

HELP KEEP OUR AIR CLEAN GO SMOKE-FREE



A **Quick Guide** on Managing Smoke-free Places Effective 1 January 2009

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INTRODUCTION

Smoking prohibition in certain places in Singapore has been implemented since 1970. It has been progressively extended over the years to cover many public places.

The prohibition on smoking now covers air-conditioned premises such as shops, shopping centres, factories, offices and restaurants, and also public facilities such as lifts, community centres/clubs, swimming pools, stadiums and bus shelters. It also includes non air-conditioned eating establishments such as coffeeshops, cafes and hawker centres, as well as all entertainment outlets such as pubs, bars and discotheques.

To further protect members of the public from the harmful health effects of second-hand tobacco smoke, NEA is expanding the number of smoke-free places to include non air-conditioned indoor public places and outdoor public facilities with effect from 1 January 2009.

This booklet is produced to guide you on implementing the extension of smoking prohibition to the new places mentioned. It explains the extent and coverage of the prohibition, your duties and responsibilities under the law, and how to deal with smokers. It is part of our effort to work with you to ensure that you are ready for the extension.

We hope that you will find this booklet useful. If you need further guidance, you can contact us at 1800-2255 632 (1800-CALL NEA) or email to contact_nea@nea.gov.sg.



WHAT IS COMING?

- With effect from **1 January 2009**, the prohibition on smoking will be extended to:

- a. **Indoor public places, regardless of whether they are air-conditioned (See 2.1).**
- b. **Lift Lobbies (See 2.2).**
- c. **Entrances and exits** to indoor area of buildings and facilities where smoking is prohibited. (within 5 metres of the entrances or exits where practicable) **(See 2.3)**
- d. **Playgrounds and Exercise Areas (See 2.4).**



- It is the legal responsibility of the managers of a smoke-free place to ensure that staff, customers, members or visitors observe the smoking prohibition.
- The law requires no-smoking signs to be displayed in smoke-free areas.
- Failure to comply with the law is an offence and offenders are liable to enforcement actions.

If you would like to know more, please visit www.nea.gov.sg or contact NEA at **1800-2255 632 (1800-CALL NEA)** or contact_nea@nea.gov.sg.



2.1 Indoor Places Going Smoke-free on 1 January 2009

Currently, smoking is prohibited in most air-conditioned areas. Come 1 January 2009, smoking will be prohibited in virtually all indoor public places, regardless of whether the place is air-conditioned or non air-conditioned. These places include:

- **Non air-conditioned shops**
- **Non air-conditioned shopping centres (e.g. neighbourhood shopping centres)**
- **Non air-conditioned factories**
- **Non air-conditioned offices**
- **Hotel lobbies**
- **Markets**
- **Multi-storey and basement car parks**
- **Ferry terminals**

This list is intended to provide general information and cannot cover every situation where the extension will apply. If you require advice on whether your premises are covered under the smoking prohibition, please call **1800-2255 632 (1800-CALL NEA)** or email to contact_nea@nea.gov.sg for clarification.



2.2 Smoke-free Lift Lobbies

Lifts in Singapore have been smoke-free since March 1973. In addition, the smoking prohibition has been progressively extended to air-conditioned lift lobbies in various buildings¹. Come 1 January 2009, **all lift lobbies**, including non air-conditioned lift lobbies, will go smoke-free. Members of the public will enjoy smoke-free air while waiting for lifts.

Most lift lobbies in public housing estates are tiled differently from other common areas. Where the boundary of the lift lobby is not clear, the manager is advised to mark out or demarcate the boundary of the lift lobby by suitable markings, signs or other means so that smokers are aware of the smoke-free zone.

The pictures below provide some examples of smoke-free zones for lift lobbies (the boundary as demarcated by the yellow line is considered as the smoke-free zone).



¹ Smoking has been prohibited in lift lobbies in hospitals (1988), office buildings (1994), factories (1994), private residential buildings (1994), Changi Airport (1995), shopping centres (1995), schools and universities (1997), community centres (2005) and entertainment outlets (2007).



2.3 Smoke-free Entrances/Exits

Smokers tend to congregate near entrances/exits and in doing so their second-hand tobacco smoke affects others who are entering or leaving the premises. With the new extension, members of the public will be able to use the entrances and exits without being affected by the second-hand tobacco smoke.

