



Property Risk Consulting Guidelines

XL Risk Consulting

A Publication of AXA XL Risk Consulting

PRC.1.2.0

SMOKING REGULATIONS

INTRODUCTION

Each year, numerous fires are attributed to carelessly discarded-lighted smoking materials that set fire to combustible materials. These materials have always been a notorious cause of industrial fires. This source of ignition must be controlled. Management must develop an enforceable program that limits smoking to the areas of the facility in which it can be properly supervised. Smoking as a health hazard can also be a concern and as a result, a totally smoke free environment may be established. Because the smoking habit is hard to control, people will smoke, prohibitions notwithstanding. The problem intensifies when there is a total prohibition on smoking because designated smoking areas do not exist.

POSITION

Develop and strictly enforce a written policy regarding smoking. If management establishes a smoke free environment:

- Establish a smoking policy that includes disciplinary penalties for violations.
- Clearly mark the facility as “Smoke Free.”
- Promote observance of the smoking regulations. Discourage violating the regulations. Those who violate the regulations must be promptly disciplined.
- Inform visitors, particularly outside contractors, of the smoking regulations, and make sure they observe them.

If smoking is to be allowed, management must conduct a survey of the facility and determine where smoking can be permitted and where smoking is to be prohibited. Once these areas have been properly classified, management must:

- Establish a smoking policy that includes disciplinary penalties for violations.
- Clearly mark “No Smoking” zones and inform employees of the reasons for the prohibition.
- Clearly mark areas in which smoking is permitted. Provide for the proper disposal of smoking materials within the smoking area.
- Discourage breaking the smoking regulations. Those who violate the regulations must be promptly disciplined.
- Inform visitors, particularly outside contractors, of the smoking regulations, and make sure they observe them.

- Implement Management Of Change procedures so the policy keeps pace with changes in the facility. See PRC.1.0.2.

The smoking policy must apply to everyone. Smoking, if allowed at all, must be regarded as a privilege that the employees can enjoy only if they properly observe the smoking policy.

DISCUSSION

Discuss the reasons for prohibiting smoking with employees. Understanding the reasons helps to establish a fire-safe attitude. If careless smoking is viewed as the possible cause of a disastrous loss, employees will most likely support management's efforts to enforce the established policy. Management must be willing to enforce the smoking policy. If the policy is not enforced, employees will come to believe that management will tolerate smoking even in areas where the reason for prohibition is obvious.

The extent of the prohibited areas is to be based on the hazards present. There are areas containing severe hazards where smoking cannot be permitted under any circumstance. Such areas include those where explosives, flammable gases or liquids, or combustible dusts may be present. One method of control frequently employed in these areas is the prohibition of matches and lighters.

There are other areas with somewhat different hazards, such as neatly arranged warehouse facilities with good housekeeping and substantial aisle spaces. Here, smoking can be allowed only within a properly arranged room because a smoldering cigarette could lead to a well-established fire in the presence of easily ignited combustibles. In other areas where hazards are minimal, smoking may be allowed throughout with an emphasis on proper disposal practices.

Where a "No Smoking" area has been established, extend the area beyond the actual hazard, and base it on reasonably adverse conditions such as the malfunction of ventilation facilities or a spill of flammable liquids. Post signs to identify the boundaries of such a zone, indicate the nature of the hazard and the penalty for violating the prohibition.

To ensure strict enforcement of the smoking policy, segregated areas where employees may be allowed to smoke should be established. Discuss safe smoking habits with employees. Inform employees that careless discarding of smoking materials will not be tolerated. Smoking areas must be clean, free of accumulations of combustibles, and provided with proper automatic sprinkler protection and portable fire extinguishers. Provide positive pressure to smoking rooms, established close to hazardous areas that contain vapor, dust, or fiber hazards, so that the room is clear of the hazardous atmosphere. If matches and lighters are prohibited throughout the facility, equip the smoking area with electric lighters. Provide an ample number of ashtrays or other proper containers for discarded smoking materials. Use ashtrays that hold cigarettes in such a way that they will fall only into the ashtray, as they burn unattended. Tell employees not to empty ashtrays into wastebaskets or other ordinary trash containers.

If smoking is permitted, Management of Change requires that changes in occupancy, production methods, products being manufactured or products being used be reviewed. The review will determine if there is a need to change the classification of the effected area.