

HVTC Group POL005 Smoke Free Workplace Policy

1. Purpose

HVTC Group is committed to providing a safe and healthy work and study environment at all HVTC Group sites. HVTC Group recognises its employees and student's choice to smoke, however HVTC Group also recognises the rights of all non-smoking employees and students to a safe and healthy work or study environment, free from the pollutants found in tobacco smoke.

2. Scope

This policy covers all HVTC Group Staff, Hosted Employees, Students, Contractors, Subcontractors, Volunteers, and all Site Visitors. Hosted Employees must also adhere to their Host Employers Smoking Policy/Procedure.

3. Responsibilities

It is the responsibility of all persons attending HVTC Group sites, to adhere to the Smoke Free Workplace Policy by not smoking on a HVTC Group site, unless a designated smoking area has been provided. Hosted employees must also adhere to their Host Employers smoking policy/procedure.

4. Document Owner

Group HR & Safety Manager

5. Policy Objectives

For the purpose of this policy, smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment. This includes the use of E-cigarettes and vaping devices. Smoking is prohibited within the confines of all HVTC Group buildings, sites, and vehicles, as well as private vehicles parked on a HVTC Group site. A small number of HVTC Group sites provide a signposted designated smoking area, at these sites, smoking must only be undertaken at these designated areas.

Employees and students are informed of the Smoke Free Workplace Policy through signs posted in buildings and vehicles, newsletters, intranet postings, meetings, induction packs and toolbox talks. Visitors are informed of the policy through signs and on the visitor information sheet at reception.

6. Related Documents

[Drug and Alcohol Policy](#)

[Drug and Alcohol Procedure](#)

[Emergency Management Procedure](#)

[Employee Assistance Program](#)

[Environmental Policy](#)

[Fatigue Management Procedure](#)

[Procedure](#)

[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)

[Incident Management Procedure](#)

[Procedure](#)

[PPE Procedure](#)

[Rehabilitation Policy](#)

[Rehabilitation Procedure](#)

[Risk Assessment Procedure](#)

[WHS Consultation Statement](#)

[WHS Management Plan](#)

[Work Health and Safety Policy](#)

[WHS Management System](#)

[WHS Risk Management Procedure](#)

[Procedure](#)

[Workers Compensation Admin. Procedure](#)

Signed:



Sharon Smith
CEO

Approved by Board of Directors: 24th February 2023

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

7. Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	24/02/2023	First release