 Eskom	<b>Procedure</b>	
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Title: **Smoking**

Unique identifier: **32-36**


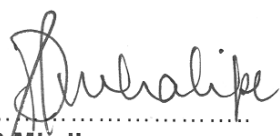
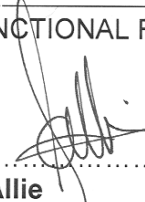
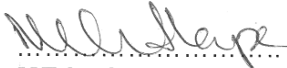
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## 1 Introduction

Eskom has an obligation to maintain a healthy and safe environment for its employees and visitors whilst also respecting individual choices. The duty of employees under the Occupational Health and Safety Act is to take reasonable care for their own health and safety and that of others, and to cooperate with the employer in ensuring that the employer complies with the requirements of the Tobacco Products Control Amendment Act. This procedure sets restrictions on smoking areas, accommodating the preferences of both smokers and non-smokers.

## 2 Principles and processes

**2.1** The health and wellbeing of employees and visitors is of the utmost importance to Eskom. It is therefore Eskom's intent to provide a smoke-free environment for its employees and visitors within the existing facilities. The inhalation of environmental tobacco smoke (ETS) has been conclusively proven to be a major health hazard; hence the desire to have a smoke-free environment will take precedence over the desire of smokers to smoke. No smoking at all is permitted in the offices and the work areas at Eskom.

**2.2** Notices proclaiming Eskom premises to be smoke-free shall be displayed in a conspicuous position at the entrances to all Eskom premises.

**2.3** Notices and signs indicating areas where it is permitted and not permitted to smoke shall be permanently displayed, and signs indicating that smoking is not permitted shall carry the warning: "ANY PERSON WHO FAILS TO COMPLY WITH THIS NOTICE SHALL BE PROSECUTED AND MAY BE LIABLE TO A FINE". All employees have the responsibility to report any deviation to safety representatives.

**2.4** A portion of the premises may be designated as a smoking area, provided that the designated smoking area does not exceed 25% of the total floor area available to the public.

**2.5** Smoking is permitted in areas specifically designated and indicated as smoking areas only. The ventilation systems of smoking areas shall be isolated from those of the rest of the premises to protect non-smoking employees from exposure to ETS.

**2.5.1** Suitable signs marked: "SMOKING AREA" shall be displayed at all designated smoking areas.

**2.5.2** All designated smoking areas shall display the following message at their entrances: "SMOKING OF TOBACCO PRODUCTS IS HARMFUL TO YOUR HEALTH AND TO THE HEALTH OF CHILDREN, PREGNANT OR BREASTFEEDING WOMEN AND NON-SMOKERS".

**2.5.3** Smoking **within 5 metres** of the entrance of an Eskom building is prohibited, and smoking outdoors is regulated. Where possible, designated smoking areas outdoors shall be clearly marked with signs and places to dispose of cigarette butts.

## 3 Supporting clauses

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### 3.1 Scope

#### 3.1.1 Purpose

This procedure guarantees all employees the right to work in a smoke-free environment. The purpose of this procedure is to promote health and safety and prevent disease through the elimination of ETS, and to comply with the requirements of the Occupational Health and Safety Act and the Tobacco Products Control Amendment Act in providing and maintaining a work environment that is safe and without risk to the health of employees.

#### 3.1.2 Applicability

This procedure shall apply throughout Eskom Holdings Limited, its divisions, subsidiaries and entities wherein Eskom has a controlling interest.

### 3.2 Normative/informative references

Parties using this procedure shall apply the most recent edition of the documents listed below

#### 3.2.1 Normative references

- 3.2.1.1 Occupational Health and Safety Act, No 85 of 1993
- 3.2.1.2 Compensation for Occupational Injuries and Disease Act, No 130 of 1993
- 3.2.2.3 Tobacco Products Control Amendment Act, No 12 of 1999

#### 3.2.2 Informative references

- 3.2.2.1 *Health and Wellness Policy EPL 32-13*
- 3.2.2.2 *Employee Assistance Programme Procedure EPC 32-34 (Draft)*
- 3.2.2.3 *Substance Abuse Procedure EPC 32-37 (Draft)*

### 3.3 Definitions

- 3.3.1 **Occupational health practitioner:** Unless the context dictates otherwise, shall mean either occupational health nursing practitioner, or an occupational medical practitioner.
- 3.3.2 **Environmental tobacco smoke:** This is 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.
- 3.3.3 **Premises:** As defined in the OHSA includes any building, vehicle, vessel, train or aircraft in which a person performs work in the course of his/her employment.
- 3.3.4 **Prohibited:** Something that we must refrain from doing, which is illegal.

