and consistently.
  - Implement disciplinary actions for repeated violations of the smoking policy, which may include verbal or written warnings, suspension, or termination of employment.
- 6. Support for Smoking Cessation**
  - Encourage and support employees who wish to quit smoking by providing information on smoking cessation programs and resources.
  - Offer access to counseling and support services for employees seeking help with smoking cessation.
- 7. Review and Update**
  - Regularly review and update the smoking policy and procedures to ensure compliance with current legislation and best practices.
  - Incorporate feedback from employees, inspections, and incident reports into policy updates.
- 8. Record Keeping**
  - Maintain records of designated smoking areas, inspections, incidents, and any disciplinary actions taken related to smoking policy violations.
  - Ensure records are kept confidential and comply with legal requirements for documentation and retention.

## Commitment

Johnston Vulcanising and Services Ltd. is dedicated to ensuring a healthy and safe working environment for all employees, contractors, and visitors. We expect all personnel to adhere to this policy and report any concerns promptly.

**Contact:** For any questions or concerns about this policy, please contact Aaron Johnston by email at [Aaron@jvsuk.co.uk](mailto:Aaron@jvsuk.co.uk) or call 07495 376466.

Signed: A Johnston  
Date: 21/05/2025

A handwritten signature in black ink, appearing to be 'A Johnston', written over a white background.