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HOUTMAN CHARTERS PTY LTD
TRADING AS

Mark Millman
MARINE

WE DON'T BUILD THE MOST
WE BUILD THE BEST



Smoke Free Environment Policy

A smoke free environment is desirable for the health of Mark Millman Marine employees and sub-contractors.

Mark Millman Marine has a responsibility to protect all employees and subcontractors from hazards in their work environment.

Employees and sub-contractors working in outside open areas shall ensure that co-workers are not exposed to the ill effects of passive smoking.

Key issues of this Policy are:

1. From **24/09/09** smoking will not be permitted in any enclosed areas, including the store, the chemical store, the toilets, the eating area, the office, the workshop and company motor vehicles.
2. By consensus, staff in a designated work area may declare their area to be totally smoke free prior to this date.
3. The Smoke-free Workplace Policy becomes fully effective on **01/10/09**. Employees who wish to smoke during work hours may only do so outside the workplace and in their scheduled breaks or other approved times. Smoking will not be permitted on the premises or at any area where ETS may drift back into the workplace. The organisation can choose to provide assistance for smokers to quit smoking.
4. From **01/10/09** all Mark Millman Marine work places will be totally smoke-free. The responsibility for enforcing this policy rests with managers and employees. All are obliged under occupational health and safety legislation to protect the health of their fellow employees, and visitors, while at the workplace.

Mark Millman
Chief Executive

Date: 21/08/2012