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BMC
Batterjee Medical College



No Smoking

POLICY AND PROCEDURES





DOCUMENT ISSUE

This document shall be amended by releasing a new edition of the document in total. The document issue history sheet below records the history and issue status of this document.

Issue No.	Issue Date	Revision(s)	Page(s)	Sign-off	
				Role	Signature
1	5/22	Last Approved version	All	Safety and Security Manager	Mr. Turki Alqahtani
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NO SMOKING

PURPOSE

The purpose of this policy is as follows:

- To eliminate smoking in all BMC and affiliated buildings.
- To promote good health habits among students, visitors, and staff.
- To reduce fire hazards and maintain a healthy atmosphere in the BMC areas.
- Protect staff, students and visitors against passive smoking by providing a smoke free environment.
- Make a provision for advice, support staff and student smokers who wish to stop.

POLICY APPLICATION

This policy will be applied throughout BMC as Institution wide and every employee will have to practice for the achievement of the BMC Mission. Following BMC major Affairs (Divisions) will be impacted by the policies therefore should be implemented in true spirit to achieve BMC Mission.

DEFINITIONS

The following definitions are for any specific terms used within the policy to ensure clarity.

- Smoking is to draw the smoke of tobacco in the form of cigar, cigarette, or through a pipe into the mouth and often lungs and blow it out again.
- E-cigarette: a device used to simulate the experience of smoking, having a cartridge with a heater that vaporizes liquid nicotine instead of burning tobacco.

POLICY STATEMENTS

The following are the core rules, guidelines, or principles that must be followed:

1. BMC is designed to comply with the Basic Laws of Saudi Arabia under Article 32 in the conservation, protection, and development of the environment and prevent pollution. This policy is built upon the recognition that smoking is a health-hazard to active smokers and to non-smokers, who are exposed to second-hand smoke in the environment. Additionally, smoking is a recognized fire safety hazard.
2. BMC has responsibility to both the health and safety of its students and employees, has developed this policy that recognizes both the intent of Clean Indoor Air and other regulatory requirements, such as those of the accrediting bodies of CBAHI.
3. It is our policy to maintain a smoke-free building for administrative and student areas and offer support to staff and students who wish to provide smoke cessation programs through campaigns and related educational activities designed to eliminate smoking.
4. It is the policy of BMC not to construct and not to expend funds or resources to create or convert existing space to a designated smoking area, used strictly for the purpose of allowing smoking. This would encourage violations of these regulations and standards, as well as diverting funds from clinical and research activities to promote a well-known health hazard.
5. Employees and clients can smoke provided it is outside the building.
6. No students are permitted to smoke while at BMC.

	Arabian Basic Laws and other reasonable standards. Enforcement will be primarily the responsibility of the Safety Department and Department Heads. The following shall apply: Vice Dean of Administrative Affairs should emphasize educating staff regarding smoking policy.	Vice Dean of Administrative Affairs
2.	Student violations will be handled by the Vice Dean of Student Affairs.	Vice Dean of Student Affairs
3.	Smoking violations will be treated as an educational process, making them understand the health consequences of smoking.	Faculty
	3.1 Staff repeatedly violation "No Smoking "rules shall be subject to disciplinary actions.	BMC Staff
	3.2 Visitor violations shall be treated through an educational process in their first few visits with BMC. Repeated violations shall result in restrictions on visiting privileges.	Visitor
	3.3 "No Smoking" policy conflicts with staff which remain unresolved at the Supervisory/Department Head level shall be referred to the Vice Dean of Administrative Affairs, who is responsible for support services to resolve the issue.	Vice Dean of Administrative Affairs
4.	Faculties shall be responsible for implementing "No Smoking" to the students.	Faculties
5.	The Security Supervisor, if available, or security guard on duty shall be responsible institution-wide to list staff found smoking in their areas or to request guests from smoking inside the college.	Security Guard
6.	Every staff should act as model for "No Smoking"; thus, no staff shall smoke while inside the BMC premises; and to request politely every student, visitor, or co-staff to extinguish cigarette when seen smoking.	BMC Staff
7.	The Housekeeping Supervisor shall ensure that all ashtrays in the Waiting areas are free from cigarette butts and no cigarette butts are left on the floor.	Housekeeping Supervisor
8.	Safety Officer shall be responsible institution-wide	Safety Officer

COMPLIANCE AND ENFORCEMENT

Failure to comply with this policy may result in disciplinary action. Employees are responsible for upholding this policy, and regular audits will be conducted to ensure compliance.

REVIEW AND REVISION

This policy will be reviewed every 3 years by the Department to ensure it remains effective and compliance with current laws. Revisions will be documented and communicated to all relevant stakeholders.

ATTACHMENTS

- None

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DOCUMENT CONTROL

Synopsis	Document Title: No Smoking Policy and Procedures Document Status: Issue Number 02 Document Effective Date: March 2025 Document Next Revision Date: March 2028
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