

# Smoke Free Workplace Policy

Global Rail Australia Pty Ltd, understands that it has a legal duty, under Occupational Health and Safety Legislation, to provide a safe and healthy working environment for its employees, contractors, visitors, and any other persons that may be affected by its' business operations. Global Rail Australia is committed to ensuring, so far as is reasonably practicable, the prevention of risk associated with exposure to environmental tobacco smoke and risk of fire, from smoking at Global Rail Australia work places and sites.

## **Responsibilities**

Global Rail Australia shall ensure that:

- All personnel, contractors and visitors are made aware of this policy.
- Areas designated for smokers are at an appropriate distance from non-smokers and the public.
- Complaints regarding exposure to environmental tobacco smoke are dealt with immediately.

Personnel, Contractors and Visitors must comply with the following obligations and responsibilities:

- Smoking at Global Rail Australia workplaces, indoors, in buildings, plant and vehicles is strictly prohibited.
- Smoking is not permitted within four meters of Global Rail Australia building entrances and exits and windows.
- Cigarette butts must be disposed of in a safe manner using ashtrays or receptacles provided.
- Personnel may smoke during their normal allocated break times but are not entitled to additional smoking breaks.
- All personnel shall comply with the relevant laws, regulations, codes and standards in regards to smoking at and around the workplace.
- Personnel at client project sites shall follow this policy unless the client has their own smoking policies and procedures.

Signed on the 31<sup>st</sup> March 2021, for and on behalf of Global Rail Australia Pty Ltd by



Ivan Holloway  
Managing Director