

APPENDIX A

DISTRIBUTED TO ALL ACP PERSONNEL

DATE: 21 October 2002

TO: All ACP personnel

1. GUIDELINE NUMBER: AD-2002-06
2. EFFECTIVE DATE: 21 October 2002
3. SUBJECT: Guideline through which the prohibition to smoke in Panama Canal Authority (ACP) offices, buildings or other areas is restated.
4. PURPOSE: To reduce exposure to tobacco smoke in all its shapes in working areas.
5. LEGAL BASIS:
 - a. Law No. 17 of June 29, 1989, issued by the Legislative Assembly, stating that smoking is harmful to individual and collective health and therefore violates health rights. This Law categorically prohibits tobacco consumption in any of its forms in public offices and also states penalties for all those government employees who violate this Law.
 - b. The Occupational Health and Risk Control Regulation establishes in Number 2, Article 3 that Management shall establish programs for occupational health and risk control in an effort to Project the life, health and safety of employees, and Article 6 establishes that the decisions made by the Administrator regarding industrial hygiene and occupational health shall be mandatory for all employees and third parties in ACP installations and areas of responsibility.
6. GUIDELINE:
 - a. The ACP recognizes the inherent risks to health associated with smoking and exposure to tobacco smoke and the rights of employees who are non-smokers to be in a healthy work environment. Therefore, the prohibition to consume tobacco in any of its forms in ACP offices, buildings, and installations, floating equipment, vehicles and other areas is reiterated.
 - b. Prohibited Areas: Smoking is prohibited in all enclosed areas of the ACP including the following:
 - (1) Offices, cubicles, libraries, lobbies, computer rooms.
 - (2) Shops.
 - (3) Auditoriums, classrooms and conference rooms.

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- (4) Access ways under beneath lock chambers, tunnels, engine rooms and culverts.
 - (5) Elevators and stairs.
 - (6) Restrooms and kitchens.
 - (7) Medical care installations such as occupational health centers.
 - (8) Gymnasiums, physical fitness centers and swimming pools.
 - (9) Cafeterias.
 - (10) Hallways, waiting rooms and lobbies.
 - (11) Official vehicles.
 - (12) Dangerous areas, including those where flammable liquids, gases or fumes are handled or any areas where there may be a concentration of flammable materials.
 - (13) Enclosed areas in ACP floating equipment.
 - (14) Tourist pavilions.
 - (15) Work site entries and exits.
 - (16) Dorms at the Emergencies and Contingencies Management Division and other ACP areas used as dorms.
 - (17) Transient quarters and divisional quarters occupied by ACP personnel.
- c. Areas not Banned: Smoking shall only be permitted in non-restricted areas that are clearly distanced from common points of entry and exit from work sites, such as:
- (1) Open areas at the locks where no type of fuel may be found (gasoline, oil, diesel, etc.) Esther stored or in use and whenever no vessels carrying flammable or hazardous materials are transiting.
 - (2) Open areas away from work sites following division manager's approval.
- d. Employees working on board vessels: Those employees whose official duties involve boarding vessels transiting through the Canal, shall abide by any restrictions established by the captain for that matter.

7. RESPONSIBILITIES:



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- a. Managers and Supervisors: are responsible for designating or establishing outdoor areas at their respective work sites where smoking may be allowed. They are responsible for guaranteeing compliance with this guideline.
 - b. Employees: Employees shall abstain from smoking in banned areas. Failure to comply with this guideline may result in a disciplinary action.
 - c. Units shall not incur in expenses due to structural changes to accommodate employee preferences for smoking or not smoking.
 - d. Employees may request information and counseling regarding the Occupational Health Division programs to help quit smoking.
8. EXPIRATION DATE: Indefinite.

Alberto Aleman Zubieta
Administrator

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