

## Smoke-free Policy

Alliance Cleaning Pty Ltd

- is committed to providing employees with a safe, healthy and supportive environment in which to work;
- recognises that the health and wellbeing of our employees is important and;
- is committed to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

### 1. Objectives and strategies

Smoking is a leading cause of preventable death and disease in Australia. Smoking greatly increases an individual's risk of suffering from potentially deadly conditions, including a range of cancers, heart disease and respiratory illness. Environmental tobacco smoke (passive smoking) can also harm health.

Maintaining a smoke-free work environment is essential to ensuring the health and wellbeing of everyone in the workplace.

Alliance Cleaning Pty Ltd respects the right of smokers to smoke. However, Alliance Cleaning Pty Ltd will support smokers if they wish to stop smoking.

Alliance Cleaning Pty Ltd will:

- a. cleaning employees, customers and visitors from the harmful effects of tobacco smoke and;
- b. provide smoking cessation support to employees wanting to stop smoking.

### 2. Scope

- a. This policy applies to all employees, contractors, customers and visitors on the worksite.
- b. Cigarette sales and/or promotion of cigarette products is not permitted on the worksite.
- c. The policy applies to all employees, contractors, customers and visitors while on the worksite.
- d. Smoking is not permitted at any time on the grounds or buildings of the worksite, except within the designated smoking area(s).
- e. The designated smoking area(s) are located at smoking area point in each workplace.
- f. The location(s) of these designated smoking areas have been selected to ensure that employees are not exposed to the risk of second-hand tobacco smoke.
- g. Smoking is not permitted in work vehicles.

### 3. Compliance measures

- a. All employees and other persons are expected to comply with the requirements of this policy.
- b. Managers and supervisors are responsible for encouraging compliance with this policy.
- c. All employees are responsible for ensuring visitors comply with this policy.
- d. All visitors who smoke on the premises are to be informed of the policy and politely requested to extinguish their cigarette. Repeated breaches should be reported to managers for further action.
- e. Contractors should be advised of the policy and asked to extinguish their cigarette.
- f. Employees who breach the policy will initially be counselled by their supervisor. The supervisor will reinforce occupational health and safety obligations, and the health effects of passive smoking on co-workers. The employee will be informed of the smoking cessation or withdrawal management support available for employees, and how to access these resources. Formal disciplinary action in line with workplace procedures will occur for repeated breaches of the policy.

### 4. Expectation of employees

Employees are expected to:

- a. participate in the implementation of this policy;
- b. comply with the requirements of this policy;
- c. inform those entering the worksite of this policy
- d. ensure that additional cigarette breaks (beyond award rest breaks) are taken in their own time;
- e. request that any visitors, customers or contractors smoking on site extinguish their cigarette and;
- f. report to managers any instances of exposure to environmental tobacco smoke.

### 5. Communication

Alliance Cleaning Pty Ltd will ensure that:

- a. all employees receive a copy of this policy during the induction process;
- b. this policy is easily accessible by all members of the organisation;
- c. employees are informed when a particular activity aligns with this policy;
- d. employees are empowered to actively contribute and provide feedback to this policy and;
- e. employees are notified of all changes to this policy.

**6. Commencement Date: 08<sup>th</sup> September 2020**

**7. Definitions**

Passive smoking is the inhalation of second-hand tobacco smoke, which is a combination of side-stream smoke from a burning cigarette and mainstream smoke exhaled by a smoker.

Smoke means to smoke, hold, or otherwise have control over, an ignited tobacco product.

Smoke-free means that no smoking is permitted.

Tobacco product includes a cigarette, cigar, cigarette or pipe tobacco or any product that does not contain tobacco but is designed for smoking.

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