

The National Occupational Health and Safety Commission has resolved that, given the proven health risks of smoking, a tobacco smoke-free work environment should be the objective of Australian workplaces.

Occupational Health and Safety Regulations in general, throughout Australia, prohibit smoking by employers, employees and self-employed persons in enclosed workplaces. Our company supports this policy.

A workplace is considered enclosed if it has walls, ceiling or roof and can be completely or substantially enclosed, even if not all the openings are closed. Examples include all offices, workstations, lunchrooms, toilets, stairwells and internal storage areas.

The company has a duty to protect the health of all employees from the effects of tobacco smoking in the workplace, and as such has adopted a tobacco smoke free working environment.

### **Employers, employees, and self-employed persons**

Employers, employees and self-employed persons are required to adhere to the following rules:

- Smoking is prohibited in enclosed workplaces and company mobile plant and motor vehicles
- Smoking is prohibited on customer premises or mobile plant belonging to customers
- Smoking is prohibited in areas where chemicals are stored and in and around other fire hazard areas
- Appropriate 'No Smoking' signage shall be clearly displayed in enclosed workplaces

Responsibility for implementation of this policy lies with the most senior employee at each site.

Issues relating to this policy should be referred to the Operations Manager. OH&S issue resolution procedure applies to this policy.

A breach of this policy may initiate appropriate disciplinary action.

### **Authorities and Responsibilities**

Responsibility for implementation of this policy lies with the Operations Manager or most senior person at each workplace or area.

Issues relating to this policy should be referred to your Site Contact. OH&S issue resolution procedure applies to this policy.

A breach of this policy may initiate appropriate action as outlined in the Disciplinary Procedure or part thereof.