

Smokefree Procedures



Purpose:

It is important to provide protection for employees who do not smoke or for those who do not smoke at work, from tobacco smoke in the workplace.

It is also important to provide a smokefree role model for all children.

Scope:

The scope of this policy is as per the Smokefree Environments Act 1990, but also includes the use of e-cigarettes (vaping).

Guidelines:

Kilbirnie School is a smoke free school, as per the current legislation. All buildings, including swimming pool area and grounds, are to be smokefree at all times.

Signs will clearly that Kilbirnie School is a smoke free zone.

A copy of the written policy is to be displayed, as well as being made available to all employees, users of the school buildings and visitors.

The procedures for any complaints regarding smoking should follow Sections 15 and 16 of the Smokefree Environments Act 1990.

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal	
v1.1	Formatted and minor editing, "e-cigarettes" added to scope	May 2017