



Piening
HOLDINGS PTY LTD



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Non-Smoking Workplace Policy

Piening Holdings Pty Ltd is committed to meeting its obligations under the NT Workplace Health & Safety Act and Regulations to ensure, so far as is reasonably practicable, that all employees are safe from injury and risks to health while at work.

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, PC shall be entirely smoke free effective from 1 July 2011, the use of all tobacco products, including chewing tobacco, is banned from PC workplace, except as designated in this policy. This policy establishes non-smoking areas to provide and maintain a safe working environment for all PC employees. To achieve a workplace free of environmental tobacco smoke

Smoking is prohibited in all designated buildings occupied by PC management and employees, all PC owned or leased vehicles, all plant, and service vehicles whether designated for one person's use or not and where flammable, hazardous or dangerous substances are present.

PC is responsible for ensuring, through its Occupational Health, Safety & Environment System that:

- This policy is observed.
- Employees, contract staff and visitors to work are adequately informed of this policy.

Grievances are dealt with in confidence by the appropriate manager and that he is informed about issues arising from grievances that are not covered within this policy. Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the PC premises.

While PC makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.


John Piening
Managing Director
1st September 2012