

Smoking Policy

At **[Organization Name]**, we are committed to providing a safe and healthy work environment for all employees, visitors, and contractors. This policy outlines our stance on smoking within our premises and facilities.

Scope

This policy applies to all employees, visitors, contractors, and anyone present on **[Organization Name]**'s premises, facilities, or job sites. It encompasses all forms of smoking and tobacco use, including but not limited to cigarettes, cigars, pipes, vapes/ electronic cigarettes (e-cigarettes), and chewing tobacco.

Responsibilities

Management:

- Management is responsible for establishing and enforcing a smoke-free environment within **[Organization Name]**'s premises and facilities.
- They must ensure that appropriate signage is displayed to indicate designated smoking areas (if applicable) and that employees and visitors are aware of the smoking policy.
- Management should lead by example and support employees who wish to quit smoking by providing resources and assistance, such as smoking cessation programs or access to support services.

Employees:

- All employees are responsible for complying with the smoking policy and refraining from smoking or using tobacco products in prohibited areas.
- They must respect designated smoking areas (if applicable) and dispose of cigarette butts and other smoking-related waste properly in designated receptacles.
- Employees who smoke should be considerate of non-smokers and avoid smoking near building entrances, windows, or ventilation systems.

Visitors and Contractors:

- Visitors and contractors are expected to comply with the smoking policy while on **[Organization Name]**'s premises or facilities.
- They must refrain from smoking or using tobacco products in prohibited areas and respect any designated smoking areas (if applicable).
- Visitors and contractors who violate the smoking policy may be asked to leave the premises or face other consequences as deemed appropriate by management.

Policy Guidelines

Smoke-Free Environment: **[Organization Name]** maintains a smoke-free environment within all indoor areas, including offices, meeting rooms, hallways, stairwells, restrooms, and company vehicles.

Designated Smoking Areas: Designated smoking areas may be provided outdoors in specified locations, away from building entrances and common areas. These areas, if applicable, will be clearly marked with signage.

Prohibition of Smoking in Vehicles: Smoking is prohibited in all company vehicles, regardless of whether they are occupied by employees or visitors.

E-Cigarettes and Vaping Devices: The use of electronic cigarettes (e-cigarettes) and vaping devices is prohibited indoors and, in all areas where smoking is prohibited. These devices must be used only in designated smoking areas (if applicable) and disposed of properly.

Compliance: Compliance with the smoking policy is mandatory for all individuals present on [Organization Name]'s premises or facilities. Violations of the policy may result in disciplinary action or other consequences as deemed appropriate by management.

Support for Smoking Cessation

[Organization Name] recognizes that smoking is a personal choice and that some employees may wish to quit smoking. We are committed to supporting employees who wish to quit by providing access to smoking cessation resources, such as counselling services, nicotine replacement therapy, or quit-smoking programs. Employees who are interested in quitting smoking are encouraged to contact [Human Resources/Health and Safety Department/Designated Contact] for assistance and support.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and compliance with Australian legislative requirements and workplace health and safety standards. Updates may be made as necessary to reflect changes in laws, regulations, or best practices related to smoking and tobacco use.

Authorised by

[Sign]

[Name]

[Position]

[Company]