



# POLICY STATEMENT SMOKE-FREE WORKPLACE

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## **Passive smoking increases the risks to health.**

**ABC Water Systems** has a duty of care to provide a safe and healthy work environment for all employees and others who enter the workplace.

**ABC Water Systems** has therefore adopted a smoke-free workplace policy. The objective of this policy is to eliminate smoking in the workplace and prevent exposure to environmental tobacco smoke.

**In order to achieve this, ABC Water Systems informs all staff that:**

- Smoking is not permitted in any buildings, or in client buildings.
- Smoking is not permitted in loading bays or within five metres of entrances to the building or air-conditioning units.
- Employees who choose to smoke during work hours may only do so in their scheduled breaks or other approved times.
- All advertisements for employment will state that the organisation is a smoke-free workplace. Prospective and new employees will be further advised of the Policy during interviews and again when undergoing initial induction and training.
- Smoking is prohibited in all **ABC** vehicles or vehicles hired by **ABC** for work on client sites.
- Appropriate support and information will be provided to smokers attempting to reduce or stop smoking.

Murray Brown  
Managing Director