



# Smoking Policy

Version: 5

Last amendment: 29/08/2018

Document Contact: Sean O'Connor EHSC Coordinator

Approved By: YBE GM Murray Knyvett

Date: 29 /08/2018

Next Review: 29 /08/2020

## INTRODUCTION

YBE (2) recognises its duty of care in maintaining the health of its employees and believes the right of its employees to enjoy a smoke free workplace is important.

## STATEMENT OF AUTHORITY

The provisions in this Smoking Policy have due reference to the Northern Territory Tobacco Control Act 2003 and to the authority of the *Work Health & Safety Act 2011*. It also refers to the authority of the YBE (2) EHSC Management System.

## INTENT

The intent of this policy is to provide a smoke-free work place to protect the Company employees from the effects of tobacco smoke.

## RELEVANT DEFINITIONS

**EHSC**, Environment, Health, Safety and Community

**YBE (2)**, Yolgnu Business Enterprises (2) Pty Ltd.

## POLICY

YBE (2) will comply with the following areas:

- The policy shall apply in all work places, offices, factories, to all parts of any building requiring ventilation, and construction projects including all light vehicles and mobile plant.
- All common areas – offices, toilets, change rooms and tea/lunch rooms shall be smoke free.
- In effect, the only area where smoking is allowed is one which is permanently open to the external environment and shall be no closer than 3 metres to any door, window or opening to any type of structure.
- In many situations however, smoking or any other activity which generates a naked flame is prohibited due to the potential risk of fire or explosion. In these cases, smoking is strictly forbidden unless specifically approved by YBE (2) Management.

This Smoking Policy and the overall results of our program shall be reviewed annually and continuously improved.

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## SUPPORTING DOCUMENTATION


- *Northern Territory Tobacco Control Act 2003*
- *Work Health & Safety Act 2011*
- *Work Health & Safety Regulations 2011*
- *YBE (2) EHSC Management System*

## RESPONSIBILITIES

The EHSC Coordinator is responsible for maintaining this policy and ensuring that it is followed.

YBE (2) CEO: *Ensure that the Policy Requirements listed above are implemented.*

### Document History and Version Control

Version	Date Approved	Approved by	Signature
5	29/08/2018	GM Murray Knyvett	

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