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## SMOKING POLICY

### PURPOSE

has a duty under relevant Occupational Health and Safety legislation, to provide a safe working environment and to protect the health of all employees from any illness and injury arising from the workplace. As such areas other than those designated will be smoke-free to eliminate the hazards of environmental tobacco smoke.

### Scope

This policy applies to all employees and contractors.

### POLICY

It should be noted that smokers are being asked to restrict their smoking in the workplace rather than stop smoking altogether. Every effort will be made to assist smokers to adapt to working conditions under this policy.

### Responsibilities

#### *Responsibilities of Employer:*

1. Ensuring a smoke-free workplace in all areas
2. Offering support to employees who have a problem with nicotine addiction
3. Resolving problems which arise in the implementation of this policy Taking corrective action under the Code of Conduct if employees breach this policy
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#### *Responsibilities of Employees:*

1. Only smoking in designated areas
2. Only smoking at designated breaks, which includes morning & afternoon breaks (no longer than 10 minutes) and lunch break
3. Making sure that their smoking does not harm the health, or cause inconvenience to others
4. Encouraging and supporting smokers who are attempting to quit
5. All cigarette butts will be placed into bins provided for that purpose
6. Ensure you smoke more than 4 metres away from any building opening

### Breach of Policy

A breach of this policy may be dealt with in the same manner as a breach of any Occupational Health and Safety Policy (refer [POL08](#)) or Code of Conduct and Standard Disciplinary procedures will apply, refer to the Performance Management Procedure ([PRO04](#)).

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