

**LIMPOPO PROVINCIAL GOVERNMENT
DEPARTMENT OF SPORT, ARTS AND CULTURE**

SMOKING POLICY

1. PREAMBLE

The Department of Sport, Arts and Culture as the employer acknowledges its responsibility to create and maintain a healthy working environment through the implementation of 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 Department offices (hereinafter referred to as "the offices") and promote employees' good health and well-being including the health and well-being of persons visiting the offices.

3. LEGAL FRAMEWORK

- a) Tobacco Products Control Act, 1993 (Act No 83 of 1993)
Notice relating to smoking of Tobacco Products in Public Places No R975 of 29 September 2000
- b) Occupational Health and Safety Act, 1993 (Act No 85 of 1993)
- c) The Public Service Regulation, 2001

4. SCOPE OF APPLICATION

This policy shall be applicable to all employees of the Department of Sport, Arts and Culture appointed in terms of Public Service Act, including persons visiting the offices.

5. MAJOR POLICY PRINCIPLE

- 5.1 The department shall designate a portion of the office as a smoking area. The designated area should not exceed 25% of the total floor area of the Office.
- 5.2 The designated area shall be separated from the rest of the office by a solid partition.
- 5.3 The entrance door should have the sign "**SMOKING AREA**" on it written in block letters, at least 2cm in height and 1,5cm in breadth, on a white background.
- 5.4 The ventilation of the designated smoking area should be such that air from the smoking area is directly exhausted to the outside and is not re-circulated to any other area within the work place.
- 5.5 The message: **SMOKING OF TOBACCO PRODUCTS IS HARMFUL TO YOUR HEALTH AND TO THE HEALTH OF CHILDREN, PREGNANT OR BREASTFEEDING WOMEN AND NON-SMOKERS, FOR HELP TO QUIT**

PHONE: 011 720 3145 should be displayed at the entrance to or in the designated smoking area.

- 5.6 The Department shall permanently display the sign "**NO SMOKING**" in areas where smoking is not permitted written in black letters at least 2cm in height and 1.5cm in breadth on a white background.
- 5.7 Department shall permanently display this warning message next to the no smoking signs that "**ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE IS GUILTY OF AN OFFENCE AND MAY BE LIABLE TO A FINE**".
- 5.8 Employees shall not smoke in their offices irrespective of whether they share an office or not. This is also applicable to any person visiting such offices.
- 5.9 If smokers do not comply with the rules, the Department shall ban smoking on the premise or take disciplinary action against those who do not abide by the departmental policy.

7. MONITORING AND EVALUATION

- 7.1 The unit EAP, HIV & AIDS will be responsible for monitoring and evaluation of the policy.


8. POLICY IMPLEMENTATION

The policy shall come into effect on the first date of the month following the month in which the Executing Authority approved it.

9. AMENDMENT OF POLICY

The policy shall be amended as and when necessary and it shall follow the initial process of policy development.

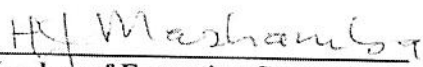
Recommended/Not recommended



Head of Department

2008/07/08
Date

Approved/Not approved



Member of Executive Council

8/07/2008
Date