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# ETHOS BUILDING & RESTORATION

## SMOKE FREE WORKPLACE POLICY

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**Approved by:** Aaron Hair

**Position:** Director

**Dated:** 22/01/2023

**Signature:**



## Policy:

Ethos Building Pty Ltd is required under the Occupational Health & Safety Act Victoria 2004 to provide a workplace that is safe and without risk to employees. Smoking and vaping in the workplace has been shown to be harmful to an employee's health. Ethos Building Pty Ltd is a smoke free workplace.

From 1 March 2006, the Tobacco Act 1987 bans smoking in all enclosed workplaces.

## Procedures:

- Smoking is prohibited in all work areas (including within the title boundaries of any of our work sites), within company vehicles, offices, toilets, washrooms, lunchrooms and store-rooms.
  - Smoking is prohibited within 5m of the entrance to any of our offices and/or storage facilities
  - Smoking should be avoided 30mins prior to any client, supplier or staff meetings
- Employees may only smoke outside on their designated work breaks.
- Whilst on the premises employees that smoke are required to do so at the designated smoking areas and to use public disposal facilities or other means that are provided.
- Employees are asked to co-operate in maintaining a healthy work environment. Consideration should also be given to washing hands/sanitizing on re-entering the workplace.
- Employees who choose to cease smoking all together and require assistance can contact their direct line manager who can provide them with literature.
- Failure to follow this policy may result in disciplinary action.