

# Nyrstar Clarksville Policy: Tobacco Product Usage Policy

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## 1. Purpose

Nyrstar is committed to providing a safe and healthy workplace and to promote the health and wellbeing of its employees. Nyrstar is similarly committed to complying with all Federal, State and Local laws, rules and ordinances regarding tobacco product usage in the workplace. With this motivation, this policy is in place to provide clear direction and instructions on how tobacco products are allowed to be used at this site.

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## 2. Scope

This Policy applies to all employees, visitors and contractors at Nyrstar Clarksville.

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## 3. Responsibilities

**Employees, Contractors & Visitors:** All employees are expected to comply with this policy.

**Departments:** Each Department Superintendent shall be responsible for the designation, marking and installation of any required signage of areas where tobacco products are prohibited and designated tobacco use areas within their areas of responsibility. Appropriate smoking refuse containers shall be installed and maintained by each Department. Each Department shall develop a cleaning plan for each designated tobacco use area, and that plan shall be audited daily by the Team Leader on shift.

Each Department may supplement this policy with department specific rules and procedures in their Department Safety Policy, based on the safety risks and conditions of their areas and processes.

**Safety Department:** Assist departments with risk assessments to determine tobacco use prohibited areas and designated tobacco use areas.

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## 4. Policy

All employees, contractors and visitors to Nyrstar Clarksville have the right to a hygienic workplace free of the dangers of second-hand smoke. Nyrstar Clarksville will comply with all applicable laws and regulations, to include the State of Tennessee Non-Smoker Protection Act of 2007, and maintain appropriate safety, health, industrial hygiene and housekeeping standards for the site. For the purposes of this policy, tobacco use is defined as smoking cigarettes, cigars or pipes, or the use of smokeless tobacco products such as chewing tobacco, snuff and E-Cigarettes.

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## 5. Procedure

### Prohibited Area's

5.1. Tobacco use is not permitted:

- a) Inside any climate controlled building or room on site, to include but not limited to offices, meeting rooms restrooms, break rooms or shacks designed for human occupancy;
- b) Within 15 feet of the entrance/exit of any building on site, as well as stairs or elevated walkways where employees routinely traverse:
- c) Any vehicle owned or leased by the company, to include all mobile equipment;
- d) Any common work area where more than one employee is located. Work areas can be anywhere production, process, shipping, maintenance or construction work occurs.
- e) Any area where fire or explosion hazards exist.
- f) In all Lead or Cadmium Controlled areas:
  - Barge Unloading Operations
  - Roaster Boiler Lancing/Cleaning Operations
  - Concentrate Storage/Mix Pile Operations
  - Purification
  - Cadmium Plant

Plus:

- Zinc Dust Plant (Cast House)
- Dross Room (Cast House)

NOTE: If an employee leaves a controlled area to use a Tobacco Product, they must thoroughly wash their hands and face prior to consumption.

- g) Any area designated by departments where risk assessment has deemed tobacco use to be a safety and health risk, or detrimental to work, production efficiency or process.

### Designated Area's

5.2. In areas where tobacco use has been prohibited, departments shall post appropriate No Smoking or No Tobacco Use signs. When deemed needed, departments will establish designated areas for tobacco use. These designated areas will be located where non-smokers will not be exposed to second-hand smoke, and contain proper containers to dispose of tobacco product refuse. Employees working in lead and cadmium controlled areas must take appropriate hygiene action (hand washing), before using tobacco products. (No Tobacco Products are allowed to be brought inside Regulated Areas).

### **Employees who use tobacco products**

- 5.3. Where tobacco use is prohibited, tobacco products may not be used.
- 5.4. Tobacco use will not interfere with the performance of work.
- 5.5. Cigarette waste and butts must be disposed of properly in containers provided in designated tobacco use areas.
- 5.6. Employees must provide and use a sealable container to deposit saliva created during the use of smokeless tobacco products. The sealed containers will be deposited in trash receptacles after use. For health and hygiene reasons, **all** spitting on floors, walkways, and work surfaces is strictly prohibited. Spit cups are not allowed in break rooms, meeting rooms or offices.
- 5.7. This policy does permit the use of regulatory approved smoking cessation products such as nicotine patches and nicotine gum, but their use must be in compliance with current industrial hygiene requirements for lead, cadmium or other controlled areas.

The use of E-Cigarettes are permitted on site, but because their safety to non-users has yet to be determined by proper government regulatory authority, they will be managed the same as tobacco cigarette use.

This policy is not to be construed as an endorsement of such products, and it is recommended that employees seek the advice of their personal physician or other medical professional when starting a smoking cessation program.

### **Policy Compliance**

- 5.8. To protect the health of all employees from the documented dangers of second-hand smoke and exposure to blood borne pathogens in bodily fluids, individuals who use tobacco products are expected to comply with company policy.
- 5.9. All site leaders are responsible for managing the tobacco use policy, and will take action when they observe the policy being violated.
- 5.10. Violations of this policy will be handled in accordance with the Performance Management and Discipline Policy.
- 5.11. Any employee, contractor, or visitor that has their health and safety compromised by someone else's tobacco product usage (exposure to second hand smoke or body fluids) should report the incident to their leader. Appropriate action/investigation shall be required.