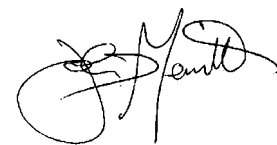


Smoke Free Work Environment Policy

VicRoads recognises its legal and moral responsibilities to provide a safe and healthy workplace and will endeavour to maintain an occupational environment where staff, clients and visitors will be protected from the health hazards associated with exposure to tobacco smoke.

It is therefore our policy to:

- Prohibit smoking within and in the immediate environs of all VicRoads offices, depot buildings, undercover car parks, stairwells, fire escapes, vehicles and plant.
- Ensure where possible, smoking areas be located at least 6 metres from any building entrance, exit or closed area.
- Ensure that all managers and staff are aware of the policy and share responsibility in achieving a smoke free working environment via induction, Employee Safety handbook issue, VicRoads Safety Management System, training and signage.
- Managers are to make all employees aware of their responsibility in ensuring that all materials used for smoking, including cigarette butts and matches are extinguished and disposed of in appropriate containers. Failure to maintain areas in a clean state (for example, if cigarette butts are found on the ground) will result in the area being designated a "No-Smoking Area".
- Ensure visitors, customers and contractors are aware of the policy via signage and/or induction.
- Apply the appropriate counselling and/or disciplinary processes contained in the VicRoads Award to employees who disregard the provisions of this policy.
- Provide employees reimbursement for successfully completing Quit Smoking support programs.



John Merritt
Chief Executive

July 2015