

Standard

Department:	ENVIRONMENT HEALTH AND SAFETY	Number:	LMS0080A
Subject:	SMOKE FREE WORKPLACE	Reference:	CO-010A

1. **PURPOSE:** The purpose of this standard is to outline the site requirements that will ensure Suncor Energy Inc. provides a smoke free workplace
2. **SCOPE:** This standard applies to all Suncor Oil Sands leases and Suncor Personnel which includes but is not limited to all employees, contractors, and visitors.
3. **DEFINITIONS:**
 - 3.1 Corporate Process Safety Management System Definitions Document Link
 - 3.2 Definitions outside of the Process Safety Management System Definitions Document
 - 3.2.1 Worksite: A worksite is defined under Alberta Occupational Health and Safety as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.
 - 3.2.2 Workplace: A workplace is defined under Regional Municipality of Wood Buffalo Smoke Free Bylaw No. 07/042 as any enclosed area of a building or structure in which an employee works and includes washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, enclosed walkways, amenity areas, lobbies, laundry rooms and enclosed parking garages utilized by an employee.
 - 3.2.3 Building: A building is any enclosed building or structure, whether permanent or temporary in nature.

4. STANDARD:

4.1 Overview

Suncor is committed to providing a safe and healthy work environment for all employees, contractors, and visitors by reducing the hazards caused by smoking including second hand smoke. Management must ensure that this standard is explained to and compiled with by all personnel working on Suncor Oil Sands worksites.

Smoking is a known health hazard and as such, Suncor encourages all employees not to smoke. For information about smoking cessation support programs, contact your local HR Advisor.

Smoking is prohibited wherever it may constitute a fire, explosion or equipment damage hazard.

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Management will provide their personnel with a reasonable number of breaks during work hours. Operating employees will take breaks in accordance with approved schedules or, where applicable, the collective agreement.

Smoking is prohibited on all Suncor Energy Inc. Oil Sands work sites, workplace and/or public building with the exception of Designated Smoking Areas. Designated Smoking Areas must be in compliance with relevant provincial and municipal by-laws and must ensure no person is involuntarily exposed to environmental tobacco smoke.

4.2 Public Buildings vs. Private Residence

When a building includes a private residence (such as Suncor camp private rooms), that portion of the building containing the private residence shall not be subject to this Standard, however those common areas of the building, including washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages, shall be subject to this Standard.

When a building includes a private residence (such as Suncor camp private rooms), the following shall apply:

- That portion of the building containing the private residence shall be deemed not to be a public building
- When designating portions of a building as not to be public, the person in control of the asset is accountable to ensure effective operational controls are in effect to ensure cleaning, maintenance staff, etc are not exposed to environmental tobacco smoke.
- If a building contains two or more private residences, those common areas of the building, including washrooms, corridors, lounges, eating areas, outdoor patios, reception areas, elevators, escalators, foyers, hallways, stairways, lobbies, laundry rooms and enclosed parking garages, shall be deemed to be a public building

4.3 Designated Smoking Areas

All Designated Smoking Areas must meet the following requirements prior to the approval to use:

4.3.1 General Requirements:

- A inspection of designated smoking area with the Area Safety Specialists must be conducted prior to approval
- The Business Area General Manager/Director's approval, as per CO-

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- A copy of this Suncor Energy Inc. Smoke Free Working Environment Standard to be located at the Smoking Area with Authorization Form.
- Designated Smoking Areas shall be in compliance with all relevant provincial and municipal by-laws and may not expose any person involuntarily to environmental tobacco smoke.
- Smoking is only permitted within the Designated Smoking Area.
- It is the responsibility of the Area Management to ensure all personnel is in compliances to this standard and all associated acts and bylaws
- "NO SMOKING BEYOND THIS POINT" signs posted at the parameter of each designated smoking area.

4.3.2 Fire Protection Requirements:

- At least one multipurpose fire extinguisher by main exit, in designated smoking area, (20 LB ABC Dry Chemical Extinguisher recommended).
- A safety ashtrays and/or sand pots.
- A metal garbage cans complete with metal lids.
- "NO SMOKING BEYOND THIS POINT" signs posted inside each exit.
- A distance of 3m must be kept from combustible material, i.e. Building walls.
- A distance of 7.5m must be kept from compressed gas cylinders i.e. Propane cylinders.
- Consumed smoking materials and garbage must be removed daily.

