

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.17-01	Page 1 of 4
TITLE	Smoke Free Workplace	
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1. PURPOSE

The purpose of the smoke free workplace is to ensure safe, healthy and conducive work environment free from exposure to unwanted tobacco smoke / **vapours** to the employees, contractors & Visitors.

2. SCOPE

This procedure applies to Lotte Chemical Pakistan Limited (LCPL) Plant Site at Port Qasim, Raw Water Pumping Station & City Office. It supports the HSE&S standard that requires risks to employees, contractors & visitors to be assessed and reduced so far as reasonably practicable.

3. DEFINITION

Prohibition of smoking and protection for non-smoker's health ordinance 2002

Prohibition of smoking and protection for non-smoker's health as per Health Ordinance 2002 (Appendix-1), SRO No. 51 (KE)/2009 (Appendix-2) & Notification No. F 02-06/2007-FCTC for the Enforcement of Tobacco Control Law in Public Places and Offices (Appendix-3). The following areas mentioning as: Off plant areas, offices, waiting areas, conference / meeting halls, cafeterias and places visited by the employees, visitors and contractors shall be remained as smoke free workplaces.

Smoking from all sorts of Electronic Smoking Devices (ESDs) shall fall into the category of smoking therefore treated as same

4. REQUIREMENTS

4.1 Chief Executive shall have a system in place to ensure that:

4.1.1 Business and location smoking policies and rules are defined and communicated with compliance monitored.

4.1.2 Business smoking policy is in compliance with applicable national, regional and local legislation relating to smoking.

4.1.3 The business provides education on the risks of exposure to tobacco smoke and programmes to help employees to stop smoking.

4.2 General Manager Manufacturing shall ensure that:

4.2.1 All workplaces are in compliance with business smoking policy / rules.

4.2.2 Smoke-free workplaces are provided for all company activities.

4.2.3 Designated open smoking areas are provided for smokers.

- 4.3 Smoking should be prohibited in all areas where company business is taking place. This will include:
- a) All workplaces not designated for smoking.
 - b) All vehicles used on company business when transporting more than the driver;
 - c) Off plant areas, offices, waiting areas, conference / meeting halls, cafeterias and places visited by the employees, contractors & visitors.
- 4.4 Where designated areas for smoking are provided they shall be designed such as:
- a) There is no transfer of smoke to other working areas.
 - b) Smoking allows only outdoors in open places.
- 4.5 Signs indicating that smoking is prohibited shall be placed in appropriate positions at all company locations as “NO SMOKING ZONE AND THAT SMOKING IS AN OFFENCE”.
- 4.6 If required, signs must convey this message to non-readers and in the relevant language.
- 4.7 The local smoking policy / rules should be communicated to all staff.
- 4.8 Contractors, visitors and members of the public should be informed about the policy / rules and expected to observe the guidance.

5. COMMUNICATION & TRAINING

- 5.1 Departmental Heads shall ensure that members of their team are fully aware of this procedure.
- 5.2 Contract Managers shall ensure that all contractors are aware of this information.

6. DOCUMENTATION

Appendix-1 Prohibition of smoking and protection for non-smoker's health Ordinance 2002

Appendix-2 SRO No. 51 (KE)/2009

Appendix-3 Notification No., F02-06/2007-FCTC (Enforcement of Tobacco Control Law in Public Places and Offices)

7. REFERENCE

7.1 HSE&S Procedure 19.07-02 De-matching Procedure

8. AMENDMENTS

This is the [fourth](#) revision.