To ensure adequate protection, smoking will be prohibited **within 5 metres of entrances and exits, open window or ventilation intake** of any building and facility where smoking is prohibited. However, for buildings where the space in front of the entrance is less than 5 metres, the smoke-free zone will extend up to the edge of the property.

Where the entrance or exit abuts directly onto a five-foot-way or covered walkway, the smoke-free zone will cover the covered walkway.

See below for illustration on the smoke-free zones of different types of entrances of buildings.

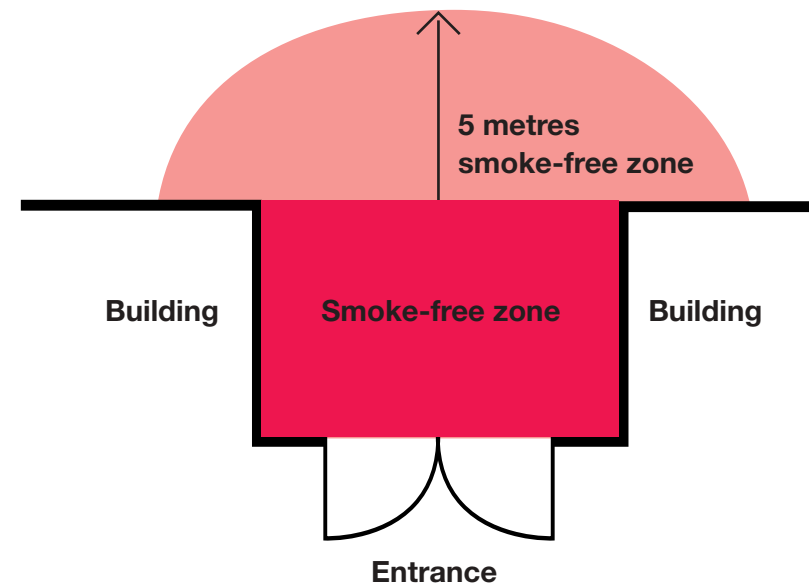
Normal Entrance



Recessed Entrance



Smoke-free zone for recessed entrance



Row of Entrances

(Commonly seen at shophouses and neighbourhood town centres)

The 5-metre smoke-free zones of individual entrances overlap each other. As such, common walkways in front of the shops will be smoke-free.



Demarcation of Smoke-free Zones Near Entrances/Exits

It is important that members of the public, smokers and non-smokers alike, are aware of the smoke-free zones near entrances/exits. As a manager, you can inform those accessing your premises of the smoke-free zones by the following means:

- a. **Placing standees at edge of smoke-free zone**
- b. **Displaying signs at entrance**
- c. **Demarcating by other means such as marking on floor or placing other visible partitions**

Designating an Outdoor Smoking Point

For ease of implementation, you may consider designating an outdoor smoking point (for example, by placing a litter bin with ashtray for disposal of cigarette butts) and directing smokers to smoke there. However, the designated smoking point should be sited outside the smoke-free zone. You should also consider how the smoking point would affect the neighbouring premises and passers-by in the vicinity. As a manager of the premises, you are responsible for its cleanliness and should take steps to minimise littering at the smoking point.

You can contact our officers if you need assistance to set up the designated outdoor smoking point.



2.4 Smoke-free Playgrounds and Exercise Areas

All playgrounds, fitness corners and games or sports courts in public and private housing estates, parks, hotels etc, will go smoke-free from 1 January 2009.

Games or sports courts include the following:

- a. Basketball courts
- b. Badminton courts
- c. Sepak Takraw courts
- d. Volleyball courts
- e. Tennis courts
- f. Street Soccer courts

To ensure that members of the public enjoy a healthier environment while using these facilities, all chairs, benches, spectator stands and side-walks immediately adjacent to such facilities will go smoke-free as well.

(Smoke-free zone indicated by yellow line)



No smoking at any adjacent bench and sidewalk



No smoking at any adjacent bench and sidewalk



No smoking at any adjacent bench and sidewalk

The smoking prohibition does not extend to jogging/cycling tracks, open fields, and open areas in parks and beaches.



