
SMOKING POLICY

Smoking in the Workplace

The Vic OHS Act 2004 (section 21) and the Tobacco Act 1987 requires employers to provide a safe and healthy workplace that is smoke free.

Smoking is deemed to be unsafe in terms of passive smoking but also to the smoker. Legal opinion is that a Company that allows smoking in the workplace is contravening the requirements of the Act. As a minimum Companies should ban smoking in any enclosed workplace.

A Typical Procedure

WORKFORCE EXTENSIONS complies with the requirements of the Victorian Occupational Health & Safety Act 2004 to provide a safe and healthy workplace. Therefore, WORKFORCE EXTENSIONS adopts a No Smoking Policy within its premises as detailed below:

- ✘ Smoking is not permitted anywhere on the premises;
- ✘ Smoking is not permitted in any Company vehicles;
- ✘ Smoking is not permitted on the premises during or outside normal working hours.

Staff who contravene this policy will be disciplined through the normal disciplinary procedure.

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Name
MANAGING DIRECTOR

Date: