LOSS CONTROL DATA GUIDE

Smoking Controls

Smoking is the third most frequent cause of industrial fires. For this reason, control of smoking is an indispensable part of fire loss prevention efforts.

<u>Management Responsibility</u> – Management should evaluate the need for control of smoking as part of their overall responsibility for loss prevention. Although total prohibition of smoking is not always necessary, some level of control will almost always be needed to reduce the chance of fire, and/or to promote a healthful work environment. The level of control required depends on the operation and may range from a total ban to the proper disposal of spent smoking materials in areas where smoking may be acceptable.

Controls

<u>Policy</u> – A clear policy governing smoking should be developed in all organizations regardless of the level of action deemed necessary. Signs should be posted in areas where smoking is prohibited. Pictograms (as shown) are recommended as an adjunct to standard no smoking signs. Violation of rules governing smoking should be dealt with promptly to avoid further rule violations.

<u>Education</u> – All persons should be made aware of company rules on smoking. This educational effort may include employee newsletters, signs, memos, and verbal contact with nonemployes. Every effort should be made to inform customers, vendors, and other nonemployees of rules and policies before entry into a restricted area. Re-education should be considered as a valid remedial action for correction of policy violations.

<u>Disposal</u> – Properly designed containers should be provided for spent smoking materials. UL listed "Self-Extinguishing" ashtrays or buckets of sand are effective for this purpose. Other ashtrays should be designed to prevent lighted smoking materials from falling out or rolling away. Separate metal cans with tightfitting covers should be reserved exclusively for disposal of smoking materials, to prevent ignition of combustibles in ordinary waste baskets. Disposal cans should be stored outside and away from the building during nonoperational hours.

<u>Housekeeping</u> – Conditions of general housekeeping can contribute significantly to the danger of fire caused by smoking. See Loss Control Data Guide F.13571 for details.

<u>Self-Extinguishing" style ashtray</u> incorporates rolled top design to cause smoke from an internal fire to extinguish the contents.

<u>Smoking control signs</u> – Depicting standard pictogram symbols and required message.