

WHS Policy	
2.1 Employee Smoking Policy	Effective Date: 29/11/2022

Employee Smoking/Vaping Policy

Policy brief & purpose

All Lift Forklifts and Access Equipment employee smoking policy outlines our rules regarding smoking and/or vaping in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking Policy?

Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

We'll follow any legal guidelines regarding indoor smoking.

Scope

This policy applies to all employees of our company as well as to visitors, contractors, and temporary staff.

Policy elements

Our policy refers to all tobacco products and derivatives and all ways of smoking, i.e. this policy also covers e-cigarettes users.

As a general rule, smoking/vaping isn't allowed indoors. This rule refers to:

- Working areas
- Hallways
- Staircases
- Restrooms
- Warehouses
- Company vehicles
- Kitchen and Cafeterias

We may establish designated areas that are properly ventilated and secluded.

Smoking/vaping is **prohibited indoors at any time**, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

Areas where smoking/vaping is permitted

We permit smoking during normal breaks at:

- Designated smoking areas
- Balconies and open-air verandas
- Any outer premises including gardens, yards and sidewalks outside of our buildings

Smoking/vaping breaks

All Lift Forklifts and Access equipment does not have specific smoking breaks. We pride in providing equality & fairness in the workplace to all our employees. Employees who smoke can use their breaks (Morning Tea and Lunch) for smoking, provided they do so in the designated areas per site.

We also strongly advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking/vaping when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas

Our company's actions

All Lift Forklifts and Access Equipment will:

- Place signs at all areas where smoking isn't allowed
- Communicate this policy through department meetings, HR sessions, toolbox talks and emails. This policy will also be easily accessible in our Share drives in the following path

O:\1. EMPLOYMENT POLICIES

Any employee who has a complaint regarding this policy can contact our Human resources (HR) department.

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Disciplinary Consequences

We expect employees to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy:

- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination.
- Employees who violate this policy infrequently or don't cause major issues will face reprimands or deduction of benefits.
- Managers and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly.

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Approved by:	Greg Sharp, Business manager
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