



Bojanala Platinum District Municipality

SMOKING POLICY

2004

POLICY

1. The Tobacco Products Control Act (Act 83 of 1993) recognises that the use of tobacco products causes injury to both smokers and non-smokers. In the interest of a health population and environment legislation now governs smoking. The business is obliged to comply with this legislation.
2. Smoking in any public place, including a workplace is prohibited. This is intended to protect the health of employees who do not smoke.
3. Smoking, is however, permissible only in areas designated by the business as a “Smoking Area.” The business aims to encourage and assist employees to give up smoking where possible, which is in their long-term interest.
4. The aim of this policy is not to punish smokers, but to improve and protect the health of all members of staff. This policy seeks to consider and accommodate the needs of both smokers and non-smokers in buildings or premises or enclosed spaces occupied, owned, leased or controlled by the business.

PROCEDURE

1. The workplace includes all Bojanala Platinum District Municipality buildings, vehicles and indoor or enclosed areas where employees perform their duties. The workplace includes corridors, lobbies, stairwells, elevators, cafeterias, washrooms, toilets or any other common area frequented by employees.
2. Smoking is prohibited at the workplace unless that area is a designated “smoking area” with proper ventilation. Air from these areas shall be ventilated out of the building so that the air is not circulated in other areas of the workplace.

3. The number, location and distribution of designated smoking areas will solely be determined by the **Municipality**.
4. Employees who deal with the public may be required from time to time to perform their services in areas of the workplace that constitute “designated smoking areas.”
5. While attempts would be made to minimise this exposure, and having regard for the operational requirements of **BPDM**, employees should note that the BPDM customers are entitled to service excellence whether the customers are assisted in designated or non-designated areas.
6. A failure and/or refusal to assist a customer in contravention of this policy shall constitute a disciplinary offence.
7. Managers within the **BPDM** are responsible for communicating the policy to all Local Municipalities within their areas of responsibility.
8. In the event of a breach of this policy by a customer or outside agent, employees shall report the matter to their line manager. Employees should note that at all times they should be courteous and polite to customers and outside agents.
9. Smoking is permissible outside buildings owned by the **BPDM** and in designated areas.
10. A sign (see attached sample) will be displayed in prominent areas around the workplace.
11. The **BPDM** may at its discretion prohibit all smoking in the workplace.



**Smoking is not
permitted
anywhere in
this building**

outside the building

In accordance with the legislation, any person who fails to comply with this notice may be prosecuted and may be liable for a fine.