



# POLICY

Rev 2021

Pages 6

HD POL 009

## SMOKING

Compiled by:	<b>PP van Biljon</b>		<b>24.04.2020</b>
Reviewed by:	<b>SK Naidoo 16(2)</b>		<b>27.04.2020</b>
Approved by:	<b>K Naidoo CEO</b>		<b>27.04.2020</b>
Implemented:	<b>June 2020</b>		

# **SMOKING IS PROHIBITED EXCEPT IN DESIGNATED AREAS.**

HD Drilling strives to provide a healthy working environment to all its employees, Visitors, Suppliers and Contractors.

HD Drilling gives consideration to the fact that the effects of smoking on health calls for strong action to deter people from taking up smoking and encourages existing smokers to give up smoking.

This policy has been developed and implemented as defined in the Tobacco Products Control Act no 83 of 1993 and the (amended in the Tobacco Products Control Amendment act of 1999) , with a view to align with the health system as well as the values of the Constitution in order to enhance and protect the fundamental rights of citizens by discouraging the use of tobacco products in order to reduce the occurrence of tobacco related health problems and death.

## **PURPOSE**

- \* To provide a healthy and comfortable working environment for all employees, visitors, suppliers and contractors
- \* To accommodate the needs of both smokers and non-smokers based on mutual tolerance, respect and common courtesy
- \* To promote health awareness
- \* To protect and enhance our air quality

## **SCOPE**

This policy applies to:

All Employees as well as Visitors, Suppliers and Contractors

All Work or Common Areas that will be accessed by: Employees, Visitors, Suppliers and Contractors

## **REFERENCES**

Tobacco Products Control Act no 83 of 1993  
Tobacco Products Control Amendment act of 1999

## **RESPONSIBILITY**

Every person entering the premises.

Line Management is to enforce this policy.

## **DEFINITIONS**

A “public place” means any indoor or enclosed area, which is open to the public or any part of the public and includes a workplace as defined in Section 1 (2)j of Act 83 of 1993 (amended in the Tobacco Products Control Amendment Act of 1999)

## **HAZARDS AND PRECAUTIONS**

Health Risk to all

Fire Risks

## **HEALTH REQUIREMENTS**

Smoking is one of the leading causes of death in the world, causing major heart disease, cancer (especially of the lungs), other chronic lung diseases and side effects such as blindness, gum disease, tooth loss, emphysema, stomach ulcers, infertility, poorer muscle tone and more

Smoking affects not only the smoker but also others who inhale their secondary smoke, i.e. the smoke that the smoker exhales into the environment. These people are also at higher risk of health complications, so it is necessary to also protect non-smokers.

## **EMPLOYERS' DUTIES**

HD Drilling has a legal and moral responsibility to protect the environment of their workers against the harmful effects of tobacco smoke. This affects both smokers and non-smokers.

HD Drilling will provide an area set aside for smokers. This area will be away from where normal work takes place and away from the prescribed public areas.

HD Drilling is also responsible for ensuring that no person smokes in a non-smoking area.

Notices and signs indicating the areas where smoking is and is not permitted. These signs will be permanently. Signs indicating that smoking is not permitted must carry the warning: “ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE SHALL BE PROSECUTED AND MAY BE LIABLE TO A FINE”

HD Drilling will endeavour to ensure that those workers who do not wish to be exposed to tobacco smoke are safeguarded against it and that any person under the age of 18 years is not allowed in any place where smoking is permitted.

HD Drilling will on a regular basis monitor designated "smoking areas" for compliance with regulations & update their Smoking policy accordingly.

Areas which shall be designated as non-smoking areas are:

- Any area in which a fire or safety hazard exists
- Company owned Vehicles
- Main Office Building
- Common areas
- Rest rooms/ Toilet facilities
- Areas where equipment can be damaged
- Offices where facilities are shared, including open plan/communal offices
- Any Project Site

HD Drilling will allow employees who do smoke, to take short breaks during the day to smoke in designated areas. However, the specific times and number of smoke breaks will be dependent upon the following factors:

- The effect on workflow and organisation of employees being absent from the workplace.
- The requirements of the workplace and the work-processes in that particular area, including considerations relating to client liaison.
- The impact of absence from the workplace on employees, who remain in that workplace, particularly, if the employees, who remain at their workplaces, will have to perform tasks normally performed by those employees who are absent from their workplaces.

HD Drilling reserves the right to take disciplinary action against any person who does not comply with the Policy.

### **SMOKERS AS WELL AS NON-SMOKERS RESPONSIBILITY:**

Co-operate and comply with all non-smoking, safety rules and procedures provided.

Report unhealthy or unsafe conditions.

Take care of his/her own health and safety as well as that of other persons who may be affected by his/her actions or negligence .

All smokers (Employees as well as Visitors, Suppliers and Contractors, may only smoke in the designated areas provided.

Smoking in an areas of open windows, ventilation inlets, doorways or entrances to a public places is also prohibited.

Smokers need to be cautious when smoking in an areas where there is a risk of causing a fire.

Cigarette stubs are to be disposed of in an appropriate manner.

### **EMPOWERING EMPLOYEES**

HD Drilling encourages all staff to know their rights as a smoker as well as a non-smoker.

To know what is and is not permitted, either in the workplace or in a public place which allows them to be responsible and safe.

While smoking is considered as very unhealthy, even lethal, smokers have the choice to smoke or not – but also have a responsibility to those around them, as well as the environment.

It takes both the employer and the employee to create a good and safe workplace for all. So, if smokers must smoke, they must do it right, and so help make the workplace a pleasant, healthy place to be by using the designated smoking areas and discarding cigarette stubs in the correct manner.

To assist employees who wish to stop smoking, HD Drilling may make arrangements to provide smoking cessation programmes for employees who wish to stop smoking.

Information regarding smoking cessation programmes is available from organizations such as the:

- \* National Council Against Smoking;
- \* Cancer Association of South Africa;
- \* Heart Foundation;
- \* National Cancer Registry;
- \* Medical Research Council;
- \* Human Sciences Research Council;
- \* UCT School of Economics-Economics of Tobacco Control Project;
- \* National Progressive Primary Health Care Network;
- \* Tobacco Action;
- \* South African Medical Association;
- \* Freedom of Commercial Speech Trust;
- \* Tobacco Institute;
- \* Vending Machine Association; and
- \* Federated Hospitality Association of South Africa

**ACKNOWLEDGEMENT PAGE**

<b>Presented by:</b>	<i>Name:</i>	<i>Signature:</i>
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All persons have received communication on and understand the contents of this

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