

**UNIVERSITY OF PRETORIA
OFFICE OF THE REGISTRAR**

**POLICY FOR THE CONTROL OF SMOKING
(STAFF, STUDENTS AND VISITORS)**

1. POLICY MOTIVATION

This smoking policy was compiled in compliance with statutory requirements, in terms of which employers are compelled to have a written smoking policy. The University of Pretoria accepts that there is sufficient medical evidence proving that smoking creates a health hazard for both smokers and passive smokers.

2. PURPOSE

- 2.1 The University accepts the right of individuals to choose whether to smoke or not to smoke.
- 2.2 The purpose of this policy is:
 - 2.2.1 to create a healthy and pleasant working environment,
 - 2.2.2 to restrict the exposure to passive smoking and
 - 2.2.3 to assure that the University policy is within the requirements of the relevant legislation.

3. GENERAL POLICY

- 3.1 The following areas are declared non-smoking areas:
 - 3.1.1 Any area where a fire or a safety risk exists.
 - 3.1.2 Any premises where food is stacked, processed, prepared, handled, sold or served.
 - 3.1.3 All indoor areas where employees perform their employment duties. These areas include corridors, lobbies, staircases, elevators, cafeterias, ablution or other common areas frequented by such employees.
 - 3.1.4 All outside areas opposite entrances and openings in buildings and
 - 3.1.5 any indoor or enclosed area which is open to the public or any part of the public. This includes public transport.
- 3.2 Smoking is only permitted in the mentioned places if there is a designated smoking area.

4. APPLICATION

- 4.1 All staff, students and visitors must comply with the requirements of this policy.
- 4.2 The success of this policy will depend on the consideration, co-operation and accommodation of all smokers and non-smokers.
- 4.3 Line managers and members of the Health and Safety committees will be responsible for the implementation of this policy.
- 4.4 Disciplinary action can be taken against a staff member and/or student who does not comply with the requirements of this policy.
- 4.5 Visitors transgressing this policy should be cordially requested to take note of the policy and to comply with it.

5. COMMUNICATION

- 5.1 The Policy for the Control of Smoking must be communicated to all staff members and students via the Department of Corporate Communication and Marketing.
- 5.2 Relevant notices must be displayed.

6. GENERAL

This policy may be revised from time to time should there be changes in the Statute.

Accepted by the Executive Management of the University of Pretoria
Secretary: Executive Management

Approved by the Principal of the University of Pretoria

| | |
|--------------------|--|
| NUMBER | reg0222a |
| TITLE | Policy for the control of smoking |
| DOCUMENT NUMBER | Rt 66/07 (final) |
| STATUS OF DOCUMENT | Presented to the Executive on 20070320 |
| DATE OF DOCUMENT | 20070320 |
| DATE MAINTAINED | April 2007 |
| CONTACT PERSON | Frans Fouché |