

## CHAPTER 12

### SMOKING IN THE WORKPLACE

#### **POLICY STATEMENT:**

1. Medical evidence clearly shows that the smoking of tobacco is harmful to peoples' health. Smoke from cigarettes, cigars and pipes are also an irritant to many non-smokers and could worsen allergic conditions.
2. All employees have a right to work in the healthy environment and the Council's duty to protect its employees.
3. The Council therefore has as an objective to protect the health of employees who do not smoke and to encourage and assist employees who smoke to give up smoking and where possible to give practical help to do so, if they so request.
4. On the other hand it is also true that smokers do have their own rights although their rights can be limited to the extent that non-smokers are protected.
5. The council must therefore prescribe policy so that the needs of both smokers and non-smokers can be accommodated. This policy must be based on mutual tolerance, respect and common courtesy and be aimed to promote health awareness.

#### **POLICY:**

6. Smoking is prohibited in the following areas:
  - 6.1. any area where a fire or safety hazard exists;
  - 6.2. all areas where appropriate "no smoking" signs are displayed;
  - 6.3. in company vehicles;
  - 6.4. in toilets;
  - 6.5. In the kitchen.
7. The following exceptions are made:
  - 7.2. Private offices may be designated "smoking permitted" or "non-smoking" areas by the occupant. If smoking is permitted, the following conditions shall apply;
    - 7.2.1. the office must be sufficiently ventilated;

- 7.2.2. the door of the office must be closed when smoking take place in order to prevent the flow of smoke onto the passage;
  - 7.2.3. the occupant shall refrain from smoking in his office when so requested by a non-smoker.
- 8. Where smokers and non-smokers share an office the office will be designated a “non-smoking” area.
  - 9. Apart from private offices no other” smoking permitted “areas are allocated within buildings and smokers who do not fall under 6 above must smoke outside buildings

**CLOSURE:**

- 10. Management is responsible for communicating the policy to all employees within their areas of responsibility and to ensure compliance of this chapter.