

## WORKPLACE SMOKE-FREE POLICY

### The impact of smoking in the workplace.

Under the Tobacco Amendment Act 2016, smoking is prohibited in most enclosed workplaces. In the workplace, smoking can contribute to a reduction in productivity and increased sick leave among workers that smoke. Smoking in the workplace is also a fire hazard. This policy aims to help minimise worker exposure to tobacco smoke while in the workplace.

Tobacco smoking is the leading single cause of preventable death and illness in Australia.

Smoking affects each system of the body in some way, causing reduced oxygen carried in the blood, decreased lung function and narrowing of airways and blood vessels. Smoking can cause lung disease, cancer, heart attack and stroke.

Environmental tobacco smoke (passive smoking) can affect smokers and non-smokers alike. Irritation of the eyes, nose, throat and lungs from environmental tobacco smoke can be particularly harmful to those with asthma or other respiratory conditions.

### Mission Statement

Waters Excavations:

- will support workers quit attempts
- will protect workers, contractors and visitors from environmental tobacco smoke (passive smoking)
- will inform workers about the health risks associated with smoking

### Objectives and strategies

Objective: Minimise smoking in the workplace

Strategies:

- Clearly define smoke-free areas. Smoke-free areas include:
  - All buildings, plant, vehicles, bathroom/toilets and sheds
  - Inside any fenced area on a job site
  - 15 metres clear from any building, work area, plant, vehicle, bathroom/toilet and shed
- Provide support wherever possible to workers wishing to quit smoking.
- Smoking during working hours is prohibited with the exclusion of break times ie: morning tea (10 minutes) and lunch (30 minutes)

Objective: Minimise exposure to environmental tobacco smoke (passive smoking)

Strategies:

- Designated smoking areas should be positioned away from work areas, buildings, plant and people.
- Toolbox meetings will be held on each site/project to designate appropriate smoking areas

Objective: To increase awareness among workers of the health risks of smoking

Strategies:

- Provide information (posters etc) within the workplace
- Promote quit smoking tools through newsletters and memos

## **Responsibility/Scope**

All workers, management, contractors and visitors have a shared responsibility to support Waters Excavations smoke-free workplace policy.

### **Workers/Contractors/Visitors have a responsibility to:**

- Read and fully understand the smoke-free policy
- Comply with this policy at all times while on work-related duties and at any time while representing Waters Excavations
- Inform a manager if they believe that this policy has not been followed.

### **Managers have a responsibility to:**

- Ensure that all workers, contractors and visitors are made aware of this policy when inducted
- Create and support a workplace culture that is supportive of workers who wish to quit smoking
- Review and monitor the policy.

## **Communication**

- All workers will have the opportunity to read and discuss this policy during induction
- Policies are to be easily accessible by all members of the organisation
- Workers will be empowered to actively contribute and provide feedback during all stages of policy development and review
- Workers must be notified of all changes to the workplace policy.

**MANAGING DIRECTOR: MICHAEL WATERS**

**1<sup>st</sup> March 2021**