

| | |
|----------------|------------|
| Effective Date | 01/10/2022 |
| Version Number | 1.1 |
| Review Date | 01/10/2022 |



Non-Smoking Policy

Environmental tobacco smoke is considered a potential health risk and there is now sufficient evidence that passive smoking (that is, the inhalation of secondhand smoke) increases the risk of lung cancer. Passive smoking is also dangerous for people with pre-existing heart or lung conditions and can trigger asthma attacks, cause chest infections, headaches, and sore throats.

As an employer, The Business has a duty under the legislation to prohibit smoking in the workplace and to provide a safe working environment and to protect the health of all workers from illness or injury arising from the workplace. To protect the health of all workers from the ill effects of cigarette smoke at work, we have adopted a policy of providing a smoke-free workplace.

It is recognized that, while this initiative will provide a positive benefit to all workers, some workers may have difficulty in adjusting, particularly those whose smoking habit is a long standing one. Every effort will be made to assist smokers to adapt to working conditions under the policy. It must be stressed that breach of this policy will be dealt with in the same manner as a breach of any Workplace Health and Safety Policy.

Smoking shall not be allowed in any business owned/occupied building, vehicle, or plant.

Smoking shall not be allowed in or on the grounds of any customer's premises.

Smoking is only permitted at lunch and allocated breaks and must be out of sight of customer's premises or in a dedicated smoking area approved by both the client and company.

Noncompliance strategy:

The smoke-free policy should be regarded as a workplace health and safety policy and a lawful and reasonable direction to staff.

Responses to policy breaches will include:

- Asking the individual to extinguish the cigarette immediately.
- Explaining details of the policy to the offending individual.
- The provision of individual education by personnel management regarding the reasons for the implementation of the smoke free policy.
- Making every possible effort to assist workers to understand and adhere to the policy, and while the



DeMartini Fletcher Policies

| | |
|----------------|------------|
| Effective Date | 01/10/2022 |
| Version Number | 1.1 |
| Review Date | 01/10/2022 |

primary approach to smokers who cannot comply will be based on consultation, positive assistance and problem-solving if these approaches are not effective, disciplinary proceedings may result.

The Worker in charge has the responsibility to provide positive assistance in the first assistance.

In the case of visitors not complying, officers should politely bring the smoke-free workplace policy to the attention of the person concerned. Should any further action be needed, the officer should refer to the worker in charge concerned.