

SMOKING POLICY

Section 1: Purpose

The purpose of this policy is to outline the controls the company adopts to prevent individuals smoking whilst either visiting, working on USSL sites, offices and other facilities.

Section 2: Scope

This Policy applies to all areas used by USSL for office or site works, storage facilities and vehicles.

Section 3: Introduction

Smoking is a major cause of concern within the workplace. It can have a direct impact on both smokers and non-smokers and ultimately employers. There is a legal duty to provide a safe place of work (so far as is reasonably practicable), and there is a further legal duty to assess the risks to which employees and others may be exposed. The introduction of this policy reflects the significant findings of these requirements.

Some of the key issues in relation to smoking are absenteeism and risks to key personnel. Smokers tend to have more sick leave than non-smokers and is an important contributory factor in the top three causes of death and major illness; coronary heart disease, cancers and strokes. Losing employees due to these conditions will have a major impact on the workforce and the company's ability to function may be seriously affected.

The Scientific Committee On Tobacco and Health reviewed the evidence on passive smoking. They found it to be a serious public health hazard – increasing the risk of lung cancer, heart disease and respiratory illnesses in adults, and causing a variety of conditions in children. Many people assume that ventilation can eliminate the health risk associated with passive smoking. But substantial evidence shows that ventilation systems only eliminate the smell and visibility of smoke – not the toxic carcinogens. As there is no safe level of exposure to second hand smoke, ventilation is not an option.

Section 4: Where is smoking prohibited

No smoking signs will be displayed at all entrances, within the premises and in the company vehicles. The Company's prohibition on smoking applies not only to employees but also to visitors to the workplace, including clients and customers.

Smoking is prohibited in the following locations:

- Inside all USSL buildings, yards, car parks, vehicles and worksites.
- Anywhere where work with flammable gas, dusts or liquids is taking place including areas adjacent to any operational site.
- Where indicated by safety signs or as instructed by any other means.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during your break. You are not permitted to take additional smoking breaks during the day.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behavior constitutes potential gross misconduct and could render the employee liable to summary dismissal.

Section 5: Enforcement

It will be the duty of all company employees to ensure that this policy is strictly adhered to. Personnel are required to report any failure to adhere to this policy by submitting a Near Miss/Hazard Report for any non-compliance. The enforcement of this policy will also fall to the line management function i.e. if you are a Manager, Supervisor or Team Leader you are expected to react positively to non-compliance. Failure to comply with the law is a criminal offence and liable to a fixed penalty fine and possible criminal prosecution.

Section 6: Document History

October 2016	Initial Draft
April 2018	Amended with new branding