

Approved by: Aaron Hair
Position: Director
Dated: 22/01/2023
Reviewed: 00/00/2025

Signature:

Aaron Hair

SMOKE FREE WORKPLACE POLICY

Ethos Building & Restoration
ABN 49 615 519 812

National Support Centre
13/75 Lorimer Street, Docklands VIC 3008

Contact
enquiries@ethosbuilding.com.au
24/7 National Support: 1300 238 467



ethosbuilding.com.au

Policy

Ethos Building Pty Ltd is required under the Occupational Health & Safety Act Victoria 2004 to provide a workplace that is safe and without risk to employees. Smoking and vaping in the workplace has been shown to be harmful to an employee's health. Ethos Building Pty Ltd is a smoke free workplace.

From 1 March 2006, the Tobacco Act 1987 bans smoking in all enclosed workplaces.

Procedures

- Smoking is prohibited in all work areas (including within the title boundaries of any of our work sites), within company vehicles, offices, toilets, washrooms, lunchrooms and storerooms.
 - o Smoking is prohibited within 5m of the entrance to any of our offices and/or storage facilities
 - o Smoking should be avoided 30mins prior to any client, supplier or staff meetings
- Employees may only smoke outside on their designated work breaks.
- Whilst on the premises employees that smoke are required to do so at the designated smoking areas and to use public disposal facilities or other means that are provided.
- Employees are asked to co-operate in maintaining a healthy work environment. Consideration should also be given to washing hands/sanitizing on re-entering the workplace.
- Employees who choose to cease smoking all together and require assistance can contact their direct line manager who can provide them with literature.
- Failure to follow this policy may result in disciplinary action.