The Diocese of Palmerston North and its Parishes recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. We support a safe and healthy environment and are committed to ensuring that a smoke-free environment in all areas normally used for work.

It is a requirement of the Smoke-free Environments Act 1990 that all PCBUs have a written policy on smoking for all areas occupied by the PCBU and frequented by workers.

**Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

Everyone is entitled to a smoke-free environment in all areas normally used for work.

Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.

The implementation of this policy depends on everyone responding courteously to the desire for a smoke free environment.

**Procedures**

**RESPONSIBILITIES**

**The PCBU Manager is responsible for:**

* The maintenance of smoke-free signage.

**All staff and volunteers and visitors are responsible for:**

* Adhering to all aspects of the smoke-free working environment policy

**SMOKE-FREE BUILDINGS**

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property. In the event that a worker chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

**PASSIVE SMOKING**

Smoking is permitted in outside areas, providing the smoker keeps their distance from people and opens windows and doors within their close proximity to aid in the protection of others with regards to smoke drift and passive smoking.

**COMPLAINTS**

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the PCBU Manager.

**Approval and Review**

This Procedure was approved by the Diocese of Palmerston North on 26 June 2017

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

This Procedure will be reviewed by the Diocese of Palmerston North on 1 June 2017

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Smoke-freee NZ has a range of signs available for purchase, see <http://www.smokefree.org.nz/smokefree-resources/signage-0>



