

POLICY STATEMENT – WORKPLACE SMOKING**POLICY NO: 22/08****OBJECTIVE: TO GUARANTEE ALL EMPLOYEES THE RIGHT TO WORK IN AIR FREE OF TOBACCO SMOKE****OUTLINE**

Passive smoking or second hand smoke has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

The NSW Occupational Health and Safety Act places a duty of care on employers to provide a working environment for employees that is, so far as practical, safe, without risk to health and adequate as regards to facilities and arrangement for welfare at work.

The Legislation also provides that employees have duties to take reasonable care for the health and safety of themselves and others as far as is necessary to enable the employer to comply with the requirements of the act.

1. Guarantee to Employees:

The following guidelines are to be followed by STE Employees, Host Employer's, contractors and visitors to the workplace. This Smoking Policy also extends to Host Employer's workplaces.

- (a) The right to work in air free of tobacco smoke
- (b) All STE buildings are designated smoke free
- (c) Smoking is not permitted in any work area including offices, toilets, kitchen area, meeting rooms, STE company vehicles, reception area and STE car parks
- (d) All visitors are expected to abide by the terms of this policy and must be informed of the policy on their arrival.

2. Responsibility:

- (a) Responsibility for implementing this policy rests with Management and employees. Two weeks notice will be given after the introduction of this policy. After the introductory period, breaches of this policy will be subject to disciplinary action.
- (b) Assistance offered to Staff
If an individual would like to Quit smoking STE would offer assistance in participation in a program such as "Quit" as developed by a recognized body such as the NSW Cancer Council.