

Smoking Policy

Scope

Period Home Brick Restoration and Construction is committed to providing a safe and healthy workplace; and promising the health and wellbeing of all persons who enter the workplace. The contractor recognises the harmful effects of smoking. As such, the contractor implements this policy to ensure that, as far as reasonably possible, smoking does not cause safe and health concerns in the workplace.

Purpose

It's Period Home Brick Restoration and Construction's policy that smoking of all types (including but not limited to cigarettes, bidis, pipes and cigars) is prohibited in the workplace.

Accountability

This policy will apply to all workers, sub-contractors and other persons who: enter the workplace, sign on for work, are on duty; or acting on behalf of the contractor.

The following are the responsibilities of relevant persons under this policy:

- a) The site supervisor is responsible for:
 - i. The promotion of this policy; and
 - ii. Ensuring that the requirements of this policy are met within the workplace
- b) Workers, sub-contractors and other persons are responsible for observing the requirements of this policy when performing works for the contractor.

Actions

The site supervisor must be informed if any worker, sub-contractor or other person attempts to smoke while at the workplace premises. If any worker, sub-contractor or other person violated this policy, the site supervisor is responsible for:

- a) Discussing the breach of this policy with to the concerned workers, sub-contractors and other person; and
- b) Taking appropriate disciplinary action

Responses to the policy breaches will include: Asking the individual to extinguish the cigarette immediately, explaining details of the policy to the offending individual, the provision of individual education regarding the reasons for the smoke-free policy, making every possible effort to assist with understanding the policy, disciplinary action for failure to comply with this policy.



Dean Luland
Managing Director

Number	Owner	Status	Date Effective	Version	Reviewed Date
POL5	Admin	In Effect	13/7/2020	2	13/7/2020