



LOSS CONTROL GUIDE

SMOKING CONTROLS

SMOKING POLICY

1. Smoking should be prohibited in areas where there is an exposure to woodworking operations, refuse buildup, storage of combustible stock or materials, or the storage of combustible or flammable liquids.
2. Company smoking policies must be conveyed and known to all employees and strictly and consistently enforced.
3. Patrol the premises before the end of the workday to monitor improper discarding of smoking materials.

SMOKING CONTROLS

1. Total prohibition of smoking
 - a. Most effective method of control
 - b. Consider professional assistance for employees who are smokers
2. Restrict smoking to designated safe areas
 - a. Must be areas with sufficient clearance to, or separation from the operational and storage exposures listed above
 - b. Designated areas must be clearly marked
 - c. Noncombustible containers should be provided strictly for disposal of smoking materials. Metal containers filled with sand provide an adequate means of disposal.
 - d. Areas where smoking is prohibited should be clearly defined.

CUSTOMER & VISITOR SMOKING POLICY

1. Employees should be trained in how to tactfully address smoking by customers and visitors.
 - a. Customers and visitors should be made aware of the company's smoking policy and informed of designated smoking areas within the operation.
 - b. Containers should be provided for use by customers and visitors to dispose of smoking materials.
2. Areas where customers have been smoking should be policed afterwards.