

我愛無煙香港

無煙

工

作

間

簡
易
實
施
指
引



衛生署控煙辦公室
Tobacco Control Office
Department of Health



本刊物的內容及資料均受版權保障，香港特別行政區政府衛生署控煙辦公室是本刊物內所有版權作品的擁有人。

本刊物可於衛生署控煙資源中心免費索取(香港灣仔皇后大道東213號胡忠大廈18樓1801室)，或於控煙辦公室網頁下載：www.tco.gov.hk。

支持無煙，就在今天！



衛生署控煙辦公室
Tobacco Control Office
Department of Health



香港灣仔皇后大道東213號胡忠大廈18樓
查詢及投訴熱線:2961 8823 傳真:2575 8944

衛生署綜合戒煙熱線

1833 183

目錄

1 簡介

- 1.1 吸煙(公眾衛生)條例 1
- 1.2 二手煙的危害 2

2 實行禁煙措施的好處

- 2.1 保障員工健康 4
- 2.2 節省經營成本 4
- 2.3 提升公司形象 5
- 2.4 減低火警發生機會 5

3 落實禁煙措施 - 給管理人的建議

- 3.1 熟悉法例 了解職權 6
- 3.2 準備周詳 配套充足 7
- 3.3 提升技巧 禮貌勸喻 8

4 支援及協助

- 4.1 衛生署控煙辦公室 10
- 4.2 控煙法例講座 10
- 4.3 健康教育素材 11
- 4.4 戒煙服務 12
- 4.5 控煙問題的查詢 14

5 常見問題 15

6 齊來支持落實禁煙措施 17

1.1 吸煙(公眾衛生)條例

為保障市民免除因吸入二手煙而損害健康，《吸煙(公眾衛生)條例》(第371章)規定，由2007年1月1日起，在工作間的室內範圍吸煙或攜帶燃點着的香煙、雪茄或煙斗均屬違法，違者可被罰款。工作間的禁煙範圍包括所有封閉或開敞式設計的辦公地方、走廊、門廊、會議室、接待處及設有櫃檯的地方。此外，室內公眾地方，如洗手間、後樓梯及茶水間等，都屬於禁煙範圍。

另外，條例亦訂明「室內」(indoor)一詞是指該範圍(i)有天花板或上蓋的，或有充當(不論是暫時性或永久性)天花板或上蓋的封蓋的；及(ii)除有任何窗戶或門戶，或任何充當窗戶或門戶的可關閉的開啟口外，圍封程度(不論是暫時性或永久性)至少達各邊總面積的50%的。



1.2 二手煙的危害

二手煙 = 一級致癌物質

二手煙是由煙草產品燃燒時飄散出來及吸煙者抽煙時呼出的混合煙霧，含超過4,000種有害化學物質及超過50種致癌物質¹。

二手煙已被列為「一級致癌物質」²，員工長期工作於瀰漫二手煙的環境，會大幅增加患上肺癌及心臟病的機會。



¹ U.S. Department of Health and Human Services. The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General – Executive Summary. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.

² Office of Health and Environmental Assessment. Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders. Washington D.C.: U.S. Environmental Protection Agency, 1992.

員工因吸入二手煙而面對的健康風險

世界衛生組織曾指出非吸煙者如果長期在充滿二手煙的環境下工作，其患上肺癌的機會率會增加12-19%³。另外，亦有研究指出，如果員工曾接觸顧客吸煙時所釋放出來的二手煙，尿液中「可的寧」(Cotinine)含量⁴比沒有接觸二手煙的員工高出兩倍多。

除了肺癌之外，二手煙亦會引致心臟病、中風等致命疾病，更會導致兒童患上中耳炎和呼吸道感染如肺炎及支氣管炎。因此，二手煙不但影響僱員及顧客的健康，更會危害他們的性命。

³ Tobacco smoke and involuntary smoking: summary of data reported and evaluation. Lyon, International Agency for Research on Cancer, 2004 (IARC Monographs, Vol. 83).

⁴ 「可的寧」是當煙草煙霧中的尼古丁進入血液中，經新陳代謝過程分解的其中一種物質，其含量可於唾液、尿液及血液中量度到。另外，「可的寧」反映體內可導致心臟病、癌病、及呼吸系統疾病的毒藥含量。此指標能反映非吸煙者吸入二手煙內有毒物質的含量，是現有最好的指標。

2.1 保障員工健康

員工是公司的重要資產。禁煙措施確保員工免受二手煙影響，使員工能夠在清新健康的環境下工作。員工健康得到保障，減少缺席率，工作效率自然得到提升。

2.2 節省經營成本

實施無煙工作間，可令辦公室設備免受到煙燻或燒毀，亦減少空調及通風系統因煙灰等污物進入所造成的耗損。因此，公司花費在維修及保養設備的開支便可減少。



2.3 提升公司形象

清新健康的工作環境，有助提升公司於客戶心目中的形象。

2.4 減低火警發生機會

據資料顯示⁵，2008年共有2,300多宗火警是由於不小心處理或棄置煙頭、火柴和蠟燭等引起。實行禁煙措施，可減低由棄置煙頭而引起火警的機會。



⁵ 香港消防處。

URL: <http://www.hkfd.gov.hk/home/chi/statistic.html> (於2010年4月21日瀏覽)

