

SMOKING CONTROL POLICY

2021/22

Summary

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Tobacco Products Control Act, No. 83 of 1993
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW Mxekezo
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All employees
Key Words	Relocation Policy
Status	Review
Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Smoking Policy

2. PURPOSE

The policy defines the roles of the Human Resources Management unit pertaining to the workplace designated smoking areas in compliance with the requirement of the law to be followed by all employees of the Municipality.

3. SCOPE

As an employer, the Ngqushwa Local Municipality has a duty under the Tobacco Products Control Amendment Act (Act No. 12 of 1999) to ensure that the rights of employees who do not wish to be exposed to tobacco smoke in the workplace, are protected. The Municipality is required to provide a safe working environment and protect the health and safety of persons at work. Consequently, in the interests of the health and safety of all our employees, the Municipality is moving towards a smoke-free work environment.

4. PROCEDURE DETAIL

4.1 SMOKE-FREE POLICY

Smoking is prohibited within all municipal buildings (by definition all Municipal buildings, vehicles or any other venues used as a workplace). Staff will be allowed to smoke in designated smoking area only, of which the location, size and number will be determined by the Head of Corporate Services Department.

The areas must comply with the requirement of the law, and the required signs must be clearly displayed at each such designated smoking area. This smoking free workplace policy applies to employees, clients, visitors, and whoever enters the premises of the Municipality. **Heads of the Departments are required to oversee that no working hours are lost as a result of smoking by employees.**

4.2 DESIGNATED SMOKING AREAS

Where a need for smoking exists among a group of employees, they should, in conjunction with the Head of Corporate Services Department identify a suitable area.

4.3 ASSISTANCE FOR SMOKERS

It is recognized that some staff members who smoke may have difficulty in adjusting, particularly those who have been smoking for a long time. It should be noted that smokers are being asked to refrain from smoking in the workplace, not to stop smoking altogether. In an effort to assist individuals in adjusting to this change, counselling is available from the Community Services Department. The law makes provision for

designated smoking areas, provided that the smoke will not enter non-smoking areas, provided that the smoke will not enter non-smoking areas.

4.3 PROCEDURES FOR ENFORCEMENT ON BREACH OF POLICY

While all efforts will be made to help individuals meet the requirements of the smoke-free policy, it must be noted that this policy will form part of the Health and Safety Policy of the Ngqushwa Local Municipality. Any breach of this policy may result in a fine of R200, as Imposed by law.

4.4 SIGNAGE

At all entrances to areas declared as non-smoking areas, the appropriate signage will be erected.

4.6. COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.7. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

7. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the Smoking Policy	Council
<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Smoking Policy 	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEWS

A report detailing the progress with the Smoking Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL


This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



MUNICIPAL MANAGER

22/08/2022

DATE



MAYOR

30/08/2022

DATE