

SMOKING POLICY

1. PURPOSE AND SCOPE

- 1.1 The smoking of tobacco products is harmful to your health and to the health of children, pregnant or breastfeeding women and non-smokers.
- 1.2 This policy aims to provide a healthy, comfortable and safe working environment for all employees and visitors to the school's premises. This policy conforms to current legislation that no smoking may be allowed in public areas unless such area has been designated as a smoking zone.
- 1.3 The ability to smoke during working times is not a right and must be a privilege granted to employees.
- 1.4 The objectives of this policy are firstly, the promotion of health and safety and prevention of disease to all employees and other persons on the school's premises through the elimination of ETS, and secondly, to comply with the Occupational Health and Safety Act No. 85 of 1993 and the Tobacco Products Control Amendment Act No.63 of 2008, in providing and maintaining a work environment that is safe and without risk to the health of employees.

2. NORMATIVE REFERENCES

- 2.1 Occupational Health and Safety Act (Act No. 85 of 1993).
- 2.2 Tobacco Products Control Amendment Act (Act No.63 of 2008).

3. DEFINITIONS

- 3.1 **Premises** means offices, service centres, or vehicles where a person performs work during his/her employment.
- 3.2 **School** means; _____ and any of its branches/sites.
- 3.3 **Areas** means all partially closed public places such as covered patios, balconies, walkways and parking lots.



3.4 Environmental Tobacco Smoke (ETS) *means a combination of “drift” smoke from the burning end of a cigarette and the smoke exhaled by a smoker. The inhalation of ETS is called passive, involuntary or second-hand smoking.*

4. POLICY

- 4.1 With effective from the _____ of _____ 20____ all employees will comply with a “no smoking” policy at all premises of the school (including areas as mentioned above) and as such these environments will be designated as “smoke-free” areas.
- 4.2 Staff and visitors to the school’s premises are requested to refrain from smoking in any of the building’s internal areas.
- 4.3 Suitable designated smoking areas, externally (outside the buildings/offices/workplace) will be identified and advised to employees.
- 4.4 Staff are only permitted to smoke during their allocated break times as per their contract of employment.
- 4.5 Staff members who use the designated smoking areas are required to keep the areas always clean. All cigarette butts are to be thrown away in the receptacles provided.

5. SMOKING PERMITTED AREAS

- 5.1 Manager(s)/Principal(s) will designate specific “smoking permitted” areas on the premises, where this is reasonably practicable and meets the following criteria:
- The permitted smoking area is _____.
 - No employee of the school or other person on the school’s premises shall be exposed to ETS from such designated areas. This means that such areas should be isolated by enough ventilation systems from the rest of the premises.
 - Suitable signs shall be displayed clearly indicating the designated smoking areas.
 - The preferences of both smokers and non-smokers will be respected, but when there is conflict, the preference of non-smokers will prevail.

6. INFORMATION, EDUCATION, TRAINING & SUPERVISION

- 6.1 All employees are to be fully conversant with the school’s policy on smoking, the reason for its introduction, and how it relates to the provisions of the Occupational Health and Safety Act and the Tobacco Products Control Act amended 63 of 2008.
- 6.2 The school’s smoking policy must be communicated to all employees and contractors (if necessary) respectively.



- 6.3 On the school's premises where customers are routinely provided with attention or service, appropriate signage should be displayed, and customers / clients should be courteously encouraged to refrain from smoking in non-smoking areas.

7. RESPONSIBILITIES

- 7.1 Each manager/principal and employee of the school is responsible to adhere to and enforce this policy. Non-compliance will lead to disciplinary action being taken against offenders. The offence will further be regarded as a serious offence in terms of the school's disciplinary code and procedure. It has been legislated that offenders may also be liable to a fine if found guilty to non-compliance.
- 7.2 Employees are responsible for complying with the provisions of this policy, which encompasses the general duties of employees at work as contemplated in the Occupational Health and Safety Act.
- 7.3 In line with world-wide health trends, the School practices a no smoking policy within the building altogether and staff may only smoke outside the building at the prescribed smoking areas:
- Any time before the commencement of work;
 - Any time during the designated break times;
 - Any time after the completion of the working day.
- 7.4 The School however reserves the right to ensure that smoking by staff members does not in any way impact on the overall productivity of staff.

8. TRANSGRESSION

- 8.1 Disciplinary action will be taken against persons who transgress this policy.
- 8.2 Management further reserves the right to withdraw this privilege should employees transgress this policy.
- 8.3 As per the Tobacco Products Control Amended Act 63 of 2008 a fine for individuals who breach the above is R 500.00. It is the employee's responsibility to contact management should he / she have any queries.

Owner

Date

I _____, employee/ID number _____
hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.



Employee

Date



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