### 3.4 Abbreviations

- 3.4.1 **ETS:** Environmental Tobacco Smoke
- 3.4.2 **OHSA:** Occupational Health and Safety Act
- 3.4.3 **CE:** Chief Executive
- 3.4.4 **OHN:** Occupational Health Nurse
- 3.4.5 **BU:** Business Unit
- 3.4.6 **Ltd:** Limited
- 3.4.7 **HR:** Human Resources
- 3.4.8 **DPA:** Direction, Policy and Assurance

### 3.5 Roles and responsibilities

Action step	Responsibility	Conditions
Divisions of Eskom Holdings Ltd	Divisional Managing Directors	To ensure that officials in the division comply with this procedure.
Subsidiary companies of Eskom Holdings Ltd	Chief Executive Officer	<p><b>Tabling for acceptance</b></p> <p>It is the responsibility of the Chief Executive Officer of an Eskom subsidiary to ensure that:</p> <ul style="list-style-type: none"> <li>this procedure is tabled for acceptance by the Board of the subsidiary</li> <li>In turn, it is the responsibility of the Chief Executive Officer of an Eskom sub-subsidiary to ensure that this procedure is tabled for acceptance by the Boards of all subsidiaries under it.</li> </ul> <p><b>Responsibility for compliance</b></p> <p>The Chief Executive Officer of any Eskom subsidiary is responsible for ensuring that the officials in that company comply with this procedure.</p>

### Additional roles and responsibilities

- 3.5.1** All employees are to be fully conversant with Eskom's procedure on smoking, and how it relates to the provisions of the OHSA and the Tobacco Products Control Amendment Act.
- 3.5.2** In terms of the OHSA, business unit managers and departmental managers are assigned duties by the CE, to be responsible for the implementation of this procedure, and to ensure compliance therewith.
- 3.5.3** Management shall, within clearly defined parameters of effectiveness and cost, provide health promotion and cessation programmes to employees that smoke.
- 3.5.4** OHPs are responsible for medical surveillance and control programmes in the workplace.
- 3.5.5** On all Eskom premises where customers or the general public are provided with service, appropriate signage declaring Eskom premises smoke-free areas must be visibly displayed at all times.
- 3.5.6** All employment advertisements and contract agreements shall include Eskom's stance on smoking and must be communicated to all applicants and contractors.
- 3.5.7** Employees are responsible for complying with the provisions of this procedure, which encompasses the general duties of employees at work as stipulated in the OHSA.

### 3.6 Implementation date

The implementation date is 1 April 2007

### 3.7 Process for monitoring

It is the responsibility of BU managers and departmental managers to ensure that this procedure is implemented.

### 3.8 Related documents

This procedure supersedes ESKADAAR9, No-smoking Directive.

## 4 Authorisation

This procedure has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
TS Gcabashe	Chief Executive
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ME Letlape	Managing Director (Human Resources Division)
PD Mbonyana	Managing Director (Corporate Division)
BA Dames	Managing Director (Enterprises Division)

## 5 Revisions

<b>Date</b>	<b>Rev.</b>	<b>Remarks</b>
January 1987	0	Original number EVD1106.  A directive with Reference ESKADAAJ3 was developed and published on the Eskom Documentation Centre database.
August 1995	0	Another directive with Reference ESKADAAR3 was put together to replace ESKADAAJ3 and published.
December 1999	1	The directive (ESKADAAR3) was revised for relevance and published.
March 2007	0	Contents of ESKADAAR3 were revised and the directive converted into a procedure, which was reallocated with Unique Identifier 32-36 and aligned in accordance with the new Eskom documentation requirements.

## 6 Development team

This procedure has been developed by:

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