

## NO SMOKING POLICY

The purpose of this policy is to assist in prevention of exposure to second hand tobacco smoke.

There are significant risks associated with both smoking and passive smoking and Ryan Wilks Pty Ltd has a responsibility under the Occupational Health and Safety Act to provide a safe working environment.

Ryan Wilks Pty Ltd is committed to ensuring that Employees who are non-smokers are not subjected to passive smoking and that the health of all Employees is safeguarded.

Therefore, in order to provide a safe and healthy workplace it is the responsibility of the Director to ensure that company vehicles are smoke free.

This policy, aims to:

- Provide a work environment which aims to ensure the health, safety, respect and productivity of all employees.
- Minimise harm to the vehicle which includes cigarette smoke.
- Maintain company vehicle in best form and to ensure it is a smoke free area.
- Comply with all relevant New South Wales legislation and Occupational Health and Safety Act

This Policy and its procedures apply to all workers, whether an employee or a sub contractor of Ryan Wilks Pty Ltd and all externally supplied personnel.

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of Ryan Wilks Pty Ltd to provide a smoke-free environment for all employees and visitors. This policy covers smoking of any tobacco products and the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of Ryan Wilks Pty Ltd.

### Definition

No Smoking of tobacco products will be allowed within the facilities at any time.

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoking area will be at least 10 meters from the main entrance.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic clean-up of the designated smoking area. If the designated smoking area is not properly maintained ( for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

No smoking of tobacco products within the facilities or on the property of Ryan Wilks Pty Ltd at any time.

No smoking in any company vehicles at any time.

There will be no tobacco use in personal vehicles when transporting persons on Ryan Wilks Pty Ltd authorised business.

## Procedure

- Employees will be informed of this policy through signs posted in Ryan Wilks Pty Ltd facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
- Visitors will be informed of this policy through signs, and it will be explained by their host.
- Any violations of this policy will be handled through the standard disciplinary procedure.

This Policy will be formally reviewed again May 2027



Ron Ryan

General Manager

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