

Toolbox Talk: Smoking & Vaping at Work

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Insert Company Name & Address Here

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Purpose

To ensure operatives understand the company rules and legal requirements regarding smoking and vaping while at work, including when working on customer sites or in company vehicles.

Legal Duty

The Health Act 2006 introduced smoke free legislation in England which prohibits smoking in enclosed workplaces and work vehicles used by more than one person. Employers must display 'No Smoking' signage and take reasonable steps to prevent smoking in prohibited areas.

Why This Matters

Smoking materials can cause fires if discarded improperly and second hand smoke can affect other workers and members of the public. For exterior cleaning companies, smoking on customer premises can also damage professional reputation.

Smoking in Workplaces

- Smoking is prohibited in enclosed workplaces
- No smoking signs must be displayed
- Employers must take reasonable steps to prevent smoking indoors
- Smoking is only permitted in designated outdoor areas where allowed

Smoking in Work Vehicles

Smoking is illegal in work vehicles used by more than one person. This includes vans used by multiple employees or company vehicles shared between staff.

Vaping (E Cigarettes)

E cigarettes are not covered by smoke free legislation, but according to UK health and safety guidance employers may choose to restrict or manage vaping in workplaces. Many companies apply the same rules to vaping as smoking to maintain consistency and protect other workers.

Rules When Working on Client Sites

- Follow the client's site rules regarding smoking or vaping
- Only use designated smoking areas where permitted
- Never discard cigarette ends or vaping materials on site
- Use appropriate bins for disposal

Fire Safety

Improper disposal of smoking materials is a common cause of fires. Always fully extinguish cigarettes and dispose of them safely.

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WCA Member Disclaimer

This document is provided by the Window Cleaners Association (WCA) as general safety guidance for members. It does not replace workplace policies, risk assessments, or professional health and safety advice. Employers remain responsible for ensuring compliance with current UK legislation and guidance from the Health and Safety Executive.

Relevant Guidance

Health Act 2006 – Smoke-free legislation HSE – Smoking at work guidance:
<https://www.hse.gov.uk/contact/faqs/smoking.htm> NHS guidance on e-cigarettes and workplaces:
<https://www.nhs.uk/live-well/quit-smoking/>