# No smoking (& vaping) policy

1. Purpose of policy

The purpose of this policy is to protect the health of The Company’s employees, contractors and visitors by eliminating exposure to environmental tobacco smoke (or related chemical vapors) in and around all The Company buildings and facilities, including vehicles.

1. Objectives

The objectives of this policy are to:

* + 1. specify places where smoking is not permitted in the workplace;
    2. outline the responsibilities of staff, including managers;
    3. promote a smoke free workplace policy in recruitment and training for new employees; and
    4. authorise the placement of “no smoking” signs.

1. Policy statement

The Company has a legal obligation to provide a safe and healthy workplace under legislation such as Work Health and Safety Act 2020 (WA). A workplace includes both indoor and outdoor places, including The Company motor vehicles.

Within this policy, smoking, and smoke refers to smoking and smoke of tobacco smoke as well as the use of e-cigarettes and vapes, and related vapors.

1. Areas affected by the policy
   * 1. A smoke free environment must be maintained in all Company buildings, all Company vehicles, storage areas, restrooms and toilets, lifts, workshops and lunch rooms.
     2. To prevent drift of smoke into smoke free environments, no smoking will be permitted within 10 metres of The Company premises. There should be no smoking in thoroughfares or access paths, which means that no person should have to inhale smoke walking in or out of a building or on paths between The Company buildings. Every care should be taken to prevent the drift of smoke into workplaces.
2. Approved smoking areas
   * 1. Smoking is not permitted within 10 metres of The Company premises. “No smoking” signs may be erected near the entry to buildings.
     2. Employees are only permitted to smoke in approved smoking areas during approved work breaks. Staff should not smoke in outdoor areas which are visible to the public.
3. Responsibilities
   * 1. All employees are responsible for ensuring that The Company is maintained as a smoke free environment by complying with the provisions of this policy and reporting any incidents which breach this policy.
     2. In particular, managers and team leaders are responsible for ensuring that all employees under their control fully understand the requirements and provisions of the policy.
4. Environmental waste reduction
   * 1. Employees are responsible for ensuring that any waste, such as cigarette butts, is properly disposed of.
     2. Employees are reminded that cigarette butts take up to 5 years to break down, therefore used butts must be properly disposed.
5. Conduct which breaches this policy
   * 1. The maintenance of a safe workplace is vital. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of: demotion; a formal warning; and dismissal.
6. Further questions

If you have any questions, please speak with your manager.