



TITLE: SMOKING POLICY

Effective Date	20 March 2019	Version	01
Approved By	Management Board	Date Approved	20 March 2019
		Review Date	20 March 2022 <i>or as required</i>
Superseded or Obsolete Policy / Procedure(s)		Owner:	
		Human Resources and Facilities / Building Services	

1. Purpose of Policy

Carlow College, St. Patrick's (hereafter Carlow College) recognises that smoking is a hazard to the health, safety and welfare of both smokers and non-smokers alike. To reduce this hazard, the College has adopted the following *Smoking Policy* in line with the *Public Health (Tobacco) Acts 2002-2015*. This Policy has been developed to protect all employees / learners and contractors / visitors and to comply with local legislation.

It is the policy of Carlow College that the majority of its workplace premises are smoke free at all times and that both employees and learners have a right to work in a smoke-free environment. However, the College does provide a designated smoking area which is adjacent to the Student Resource Building at the back of the College. In addition, the organisation also prohibits the use of electronic cigarettes in the workplace and considers use of these e-cigarettes as 'smoking' as referenced below.

2. Definitions

For the avoidance of confusion, vaping / e-smoking relates to the use of any non-tobacco-based device from which material is drawn into the body by inhalation, irrespective of whether or not a vapour is released, or the product contains nicotine.

3. Scope of Policy

This Policy applies to all staff members, learners, service users, customers, contractors and visitors (this list is not exhaustive).

4. Policy Statement

This Policy has been developed to protect all employees, learners, service users and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations (*Public Health (Tobacco) Acts 2002-2015*), and to ensure a safe and healthy working and learning

environment. The College envisages that this Policy will be achieved via community engagement and community enforcement. All members of the College community are asked to adhere to this Policy and to encourage others to do so.

4.1 Designated Smoking Area and Information

To facilitate College community members to go about their business in an environment unencumbered by smoke or vapour from tobacco or e-cigarettes, no smoking/vaping is permitted within 10 meters of all entrances to College entrances. Signs will be provided to inform all of same.

5. Roles and Responsibilities

The Human Resources Office, Facilities Management and Building Services holds responsibility for this Policy and any subsequent practices and procedures thereafter.

5.1 Facilities Management and Building Services Responsibilities

- a) Day to day compliance of this Policy will be primarily monitored by the Facilities Manager and the Building Services Team for Staff.
- b) Day to day compliance of this Policy will be primarily monitored by the Facilities Manager and the Building Services team for learners. The Facilities Manager and/or Building Services will notify the relevant Programme Director in relation to Learner non-compliance.
- c) Both Facilities Management and Building Services will consider the information provided and inform Human Resources (Staff) or the relevant Programme Director (Learners) if it is determined that there has been a breach in policy;
- d) Both Facilities and Building Services will work collaboratively with Human Resources, Programme Directors and the Office of the Registrar in the event of any breach of the Policy.

5.2 Management Responsibilities

- a) All Managers have a responsibility to ensure compliance of this Policy and its subsequent practices and procedures.
- b) All managers should inform their staff and learners of this Policy, their role in the implementation and monitoring of this Policy and the consequences of non-compliance. Inductions will also highlight this.

5.3 Human Resources Responsibilities

- a) Human Resources in conjunction with the other owners of this Policy, will ensure compliance of this Policy.
- b) Human Resources, may invoke the College's Disciplinary Procedures if and when required, should a breach occur.

5.4 Staff Responsibilities

- a) All staff, learners, visitors, customers, contractors, service providers / users, customers and contractors have an obligation to adhere to, and facilitate the implementation of this Policy.
- b) Staff are reminded that smoking must take place on official breaks only.

- c) No smoking is permitted in any company vehicle / buggy at any time and there will be no tobacco use in personal vehicle/hired vehicle when transporting persons on Carlow College authorised business/activities.

5.5 Students' Union Responsibilities

- a) While it is not the responsibility of Carlow College Students' Union to enforce compliance of this Policy, it is obliged to support the College in advising learners regarding this Policy and any other policies that both protect and enhance the overall learner experience in the College.
- b) The Students' Union is to assist in the effective communication of this Policy via relevant SU notice boards.

5.6 Visitors and Guests

- a) Visitors should be advised of this policy by their hosts.

6. Associated Documentation

- Appendix 1: Practice & Procedures

7. Referenced Policies

- *Benefits Policy*
- *Disciplinary Policy – Staff*
- *Learner Code of Conduct and Disciplinary Policy*
- *Health and Safety Policy*

8. Monitoring and Review

The Policy will be formally reviewed on an annual basis by Human Resources, Facilities and Building Services to reflect any legislative changes. Staff will be informed through regular email communication and through the staff portal regarding any updates to same. Learners will be informed by the Students' Union and / or the relevant Programme Director / Office of the Registrar.

Appendix 1: Practices and Procedures



Practices and Procedures

1. General Practices

- a) In order to ensure that workplaces are kept free from Environmental Tobacco Smoke (ETS) or passive smoking, the organisation may from time to time designate areas outside of its building(s) as No Smoking Zones.
- b) Designation of such areas will be undertaken in order to eliminate, minimise and reduce employee exposure to ETS and further to ensure in so far as is practicable that ETS does not enter the workplaces.
- c) All persons must refrain from smoking or vaping / e-smoking in such areas.
- d) The designated sheltered smoking facilities will be provided where possible, with appropriate bins.
- e) All materials used for smoking in this area including cigarette butts and matches must be extinguished and disposed of appropriately.
- f) Overall responsibility for policy implementation rests with the occupier, manager or other person for the time being in charge of the workplace.
- g) All staff and learners have an obligation to adhere to, and facilitate the implementation of this Policy.
- h) Managers shall inform all existing employees, learners, consultants and contractors of the policy in the implementation and monitoring of the policy.
- i) All new and prospective employees, students, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge, i.e. line managers, department heads etc.

Any employee / learner in breach of this Policy will be subject to disciplinary action.

2. Smoking Cessation Support

Information on how to obtain help quitting smoking is available from our Employee Assistance Programme (EAP).

3. Employee Assistance Programme (Staff)

The EAP is provided by VHI Corporate Solutions. The EAP is a Confidential & Specialist Information and Counselling service and is available 24 hours a day, 365 days a year to staff only. These services are also available for family members to avail of. Please see our *Benefits Policy* for further information.

4. How can I access the EAP?

- You can free-phone 1800 995 955 or

- Email an enquiry to the specialist information service: eap@vhics.ie or
- Access the following link www.livewell.optum.com (username Vhicarlowcollege).

5. Assistance for Learners re Smoking Cessation

Learners may seek support from the College Counsellor, Nurse or HSE etc.

6. Abuse of Policy

Any breaches of this Policy by Learners will be subject to the *Learner Code of Conduct and Disciplinary Policy*.

Any breaches of this Policy by Staff will be subject to the Disciplinary Policy (Staff) and procedures.

7. Queries

Any queries in relation to this policy should be directed to your Line Manager in the first instance. For further information, / queries in relation to the above, you can contact the following department(s):

Facilities

- facilitiesmanager@carlowcollege.ie
- T: 059 91 53232

Building Services

maintenance@carlowcollege.ie

- T: 059 91 53230 or
- T: 059 91 53294

HR Office

- hr@carlowcollege.ie
- T: 059 91 53 293

Students' Union

- supresident@carlowcollege.ie
- T: 059 91 53250