

# Shaw's Truck Repairs Pty Ltd

## Smoke Free Workplace Policy

Shaw's Truck Repairs Pty Ltd is committed to providing, as far as is reasonably practicable, a smoke free environment for all employees. Passive smoking, also known as the inhalation of environmental tobacco smoke (ETS), increases risks to health. For the purposes of this policy, reference to smoking includes cigarettes, cigars, pipes etc.

Shaw's Truck Repairs does not support or encourage smoking. The aim of this policy is to protect the health of employees and visitors, while at the workplace. To achieve a smoke-free workplace and to protect employees and visitors from the effects of ETS, Shaw's Truck Repairs is committed to the following:

- Smoking is banned throughout all enclosed workplaces including vehicles
- Smoking may only occur in designated smoking areas to minimise the exposure of non-smokers
- Compliance with smoking related rules that may be in force at any client controlled site and;
- Compliance with all legislative requirements in relation to smoking and ETS.

The responsibility for enforcing this policy rests with all Shaw's Truck Repairs employees who are obligated to:

- Protect the health of their fellow employees and visitors while at the workplace with regard to ETS by complying with this policy at all times
- Observe and comply with smoking related rules that may be in force at the Shaw's Truck Repairs workshop or client site
- Ensure adherence to their respective state legislation and codes of practice relating to smoking, tobacco and ETS; and
- Breaches of this policy may result in disciplinary action. Depending on the circumstances, such action may include termination of employment.

Peter Shaw  
Director