WHAT MUST I DO?

3.1 Getting Ready

If you are the manager or owner of any of the premises listed on page 3, you have a legal responsibility to ensure that the staff, customers, members or visitors in your premises observe the smoking prohibition.

You will need to ensure that:

- you have all the required signage in place;
- your staff, customers, members or visitors are aware that your premises is covered under the smoking prohibition; and
- you have removed all ashtrays in smoke-free areas

3.2 What signage do I have to display?

All premises covered under the smoking prohibition will need to display no-smoking signs at the premises.

Appropriate signs will make it clear that your premises are covered under the new law, demonstrating that you are taking the necessary steps to meet the requirements of the law.

- **What are the requirements for no-smoking signs?**

The no-smoking sign needs to be displayed in a **conspicuous position**. The signs must be of an **adequate size** and be of a **sufficient number**. They must carry the international no-smoking symbol of a single burning cigarette enclosed in a circle with a bar across it. The sign must also carry the word “By Law”. You are also free to personalise your signs as long as the above requirements are met.



Other than the no-smoking sign, you may also display the following signage to inform your staff and customers that your premises is smoke-free.



• Where can I get the signs?

The sample signs can be downloaded and printed from www.nea.gov.sg. Alternatively, you are welcome to design and print your own signs as long as they meet the minimum requirements.



3.3 How to deal with customers smoking in a smoke-free area?

Based on our experience with other types of premises that have become smoke-free, people will respect the law. However, you will need to be prepared to take action if someone smokes in the smoke-free areas of your premises.

If you are the manager of a smoke-free place, you have a legal responsibility to prevent people from smoking in the smoke-free areas of your premises. If someone does smoke in the smoke-free place that you are in charge of:

Draw the person's attention to the no-smoking signs and politely ask them to stop smoking. Ask them to step outside to smoke and direct them to a designated outdoor smoking area, if you have any.

Tell them that you would be committing an offence if you allow them to smoke, and they are breaking the law by smoking in a prohibited place, and both parties could be fined.

If smoker refuses to stop smoking, explain that if they continue to smoke, they will be asked to leave the premises.

If they refuse to leave, deal with the smoker as you would with difficult or uncooperative customers.

You may wish to report the incident to NEA at 1800-2255 632 (1800-CALL NEA) so that NEA officers may schedule the premises for inspection to help ensure compliance.

In all cases where law and order situations arise from a smoker becoming abusive or violent, we suggest you seek assistance from the Police.



3.4 Checklist

This is what you need to do if you are in charge of a smoke-free place:

Action	Required for Compliance	Evidence of Good Practice
Are all reasonable steps being taken to ensure that staff, customers, members and visitors are aware that the premises is covered under the smoking prohibition?	✓	✓
Has signage of the correct size and number been prominently displayed?	✓	✓
Have you ensured that no one smokes in the smoke-free areas under your charge?	✓	✓
Have all ashtrays in smoke-free areas been removed?		✓
Have you set up any designated outdoor smoking point and directed smokers smoking near the entrances to your designated smoking point?		✓
Do you provide your staff, customers, members and visitors with the support to quit smoking?		✓

3.5 How will the smoking prohibition law be enforced?

Officers authorised by NEA will conduct regular checks at the premises. They will continue to work closely with managers of smoke-free places to help ensure that the smoking prohibition law is complied with.

As the manager of a smoke-free place, you have a legal responsibility to ensure that the premises under your charge complies with the smoking prohibition.

How would authorised officers carry out checks at my premises?

Authorised officers have the power to enter premises to determine whether the smoking prohibition is complied with.

They will also assess whether or not the manager of the premises has taken all reasonable steps to meet the requirements of the law.

Enforcement officers may carry out inspections in a number of different ways. These could include inspections:

- where officers will announce themselves prior to assessing the situation within the premises; or
- more covert surveillance, where officers will assess the situation by observation, then identify themselves following the surveillance.

The manager may seek advice from NEA officers should he encounter difficulties in enforcing the smoking prohibition.



What are the penalties for breaking the law?

