

Byrne Group Smoke-Free Workplace Policy Statement

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Byrne Group has developed this policy to protect all staff, service users, customers and visitors from exposure to second-hand smoke and the smell of the flavours in e-cigarettes, and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Byrne Group shall:

- Guarantee a healthy working environment, and protect the current and future health of Byrne Group's employees and members of the public.
- Guarantee the right of everyone to breathe in air free from tobacco smoke and e-cigarettes.
- Comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke and e-cigarettes.
- Take account of the needs of those who choose to smoke, and to support those who wish to stop.
- Protect the health of visitors, sub-contractors, agents, users and clients of our services or products.
- Inform staff and managers of their responsibilities in respect of the Policy.
- Promote the culture of a smoke free organisation.

The Policy will apply to all staff, visitors, sub-contractors, agents and other persons who enter our premises.

Restrictions on smoking

Smoking and the use of e-cigarettes is prohibited on all our premises, except in designated smoking areas. This restriction applies to any Byrne Group managed, leased or owned premises. This includes any vehicles used by staff in performance of their duties. Staff members are expected to inform visitors of the policy.

Appropriate "No Smoking" signs will be displayed at entrances to buildings, sites and in all company owned vehicles used by staff in performance of their duties so they are visible to staff, visitors, contractors and delivery people.

Non-compliance

Members of staff are only permitted to smoke or use e-cigarettes whilst off duty (in official break times only) and are only permitted to smoke or use e-cigarettes in the enclosed designated areas.

In the event of a member of staff not respecting this policy, in the first instance their Manager will attempt to resolve the situation informally. Repeated breaches will result in disciplinary action being taken.

Individuals who do not comply with the smoke free law may be liable to a fixed penalty fine and possible criminal prosecution.

Vehicles

Company owned vehicles used by staff in performance of their duties have appropriate no smoking signs displayed in a place visible to anyone entering the vehicle. Byrne Group will provide the appropriate signs but staff are responsible for ensuring that they are displayed appropriately. Failure to display such signs could result in a fine. Any failures to display signs will initially be dealt with informally, but repeated breaches may result in disciplinary action being taken.

Support for smokers

Information on stopping smoking with support from local cessation services will be provided for smokers. The NHS Smoking Helpline number is 0300 123 1044. The helpline can offer advice and support on stopping smoking, along with a website at www.smokefree.nhs.uk

Signed

Michael Byrne

Chief Executive, Byrne Group

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