



POLICY STATEMENT SMOKE-FREE WORKPLACE

Page 1 of 1

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