	POLICY NAME	Smoking Policy	POLICY REFERENCE	PO-EH-HSE-01
	ORIGINATOR	Health Safety & Environment Manager	Page 1 of 2	
	DISTRIBUTION	All employees, visitors & sub-contractors	ISSUE NUMBER	002
	NEXT REVIEW DATE	31.03.2021	EFFECTIVE DATE	01.04.2019

1. INTRODUCTION

E H Construction (Pty) Ltd trading as Excavator Hire is a Civil Engineering Construction company striving towards the successful implementation of an OHS&E Management System. We are committed to the health and safety of all our employees, interested and affected parties, as well as environmental impacts which may be affected by our acts and omissions. It has the responsibility to promote a healthy workforce by therefore recognizing the dangers of Health of active and passive smoking and that it has duty to provide its employees with a smoke free working environment.

2. SCOPE

This policy applies to all employees, sub-contractors and visitors.

3. OBJECTIVES

The objective of this policy is to provide a clean and healthy environment for our employees, customers, and visitors and recognizes that second hand smoke from tobacco has directed adverse on the health of smokers and non-smokers.

4. GENERAL


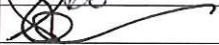
Smoking is prohibited throughout the entire workplace with no exemptions. However, an area will be provided externally (employees will be made aware of it) for those who wish to smoke. The following responsibilities have been placed on employees and employer regarding this matter.


4.1 EMPLOYER RESPONSIBILITIES

- Designate a smoking Area
- Investigate complaints regarding employees, customers and visitors smoking and they must inform, consult and train employees on this policy.
- Ensure employees comply to the policy.

4.2 EMPLOYEE RESPONSIBILITIES

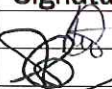
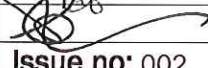
- Ensure that they and /or others do not interfere with smoking area.
- Ensure customers and visitors are made aware of this policy;
- Know that no additional time will be given to employees who smoke;
- Inform customers and visitors of the correct smoking area upon arrival on site.
- Ensure smoking is done at the designated smoking area.

	Title	Name	Signature	Date
Originator	HSE Manager	Gabriel Makara		02/04/2019
Approval	Managing Director	Clive N Evans		2/04/2019
Doc no: PO-EH-SHE-03	Name: Smoking Policy		Issue no: 002	Page 1 of 2
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5. APPROVAL

Policy Number	Issue Date	Date last revised	Issue No.	Amendments Detail
PO-EH-SHE-03	30/03/2018	31/03/2019	02	Included originator as Gabriel Makara and approver as Clive N Evans

	Title	Name	Signature	Date
Originator	HSE Manager	Gabriel Makara		02/04/2019
Approval	Managing Director	Clive N Evans		2/04/2019
Doc no: PO-EH-SHE-03	Name: Smoking Policy		Issue no: 002	Page 2 of 2
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