

SMOKING POLICY AND DESIGNATED SMOKING AREAS

1.0 Purpose

Secondary tobacco smoke is a documented significant health hazard. Smoking activities also provide ignition sources for fires associated with flammable and combustible materials. In addition, these activities create a housekeeping problem in the workplace when improper disposal of smoking material occurs. This policy will reduce employee exposure to secondary tobacco smoke and assist in the prevention of fires in the workplace.

2.0 Scope

2.1 This policy covers the use of cigarettes, pipe embers, cigars, and matches.

2.2 This policy is to be adhered to by all International Paper employees, contractors, and visitors. This procedure applies to the Franklin Mill and Sheet Converting.

NOTE: Fiber Recycling Plant and the 910 Site are tobacco-free facilities.

2.3 Smoking is permitted in designated smoking areas only. There will be no smoking in offices, restrooms, hallways, training rooms, control rooms, Company vehicles, workstations, roofs, lobbies, waiting rooms, and eating areas.

3.0 Location

3.1 Designated smoking areas may not be within 20 feet of any flammable or combustible material. Such areas where flammable or combustible materials are present shall be posted with "NO SMOKING" signs.

3.2 Smoking areas are not to be located in front of any doorway (i.e. control room, bathroom, exit, entry, etc.) located inside or outside the building. Areas can only be designated beyond 5' of any doorway, etc.

3.3 Smoking is permitted "outdoors", except in areas of flammable and combustible materials. All butts, pipe embers, cigars, and matches must still be disposed of in designated waste cans.

NOTE: If an excess number of butts are noted along outdoor walkways, etc., the privilege of smoking outdoors will be discontinued.

3.4 There is to be no designated smoking areas at an employee's workstation, while performing a work related task.

3.5 There is to be no smoking in any location where there is the presence of a hazardous atmosphere.

3.6 Contractor personnel are prohibited from using designated smoking areas established for IP employees, unless approved by the operating department. Contractors shall utilize "break" areas (i.e., those locations used for rest periods, eating) established by the IP Operating Area Manager as their designated smoking area.

4.0 Identification

4.1 Where smoking is permitted, yellow lines drawn on the floor or other permanent marking system meeting the approval of Loss Prevention shall be placed around areas designated as smoking area. These areas shall be clearly marked "SMOKING PERMITTED IN THIS AREA".

5.0 Equipment

5.1 Where smoking is permitted, butt cans shall be provided in convenient locations for disposal of cigarettes, pipe embers, cigars, and matches. Butt cans must be approved by Loss Prevention.

5.2 Fire Extinguishers are to be located within 20 feet of all designated smoking areas and must be clearly visible and labeled.

6.0 Disposal

6.1 Disposal of butts in waste cans - when disposing of butts, a sufficient amount of water must be added to the waste can to wet down the butts. Once this is done, the material in the waste cans can be disposed of in the regular trash system.

7.0 Ventilation Requirements

7.1 Ventilation - includes the use of natural, dilution, or local exhaust ventilation. Where smoking is permitted, the following steps must be taken to insure adequate ventilation of these areas:

7.1.1 Room fans (pedestal or fixed) must be placed in designated areas with inadequate air flow.

Inadequate - poor air flow; without continuous movement of air (Example: If smoke was to blow in the air and remain for a reasonable amount of time within the area, this would indicate inadequate air flow in that area.)

7.1.2 The smallest fan to be utilized for any designated area should be a 24" blade which would move from 4000 - 5000 cfm of air.

7.1.3 No smoking area is to be located near any ventilation (i.e. HVAC) intake.

8.0 Removal of Smoking Areas

Smoking areas can be modified up to and including removal of the area where any of the following situations are noted:

8.1 Excess number of cigarette butts are noted on the floor within or nearby the designated smoking area.

8.2 An excess number of complaints develop from neighbors to these designated smoking areas.