



## Smoke Free Workplace Policy

### Rationale

The world's major public health agencies have concluded that tobacco smoke is a significant hazard to the health of smokers and non-smokers alike. There is no safe level of exposure to inhaled tobacco smoke or to Environmental Tobacco Smoke (ETS). The World Health Organisation estimates that one person every eight seconds, dies from tobacco related disease and illness.

### Passive Smoking

Smoking can affect the health of non-smokers by exposing them to ETS or passive smoke. Passive smoking means inhaling ETS. ETS is the mixture of chemicals and particles released into the air whenever someone smokes a cigarette.

### WHS Obligations

Workforce International Group has a legal and moral obligation to provide healthy and safe workplaces for all of its workers and anyone else affected by its business undertakings. Allowing workers and others to cause potential harm to persons by not controlling the risk of exposure to ETS in the workplace contravenes this obligation and this is not acceptable.

### Risk Control

To meet Work Health and Safety (WHS) obligations, promote smoke free work environments and control the risk of passive smoking or ETS, the organisation has taken the following steps:

- Adopted a Smoke Free Workplace policy.
- Prohibited smoking at all workplaces and worksites except for in designated smoking areas.
- Prohibited smoking while carrying out all work duties, including outdoor activities.
- Prohibited smoking in any company owned vehicle.
- Providing information about the health risks of smoking and support for workers wishing to quit smoking.

### Designated Smoking Areas

All company workplaces must have a Designated Smoking Area (DSA) and smoking is only permitted in this area. DSA's must be approved by the manager in charge of the workplace, in consultation with the workers at the site and the Group Safety and Compliance team. DSA's must be located at least 4 meters away from any door, window, vent, air-conditioning system, pedestrian thoroughfare or break area. They should be clearly identified by signs and they must have suitable means for the disposal of cigarette butts. Where possible, DSA's should not be located at the front of buildings or in shared public areas.

### Responsibilities

Managers and supervisors are responsible for supporting and enforcing the Smoke Free Workplace Policy and any related procedures.

All workers are responsible for complying with the policy and procedures and following any reasonable management direction given to comply with this policy.

The Smoke Free Workplace Policy and any related Procedures operate in conjunction with the organisation's Safety Policy and Procedures and breaches of the policy may be treated as safety breaches resulting in disciplinary action.

Chief Executive Officer – September 2020

