



Smoke Free Workplace Policy



Purpose

Workforce International Group (WIG) and its entities are committed to providing and maintaining a healthy, safe and smoke-free workplace. This policy supports the health and wellbeing of workers, contractors, visitors and the public by reducing exposure to second-hand smoke and vapour, while ensuring compliance with applicable Australian Work Health and Safety (WHS) and smoke-free legislation.

Scope

This policy applies to all employees, contractors and visitors and anyone present at WIG or its entities' premises, facilities, job sites, in company vehicles or mobile plant. It encompasses all forms of smoking and tobacco use, including but not limited to cigarettes, cigars, pipes, vapes/ electronic cigarettes (e-cigarettes), and chewing tobacco.

Policy

WIG is committed to maintaining smoke-free workplaces by:

- Prohibiting smoking and vaping in all enclosed workplaces, company vehicles and mobile plant.
- Permitting smoking or vaping only in approved Designated Smoking Areas (where provided) and during authorised work breaks.
- Prohibiting smoking or vaping while undertaking work activities or where it creates a health, safety or environmental risk.
- Complying with all applicable Commonwealth, State and Territory legislation, as well as client and workplace-specific requirements.
- Providing information and support to workers who wish to quit smoking or vaping.

Designated Smoking Areas (DSA): All company workplaces must have a DSA and smoking or vaping is only permitted in this area. DSA's must be approved by the manager in charge of the workplace, in consultation with the workers at the site and the SEQ & Compliance team. DSA's must be located outdoors, not located at the front of the building, at least 4 meters away from any door, window, vent, air-conditioning system, pedestrian thoroughfare, break area or shared public areas. They should be clearly identified by signs, and they must have suitable means for the disposal of cigarette butts and vapes.

Responsibilities

Managers and supervisors are responsible for supporting and enforcing the Smoke Free Workplace Policy and any related procedures.

All employee, contractors and visitors are responsible for complying with the policy and procedures and following any reasonable management direction given to comply with this policy.

Compliance

The Smoke Free Workplace Policy and any related Procedures operate in conjunction with the organisation's Safety, Environment & Quality Policy and breaches of the policy may be treated as safety breaches resulting in disciplinary action.

Visitors and contractors who violate the Smoke Free Workplace Policy may be asked to leave the premises or face other consequences as deemed appropriate by management

Review

This policy will be reviewed periodically to ensure its effectiveness and compliance with Australian legislative requirements and workplace health and safety standards. Updates may be made as necessary to reflect changes in laws, regulations, or best practices related to smoking and tobacco use.

Ray Roberts
Chief Executive Officer – August 2026

Accreditations:

