



Smoke Free Workplace

Just Focus Pty Ltd

Version: 1.0

Issue date: 08 April 2024

Review date: 08 April 2026

Document No: CD-114

Our Organisation accepts the responsibility to provide a working environment in which the risk of injury or disease to its workers is reduced to the lowest level practicable. As a result, the company has adopted a smoke free workplace as per the requirements stated within The Tobacco and Other Smoking Products Act. Consequently, smoking is prohibited in enclosed spaces or within five (5) metres of an entrance to a non-residential building e.g. bank, shopping centre, office, most outdoor public areas, in work vehicles, in education, healthcare and residential aged care facilities. Smoking is only permitted in the designated smoking area during scheduled work breaks. Additional breaks for smoking are not permitted.

BENEFITS OF A SMOKE FREE WORKPLACE

A smoke free workplace has the following benefits:

- To protect the overall health and well-being of all our staff by actively encouraging smoking prevention and smoking cessation;
- Increased productivity;
- Reduced absenteeism;
- Reduced fire risk;
- A more comfortable work environment; and
- A decrease in the risk of smoking related illnesses.

IMPLEMENTATION

Workers and visitors are requested to comply with the policy. Prospective workers will be informed about the policy at interviews and our company will reinforce the policy to new workers commencing work.

NON-COMPLIANCE

In the case of visitors not complying, a company representative should politely bring the smoke free workplace policy to the attention of the person. Should any further action be needed, the Company should refer to the Supervisor concerned.

While the primary approach to smokers who cannot comply will be based on consultation, positive assistance and problem solving, if these approaches are not effective, disciplinary proceedings may result. Before such action is taken, however, each individual case should be discussed with the Supervisor, as this should be seen as a last resort only after other approaches have been exhausted.

