


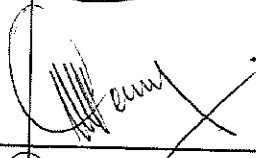



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

SMOKING POLICY

SMOKING POLICY

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1 INTRODUCTION

The Office of the Premier acknowledges its responsibility to create and maintain a healthy working environment through the implementation of the Tobacco Products Control Act, 1993 (Act No 83 of 1993) as amended.

2 PURPOSE

To provide measures aimed at prohibiting, restricting and controlling smoking in the Office of the Premier and promote employees' good health and well-being including the persons visiting the Offices.

3 LEGISLATIVE MANDATE

3.1 Constitution of the Republic of South Africa, 1996, (Act No. 108 of 1996).

3.2 Tobacco Products Control Act, 1993 (Act No. 83 of 1993).

3.3 Notice relating to smoking of Tobacco Products in Public Places No R975 of 29 September, 2000.

3.4 Occupational Health and Safety Act, 1993 (Act No. 85. of 1993).

3.5 Public Service Regulations, 2016

4 SCOPE OF APPLICATION

This policy is applicable to all employees in the Office of the Premier as contemplated in the Public Service Act, 1994 as amended.

5 POLICY PRONOUNCEMENTS

5.1 Smoking is prohibited in all government building (workplace), unless there is a designated area for smoking.

5.2 The Office of the Premier shall ensure that no employees smoke in their offices irrespective of whether they share an office or not. This is also applicable to any person visiting such offices.

5.3 Appropriate smoking signage and notices shall be displayed in all the buildings of the Office of the Premier.

5.4 This warning message should be displayed at the entrance of every building used by Office of the Premier: **"NO SMOKING PERMITTED, ANY PERSON**

WHO FAILS TO COMPLY WITH THIS NOTICE IS GUILTY OF AN OFFENCE AND MAY BE LIABLE TO A FINE”.

5.5 Control over smoking of tobacco products

According to the Tobacco Products Control, Act 83 of 1993(2)(1)(a), “no person may smoke any tobacco product in a public place or any area within a prescribed distance from a window of, ventilation inlet of, doorway to or entrance into a public place. The Act defines a public place as any indoor, enclosed or partially enclosed area which is open to the public, and includes a workplace and a public conveyance.

5.6 Designation of a smoking area.

5.6.1 The designated smoking area shall in all respects comply with Section 3 of Government notice Regulation 975, which outlines that:

5.6.2 Office of the Premier may designate a portion of a public place as a smoking area provided that the designated smoking area does not exceed 25% of the total floor area of the public place.

5.6.3 The designated smoking area is separated from the rest of the public place by a solid partition and an entrance door on which the sign “Smoking area” is displayed, written in black letters, at least 2cm in height and 1.5 cm in breadth on a white background.

5.6.4 Where a designated area has to be indoor due to limited space on the outdoor, the ventilation of the enclosed area shall be such that air from the smoking area is directly exhausted to the outside and is not circulated to any other area within the workplace.

5.6.5 According to the Tobacco Products Control, Act 83 of 1993(2)(1)(a) and Section 3 of Government notice Regulation 975, the Office of the Premier as a public place does not meet the requirements as such and therefore it shall not designate a smoking area

5.7 Assistance to Smoker

The Office of the Premier shall recognize that smoking is an addiction and that while regulating smoking in the workplace, some staff members might find it difficult to adjust, every effort shall be made to assist smokers to adapt to conditions under this policy as follows:

5.7.1 The Office of the Premier shall ensure that employees who smoke use their lunch time to smoke in designated areas outside the Office, or make arrangements with their supervisors on smoking conditions.

5.7.2 The Office of the Premier shall ensure that smoking breaks allowed do not affect job performance (workflow processes).

5.7.3 The Office of the Premier shall ensure that complaints and concerns submitted by non-smokers and smokers are addressed by Employee Health and Wellness unit.

5.7.4 The Office of the Premier shall ensure that smokers are offered support services to stop smoking.

6. DEFAULT

Disciplinary action must be taken against any employee who violates the regulations under this policy.

7. INCEPTION DATE

The inception date for this policy will be after approval by the Accounting and Executive Authority.

8. TERMINATION AND REVIEW CONDITIONS

This policy will remain in force unless withdrawn or amended by the Executive Authority and shall be reviewed by a special review committee appointed by the Executive Authority bi-annually or whenever a need arises

9. ENQUIRIES

All enquiries can be directed to the Employee Health and Wellness Programme Sub Directorate

10. MONITORING AND EVALUATION

The Office shall:

- ensure that the implementation of the policy is monitored quarterly.
- evaluate the achievements of policy objectives at least once every two years.