



SMOKING POLICY

1. PREAMBLE

Waterberg District Municipality acknowledge that tobacco use is extremely injurious to the health of both smokers and non smokers. It warrants in the public interest that smoking be restricted by means of policy.

2. OBJECTIVES

- 2.1 To promote the health of employees and the public.
- 2.2 Smoking is an interested part of employee wellness program.
- 2.3 Every employee has the responsibility to take care of his health.
- 2.4 The dignity and freedom of choice of employees should be respected.

3. SCOPE OF APPLICATION

This policy is applicable to all employees, councillors, clients and visitors including managers who are under the employ of the district municipality.

4. DEFINITIONS

All expressions used in this policy are defined in the LRA, BCEA and other pieces of legislation, and shall bear the same meaning as in the Acts unless the contrary intention appears. Words importing the masculine gender shall include the feminine.

5. LEGISLATIVE FRAMEWORK

The following documents provide a legislative framework and guidelines for the implementation of this policy.

- Occupational Health and Safety Act ,No 85 of 1993
- Tobacco Products Amendment Act, No 63 of 2008
- Tobacco Products Amendment, No 12 of 1999

6. PURPOSE

- 6.1 To establish a smoke free environment for non-smoking, employees, councillors, visitors and clients.
- 6.2 To ensure that smokers are not discriminated in a workplace.
- 6.3 To ensure production time is not lost as a result of smoking.

7. REGULATIONS

7.1 Prohibitions

Smoking is prohibited within the following areas :

- 7.1.1 All workplace occupied by the Waterberg District Municipality employees.
- 7.1.2 Storerooms, offices, utility rooms, boardrooms, toilets, corridors and lifts..
- 7.1.3 Notices, signs and posters indicating that smoking is not permitted, shall be prominently displayed.

7.2 Designated smoking Areas

- 7.2.1 Smoking shall be only allowed in outdoor and designated smoking area.
- 7.2.2 Council shall provide designated smoking areas in each workplace or section of the workplace.
- 7.2.3 The designated smoking areas shall in all respects comply with section 3 products in public places issued under the Tobacco Products Control Amend Act, No 12 Of 1999.
- 7.2.4 Smoking areas will be designated in consultation with employee representatives.
- 1.1.1 No person(s) will be allowed to smoke within a radius of 10 meters to the main entrance to WDM head office. A designated area for smoking will be at the back (parking lot) of WDM Head Office. A sign will be put up to indicate the designated area.

2. ASSISTANCE FOR SMOKERS

- 2.1 It is recognized that smoking is an addiction, and that while this initiative will provide a positive benefit for all employees, some employees may have difficulty in adjusting.
- 2.2 Every effort shall be made to assist smokers to comply with this policy.

- 2.3 Employees may be assisted to quit smoking through an Employee Assistance Program.

3. IMPLEMENTATION

- 3.1 Every employee of the District Municipality, line managers and Portfolio Councillors shall be responsible for the implementation and monitoring of the policy.
- 3.2 The Municipality Disciplinary Code shall be applied in cases where this policy is breached.

Adopted by Council during its meeting held on the 17 June 2015

Resolution number A250/2015

Signed in Modimolle on the 22 June 2015



MUNICIPAL MANAGER