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SMOKING POLICY

1. SCOPE

This policy is applicable to all employees, learners, contractors, and visitors regarding the smoking of tobacco in the CTC premises.

2. OBJECTIVES

The purpose of this policy is to demonstrate CTC's commitment to comply with smoking legislation; by creating awareness to employees, learners, contractors, and visitors through signage and displayed legislation.

Employees, learners, visitors, and contractors may object to tobacco smoke in the workplace without retaliation of any kind from the employer.

3. POLICY

Smoking at the workplace is regulated by the Tobacco Products Control Act 83 of 1993 as amended from time to time. (The South African Government brought the South African legislation in line with the World Health Organisation Framework Conventions on Tobacco Control.)

In order to comply with the Tobacco Products Control Act, no. 83 of 1993 (the act) CTC's smoke-free workplace policy came into effect on the 1st of October 2003. All employees, learners and visitors are expected to comply with the smoking regulations detailed in this policy. Employees working on the sites of other employers must acquaint themselves


with, and heed, the smoking policies applicable to that site.



4. GUIDING PRINCIPLES

The Smoking Policy seeks to guarantee employees and learners the right to work and learn at an air free from tobacco smoke area. Tobacco smoking shall include cigarettes (manufactured or otherwise), cigars, tobacco pipes, and any smoking devices.

- a. A short smoke break may be provided during meetings.
- b. Learners and Training Officers are allowed to smoke at the designated areas, during spare time.

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5. SMOKING – PROHIBITED AREAS

- any area within a prescribed distance from a window of, ventilation inlet of, doorway to or entrance into a public place;
- Any area in which food is served/consumed, and where smoking may pose a fire or other hazards. e.g., Flammable liquid store.
- Any area where there is a possibility of other people smelling or inhaling the smoke. e.g., public walkways:
- Any other areas prohibited by legislation or regulations.

6. OTHER AREAS

Private offices and other rooms may be used as smoking areas as permitted by the Act provided all requirements as stipulated in the Act and regulations are met, including *inter alia*

- signage
- Only less than 25% of the total space is be used;
- Solid partitions in place between the office and the rest of the public space that effectively prevents secondary smoke from entering the public space. (Doors *per se* are not deemed solid partitions. The effective protection of non-smokers from secondary smoke is contemplated by the Act);
- Appropriate markings as prescribed by the Act are visible on doors;
- Ventilation extracting air contaminated with smoke from the smoking area exhausts it directly to the outside, and not re-circulated to any other area;

Any outside areas may be designated as smoking areas, provided that:


- No smoking is allowed within 15 meters of the entrance to a building;
- A sign, designating the area as a smoking area, is visible;
- Waste receptacles are available;
- When requested, smokers should refrain from smoking.

An employee/learner/visitor/contractor who does not want to be exposed to tobacco smoke in his/her area of work, may put an objection to the Support Services Specialist, by completing the “Objection to tobacco smoke in the workplace” form. The Support Services Specialist must address the objection and give feedback to the person who submitted the objection.

Note: Designated smoking areas will not be permitted to become places where smokers may congregate.

The success of this policy will depend upon the thoughtfulness, consideration and co-operation of smokers and non-smokers.

- Signs will be posted to designate all areas where smoking is not prohibited.
- Employees may use desktop signs to remind others of their desire for non-smoking.

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- Ashtrays must be removed from all non-smoking areas and marked receptacles for disposal of smoking material provided at entrances to smoking areas.

Objection to tobacco smoke in the workplace:

Date and time observed:	
Department:	
Details of objection:	
Name of objector:	
Date received by Support Services:	