Anyone who breaches the smoking prohibition law will be liable to enforcement actions. The penalties for each offence are set out below:

Nature of Offence	Composition of Offence*	If Convicted in Court
Smokers smoking in prohibited places	\$200 [1st and subsequent offences]	1st and subsequent conviction: fine not exceeding \$1,000
Manager failing to display notice	1st offence: \$200	1st and subsequent conviction: fine not exceeding \$1,000
Manager failing to take action against offender	2nd and subsequent offence: \$500	1st conviction: fine not exceeding \$1,000 2nd and subsequent conviction: fine not exceeding \$2,000

Source: Smoking (Prohibition in Certain Places) Act Cap. 310

* The offer of composition fine is at the discretion of the Director-General of Public Health and may be withdrawn.

The law protects the manager

As a manager, the law protects you when you are performing your duty. Any person who hinders, obstructs, threatens, abuses, molests or assaults the manager is liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months, or to both.



FREQUENTLY ASKED QUESTIONS

Q1: Where can smokers smoke?

Smokers will no longer be able to smoke indoors. Please direct them to smoke outdoors, or to a designated outdoor smoking point, if you have one.

Q2: Do I need to apply for a licence to set up an outdoor smoking point?

No, a licence is not required to set up a smoking point. However, it has to be placed outside the smoke-free zone and with permission from the relevant landowner.

Q3: Am I obliged to provide an outdoor smoking point for my staff or customers?

No, but you may wish to discuss with members of your staff who smoke on where they could smoke so as to comply with the law.

Q4: Are the existing smoking corners at the outdoor refreshment areas of foodshops and entertainment outlets allowed to continue to be used?

This latest extension does not affect existing outdoor smoking corners at foodshops and entertainment outlets.

Q5: Where can I get information on quitting smoking?

For information on smoking cessation services, the public may call the Health Promotion Board (HPB) Quitline at **1800 438 2000** or visit their website at **www.hpb.gov.sg**.



LIST OF PLACES CURRENTLY COVERED BY THE SMOKING PROHIBITION

Effective date	Places in which smoking is prohibited
Oct 70	<ul style="list-style-type: none"> • Omnibus • Cinemas • Theatres
Mar 73	<ul style="list-style-type: none"> • Lifts
Oct 82	<ul style="list-style-type: none"> • Amusement Centres
Jul 88	<ul style="list-style-type: none"> • Hospitals, Maternity Homes, Medical Clinics and Nursing Homes • Indoor areas of Fast-food Outlets • Indoor Ice-skating Rinks, Roller Skating Rinks and Roller Discotheques
Sep 89	<ul style="list-style-type: none"> • Selected air-conditioned Departmental Stores • Mini-Supermarkets, Supermarkets • Air-conditioned Restaurants • Public Libraries, Museums and Art Galleries • Convention Halls or Multi-Purpose Halls used for meetings or exhibitions • Indoor Sports Arena including Bowling Alleys, Billiard Saloons, Gymnasiums and Fitness Centres



Effective date	Places in which smoking is prohibited
Apr 92	<ul style="list-style-type: none"> • Private Buses, School Buses and Taxis • Air-conditioned Hair-dressing Saloons and Barber Shops • Banking Halls
Dec 92	<ul style="list-style-type: none"> • The Supreme Court, Subordinate Courts and Small Claims Tribunals
Sep 94	<ul style="list-style-type: none"> • Air-conditioned Offices, Factory Floors and enclosed or air-conditioned common areas of Private Residential Premises
Mar 95	<ul style="list-style-type: none"> • Air-conditioned area in Changi Airport terminal buildings
Dec 95	<ul style="list-style-type: none"> • Air-conditioned Shopping Centres, Underground Pedestrian Walkways, Queues in public places
Aug 97	<ul style="list-style-type: none"> • Selected air-conditioned areas/facilities in Private Clubs • Schools, Polytechnics, Junior Colleges and Institutes of Technical Education • Enclosed or air-conditioned areas in Universities • Air-conditioned Shops
Oct 05	<ul style="list-style-type: none"> • Public Toilets • Swimming Pools • Community Centres/Clubs • Stadiums • Bus Interchanges • Bus Shelters
Jul 06	<ul style="list-style-type: none"> • Non air-conditioned Foodshops • Hawker Centres
Jul 07	<ul style="list-style-type: none"> • Entertainment Outlets



For more information, please contact

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