

Purpose

The Directors of Devlyn Australia Pty Ltd aim to provide workplace participants with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace, Devlyn Australia Pty Ltd has adopted a policy of providing a smoke-free workplace.

Scope

This policy specifically applies to the following work areas:

- Devlyn Australia Pty Ltd's Head Office at 1/10 McElligott Ct, Canning Vale,
- Devlyn Australia Pty Ltd's South West Office at 4/11 Worcester Bend, Davenport, and
- Devlyn Australia Pty Ltd worksites in general.

This policy applies to all Devlyn Construction staff, contractors, subcontractors and visitors collectively referred to as 'workplace participants'.

Policy Statement

Smoking is prohibited:

- In all buildings or parts of buildings on Devlyn Australia Pty Ltd property,
- In all outdoor areas other than those areas designated as smoking areas.
- Within two metres from a doorway, and three meters for an A/C inlet. and
- In all motor vehicles, plant or equipment.

Workplace participants are only permitted to smoke during designated break times and in designated smoking areas. Devlyn Australia Pty Ltd will designate an area for use as a smoking area, this will be made known in the workplace.

It is the responsibility of the workplace participants using these areas to ensure that cigarette butts are disposed of properly using the receptacles provided

Devlyn Australia Pty Ltd encourages workplace participants to seek assistance to "quit smoking" via the <http://www.quitnow.gov.au> website, treating medical practitioner or employee assistance program.

Responsibility

All managers, supervisors and staff are to ensure persons do not smoke in prohibited areas. All workplace participants are required to comply with this policy at all times.

If a workplace participant breaches this policy, they may be subjected to disciplinary action. This policy will be reviewed annually in consultation with employees.



Tim Lynch
Director
1 July 2021



Mitchell de Vries
Director
1 July 2021

Doc Ref	Title	Issue Date	Revision Status	Next Revision Date
DC-PO10	Smoking in the Workplace Policy	01/07/2021	VOR00	01/07/2022

NOTE: This document is deemed UNCONTROLLED when printed