


<b>Document Title</b>	Smoking Policy	
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<b>Applicability</b>	All areas of operations within the business	
<b>Pages</b>	2	

## Smoking Policy

### 1.0 Purpose

The purpose of this policy is to clearly define the Law and Company policy in relation to smoking at work.

### 2.0 Scope

This policy is applicable to all Leask Marine operations including permanent & temporary work sites, company vessels and vehicles.

### 3.0 Responsibilities and Requirements

#### Smoking at work: the law

Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK.

Penalty for smoking in the workplace is that employees can be fined up to £200.00 in Scotland. The law doesn't apply to e-cigarettes, however the Company does not allow the use on their premises.

#### What businesses must do

All Businesses must:

- ☑ Display 'no smoking' signs in all workplaces and vehicles
- ☑ Ensure employees and visitors do not smoke in enclosed work premises or shared vehicles
- ☑ Staff smoking rooms are not allowed, and smokers must go outside.

#### Fines and penalties

Businesses can be fined up to £2,500 if they don't stop people smoking in the workplace or up to £1,000 if they don't display 'no smoking' signs.

In Scotland, there is a fixed penalty fine of £200, which can go up to £2,500 if the fine isn't paid.

#### Smoking in work vehicles

Smoking is not allowed in any work vehicle that more than one person uses, and this relates to Company vans, goods vehicles used by more than one driver, company cars used by more than one employee

While the law states that an employee can smoke in a company car only if their employer agrees, it is Leask Marine Company policy that there is **ABSOLUTELY NO SMOKING ALLOWED IN ANY COMPANY VEHICLE (including loadalls, fork-lift trucks, cranes etc)**

## Smoking in work vessels

Smoking is banned from all internal areas of the vessel (Smoking, Social and Health Care [Scot] Act 2005).

### **Smoking at work: Leask Marine**

- 🕒 **Buildings – NO SMOKING**
- 🕒 **Workshops – NO SMOKING**
- 🕒 **Portcabins – NO SMOKING**
- 🕒 **Containers & work shacks – NO SMOKING**
- 🕒 **Worksite Welfare Facilities – NO SMOKING**
- 🕒 **Work yard – Smoking allowed providing it is not near flammable materials**
- 🕒 **Temporarily work site yards – Smoking allowed providing it is allowed by the client or third party and not near flammable materials**
- 🕒 **Vehicles – NO SMOKING**
- 🕒 **Vessels – NO SMOKING in any internal areas. Smoking is allowed in designated deck areas as directed by the vessel Master**

## **4.0 Review and Monitoring**

This procedure will be monitored and reviewed as part of the company internal Audit system.

## **5.0 References**

Smoking provisions of The Smoking, Health and Social Care (Scotland) Act 2005

Signed:



Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2024