4.3.3 Municipal Smoke Free Bylaw Requirements:

- A smoking shelter will be an open air facility. No structures constituting a building structure are permitted.
- All designated "smoking areas" must be a minimum of 10 meters away from all entrance or exit
- All Designated Smoking Areas will be placed a reasonable distances away from public walkway and parking lots. The recommended distance is a minimum of 10 meters away. As a general rule a public walkway is defined as walkways that Suncor actively maintains snow clearing activities.
- All designated "smoking areas" must cordoned off to restrict access and signs posted in accordance with Regional Municipality of Wood Buffalo Smoke Free Bylaw No. 07/042 Part 3 – Signs.
- Smoking is only permitted within the parameters of a designated "smoking area".

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NOTE:

Once the “Designated Smoking Area Authorization Form” is approved the area does not require re-qualify for use but will require regular inspections from area management to ensure compliance unless area conditions change that would put the smoking area in non-compliance i.e. a new structure put in place besides a existing smoking area.

5. EXCEPTIONS:

Within the active mine geographical footprint the following does apply:

All permanent (fixed) facilities including lunch trailers, lube islands, and maintenance tents will require a designated smoking area as per the standard.

Smoking is not permitted inside the cab of all mobile equipment. In heavy equipment, smoking is permitted either on the deck of the equipment or on the ground as long as the activity takes place 2 meters away from the cab and no personnel is involuntarily exposed to environmental tobacco smoke.

In light equipment, smoking is not permitted within 2m of the cab and it cannot involuntarily expose other personnel to environmental tobacco smoke.

Smoking is prohibited in all Drilling and Blasting Areas; please refer to respective critical work procedures dependant on task.

6. IMPLEMENTATION: The Oil Sand’s Areas Cross Functional Management Team is responsible for the implementation of this document.

7. INTERPRETATION AND UPDATING: The EHS Program Manager shall ensure interpretation and updating of this standard.

REFERENCES TO RELATED DOCUMENTS:

[CO-010A Smoke Free Work Environment PG&S](#)

[LMR0001A – Rules for Operating Vehicles & Utilizing Suncor Provided Transportation On & Off Site](#)

[Alberta Occupational Health and Safety Act, Code and Regulation](#)

[Government of Alberta: Tobacco Reduction Act](#)

[Regional Municipality of Wood Buffalo: Smoke Free Bylaw](#)



Form

Designated Smoking Area Authorization

Business Area:		Company/Area	
Location/GPS/Description:			

General Requirements:

Yes	No	
		A inspection of designated smoking area with the Area Safety Specialists has been conducted prior to approval
		Business Area General Manager/Director and VP are aware of this request and approve of its location (none others within in the area)
		A copy of the Suncor Energy Inc. Smoke Free Working Environment Standard is located at the Smoking Area along with the Authorization Form
		The designated smoking area is in compliance with all relevant provincial and municipal by-laws and has been positioned in the best possible location to not expose any person involuntarily to environmental tobacco smoke

Fire Protection Requirements:

Yes	No	
		At least one multipurpose fire extinguisher by main exit, in designated smoking area, (20 LB ABC Dry Chemical Extinguisher) is in place
		Safety Ashtrays and/or sand pots are in place
		Metal garbage cans complete with metal lids are in place
		A minimum distance of 3m has been kept from combustible material, i.e. Building walls
		A minimum distance of 7.5m has been kept from compressed gas cylinders i.e. Propane cylinders

Municipal Smoke Free By-Law Requirements:

Yes	No	
		The smoking shelter is an open air facility. No structures constituting a building structure are permitted.
		A minimum distance of 10m has been kept from all entrance or exit
		All designated "smoking areas" is recommended to be a minimum of 10 meters away from all public walkways and parking lots. This recommendation has been achieved
		All designated "smoking areas" must cordoned off to restrict access and signs posted in accordance with Regional Municipality of Wood Buffalo Smoke Free Bylaw No. 07/042 Part 3 – Signs and "NO SMOKING BEYOND THIS POINT" signs posted inside each exit. This has been achieved

H&S Specialist	Print Name & Date:		Signature:	
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Conditions:

Yes	No	
		Suncor Energy Inc Smoking Policy CO-010A shall be complied with at all times.
		Suncor Energy Inc. Oil Sands LMS0080A shall be complied with at all times.
		A program is put in place to ensure consumed smoking materials and garbage will be removed daily.
		A copy will be sent to fire prevention officer for review at the following email address: OSG_Emergency Preparedness-Fire Prevention
		Smoking will only permitted within the parameter of a designated "smoking area/s".

Area GM/Director	Print Name & Date:		Signature:	
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Approval:

Vice President	Print Name & Date:		Signature:	
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A copy of this authorization form shall be posted in the designated smoking area



OIL SANDS

Form

Designated Smoking Area Authorization



The following individuals have approved and signed this document.

UserName: Timothy Gondek (tgondek)

Title:

Date: Wednesday, 02 May 2012, 05:45 PM Mountain Time

Meaning: Approver 1 Signed

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