"The Safer Option"

SMOKE FREE WORKPLACE POLICY

1. Policy Statement

Riverina Traffic Services Pty Ltd is committed to providing a safe and healthy work environment for all workers, contractors, and visitors, in accordance with our obligations under the Work Health and Safety (WHS) legislation. Passive smoking, or the inhalation of Environmental Tobacco Smoke (ETS), poses significant health risks to individuals, including heart disease, lung cancer, and respiratory illnesses. To minimize these risks and ensure a healthy environment, Riverina Traffic Services Pty Ltd has adopted a Smoke-Free Workplace Policy, aimed at eliminating smoking in the workplace and protecting all persons from exposure to tobacco smoke.

2. Objective

The objective of this policy is to:

- Achieve a smoke-free workplace for all workers, contractors, and visitors.
- Protect individuals from the harmful effects of environmental tobacco smoke.
- Reduce the fire risks associated with smoking.
- Promote health and wellbeing by encouraging smoke-free work environments.

3. Scope

This policy applies to all Riverina Traffic Services Pty Ltd employees, contractors, clients, visitors, and any other persons who enter our workplaces or operate within our company vehicles. This policy covers all enclosed spaces, outdoor areas, and designated smoking areas as specified by Riverina Traffic Services Pty Ltd.

4. Responsibilities

4.1 Management Responsibilities

- **Enforcement of Policy:** Management is responsible for ensuring that this policy is effectively communicated and enforced throughout the workplace. Supervisors and managers are required to monitor compliance and address any breaches.
- **Designated Smoking Areas:** Management will designate specific outdoor areas for smoking, ensuring they are clearly marked and located away from building entrances, exits, windows, and air intakes to prevent the spread of smoke into non-smoking areas.
- **Signage and Communication:** Riverina Traffic Services Pty Ltd will provide adequate 'No Smoking' signage in prohibited areas and will ensure that all workers, contractors, and visitors are informed about the Smoke-Free Workplace Policy.

4.2 Worker Responsibilities

- **Compliance:** All workers are responsible for complying with this policy and ensuring that they do not smoke in prohibited areas. Workers are also expected to respect the rights of their colleagues and visitors to work in a smoke-free environment.
- **Use of Designated Areas:** Workers who smoke must do so only in the designated smoking areas and must ensure that these areas are kept clean and free from litter by properly disposing of cigarette butts in the provided bins.
- **Reporting Non-Compliance:** Workers are encouraged to report any breaches of the smoke-free policy to their supervisor or manager. This includes instances of smoking in prohibited areas or non-compliance with the designated smoking zones.

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5. Implementation of Smoke-Free Workplace

To achieve and maintain a smoke-free workplace, Riverina Traffic Services Pty Ltd will implement the following measures:

- **No Smoking in Enclosed Areas:** Smoking is strictly prohibited in all enclosed areas, including but not limited to meeting rooms, staff rooms, common areas, bathrooms, and company vehicles.
- **Restricted Areas Around Buildings:** Smoking will not be permitted within three metres of any building access points, including doors, windows, and air vents, to prevent the infiltration of smoke into indoor areas.
- **Signage and Designated Zones:** Smoking is prohibited in areas marked as 'No Smoking' zones by appropriate signage. Designated smoking areas will be established outdoors and away from the main flow of workplace traffic.
- **Client and Offsite Locations:** Smoking is not permitted on any client site or premises where smoking is prohibited. Workers and contractors must comply with the smoking policies of all client sites or risk disciplinary action.
- **Litter Disposal:** Workers who smoke must ensure that cigarette butts and other waste are disposed of in the correct manner. Smoking areas must be left neat and tidy at all times.

6. Compliance and Disciplinary Action

Riverina Traffic Services Pty Ltd takes the health and safety of all persons seriously and requires strict adherence to this Smoke-Free Workplace Policy. Any person found to be in breach of this policy will be subject to disciplinary action, which may include:

- **Verbal or Written Warning:** Initial breaches may result in a verbal or written warning from management.
- **Continued Breaches:** Repeated or serious breaches of this policy may result in further disciplinary measures, including suspension or termination of employment, in accordance with company procedures.
- **Contractor and Visitor Compliance:** Contractors and visitors who breach this policy may be asked to leave the premises and may be subject to further action depending on the nature of their engagement with Riverina Traffic Services Pty Ltd.

7. Fire Safety Considerations

Smoking poses a significant fire risk, particularly in environments where flammable materials are present. To mitigate this risk:

- **Explosive or Hazardous Areas:** Smoking is strictly prohibited in areas where explosive materials, flammable gases, or other hazardous substances are present. Workers must be vigilant and switch off mobile phones and refrain from smoking in these environments.
- **Smoking Near Fuels:** Smoking near fuel stations, refuelling areas, or any area where flammable liquids are stored is strictly forbidden.

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8. Review and Amendments

This policy will be reviewed annually, or as necessary, to ensure compliance with updated WHS laws, workplace conditions, or best practices. Amendments to this policy may be made at any time, and any changes will be communicated to all workers.

This policy establishes a framework for maintaining a smoke-free work environment and ensuring compliance with health and safety standards to protect the wellbeing of all individuals at Riverina Traffic Services Pty Ltd.

Signed by Chief Executive Officer:



Shane Egan: …… 12/02/2026

(Name) (Signature) (Date)

Owner	Riverina Traffic Services Pty Ltd
Date of Adoption/Amendment	Revision No:
January 2019	Original
February 2023	1
February 2024	2
February 2025	3
February 2026	4

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