



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE POLICIES AND PROCEDURES

SMOKING POLICY	:	UNIVERSITY OF FORT HARE
-----------------------	----------	--------------------------------

TABLE OF CONTENTS

#	SUBJECT	PAGE/S
1.	Preamble	2
2.	Objective	2
3.	Policy Statement	2
4.	Responsible	4
5.	Applicable	4
6.	Effective Date	4

1. PREAMBLE

In an attempt to consider the preferences and concerns of smokers and non-smokers, and to provide a healthy and comfortable working environment that meets legal requirements, it is the aim of the university to protect its employees from the harmful effects of tobacco smoke while in the campus/es.

It has been proven conclusively that smoking is the major, yet avoidable cause of some cancers, stroke and heart disease. Furthermore, the adverse health effects of passive smoking are well recognised but are more difficult to avoid as passive smoking can often be outside the control of the non-smoking individual.

The success of this policy depends upon the consideration and co-operation of both smokers and non-smokers alike, and as a result all employees, contractors, visitors and any other guests are required to comply with the provisions as detailed below.

2. OBJECTIVE

The objective of this policy is:

- 2.1 To protect the health of employees who do not smoke;
- 2.2 To accommodate the needs of both smokers and non-smokers, based on mutual tolerance, respect and mutual courtesy;
- 2.3 To promote health awareness.
- 2.4 To ensure that the University of Fort Hare, as a responsible employer, complies with the statutes regulating smoking in public building/s.

3. POLICY STATEMENT

Smoking is prohibited in the following areas:

- 3.1 Either in or adjacent chemical, solvents or paint stores;
- 3.2 Liquefied Petroleum Gas (LPG) storage area or areas housing flammable industrial gases or the immediate vicinity.
- 3.3 Any other area where a fire or safety hazard exists.
- 3.4 All areas where appropriate “**No Smoking**” signs are displayed e.g. conference rooms, lifts, etc.;
- 3.5 The University of Fort Hare underwrites the constitutional right to a healthy and safe working environment. The policy of the University of Fort Hare is that smoking will not be allowed inside university buildings (including the residences)
- 3.6 Staff members who smoke may do so in designated areas only (where these are provided) as long as their smoking does not negatively impact on non-smokers.

3.7 Employees will refrain from smoking in the university's vehicles.

4. RESPONSIBILITY

Managers and supervisors are responsible for communicating the policy to all employees within their areas of responsibility. It is also expected for them to familiarise themselves with the policy. Furthermore each manager and supervisor is responsible for ensuring that appropriate steps are taken to apply and maintain the policy in their department/sections. It is the responsibility of all staff members to ensure that guests and visitors comply with this policy.

5. APPLICABILITY

This policy is applicable to ALL the employees of the University of Fort Hare

6. EFFECTIVE DATE

This policy will take effect once approved and adopted by the University Council.

APPROVED BY:

DATE:...../...../2007

.....
Vice Chancellor
On Behalf of Council