3.1 熟悉法例 了解職權

工作間管理人及員工的職權

為落實執行控煙措施，確保無煙環境，條例賦予工作間管理人相當的權力及責任。當發現有人在工作間內吸煙，管理人或員工應即時要求違例吸煙者將煙支、雪茄或煙斗弄熄。如該人不合作，管理人可召喚警務人員協助。

處理違例吸煙者的程序

有人在室內工作間
吸煙

工作間管理人或員工上前勸喻，緊記：

- 1) 保持禮貌
- 2) 指出法例禁止在工作間的室內地方吸煙
- 3) 友善地要求吸煙者弄熄煙支或離開

吸煙者
弄熄煙支或離開

勸喻成功

吸煙者
繼續不合作

- 1) 堅定立場，再次要求吸煙者弄熄煙支或離開工作間
- 2) 指出違反法例可被罰款
- 3) 要求吸煙者提供姓名、地址及身分證明文件

吸煙者
不理會勸喻

- 1) 召喚其他同事協助
- 2) 必要時通知警方到場

3.2 準備周詳 配套充足

加強對員工的培訓

管理人應教育所有員工，明白室內工作間已根據法例推行全面禁煙的措施，並解釋禁煙措施能為員工及顧客帶來清新的環境。同時，應向員工提供培訓，教導他們條例賦予的職權及勸喻技巧，以便他們能有效履行職責，順利勸止顧客吸煙，確保工作間的室內範圍無煙。

移除工作間內的煙灰缸

在工作間內設置煙灰缸會令人誤以為工作間內允許吸煙。所以，管理人應移走所有煙灰缸。若顧客/員工要求提供煙灰缸，管理人應婉拒及向他/她解釋法例規定。

展示禁煙標貼

管理人應在工作間的當眼處展示清晰的禁煙標誌，以提醒顧客及員工在工作間內禁止吸煙，方便管理人勸喻吸煙者。

鼓勵吸煙員工戒煙

管理人應讓吸煙員工明白禁煙措施是為了他們本身的健康設想，而並非針對他們的個人吸煙行為。管理人應鼓勵員工戒煙並提供適當的協助，例如：提供戒煙途徑的資料、勉勵或獎賞成功戒煙的員工以示支持。

3.3 提升技巧 禮貌勸喻

根據經驗，只要管理人作出禮貌提醒，並在工作間內四周張貼禁煙標誌，大部分吸煙者經勸喻後都會合作，順應要求弄熄煙支或離開禁止吸煙區。

管理人應提醒員工，當作出勸喻時，應先明確表示工作間的室內地方屬法定禁煙區，並以禮貌態度及適當語句，如：「麻煩你」、「請你」、「唔該你」、「唔好意思」等作出勸喻，吸煙者得悉禁煙規定後通常會弄熄手中的煙支。



以下是一些勸喻用語的建議：

「先生／小姐，唔好意思，法例規定工作間的室內範圍唔食得煙嘅，麻煩你整熄支煙。」

「先生／小姐，請你唔好食煙，因為室內工作間已經全面禁煙，唔該晒。」

「先生／小姐，二手煙會影響到其他顧客，所以真係唔好意思，麻煩整熄支煙。」

當管理人作出勸喻時要注意對方的精神狀態，例如是否醉酒，切勿與吸煙者有身體接觸，或以命令式語氣要求吸煙者弄熄煙支，例如：「喂，整熄支煙啦！」，以免引起衝突或爭吵。

處理即時問題

若經管理人或獲授權員工勸喻後，吸煙者仍不合作、出現暴力行為，甚至破壞公共秩序，管理人可即時召喚警務人員協助執行條例的規定。

4 支援及協助

4.1 衛生署控煙辦公室

衛生署控煙辦公室於2001年成立，致力向大眾市民推廣無煙文化，教育及協助各公眾場所的管理人執行控煙措施以保障大眾市民免受吸煙及二手煙的損害。控煙辦公室的控煙督察則負責執行法例和處理市民投訴有關違例吸煙的個案。

另一方面，我們亦透過宣傳和教育工作，協助吸煙者戒煙。

4.2 控煙法例講座

控煙辦公室經常舉辦「吸煙(公眾衛生)條例講座」，目的是加強各場所管理人及員工對條例的認識及提升他們的執行技巧，以便能更有效地落實推行禁煙措施。

控煙法例講座的內容包括：香港的吸煙情況、禁煙法例概況、給管理人的建議、處理違例吸煙者的方法和技巧、戒煙服務簡介等，歡迎工作間的管理人參加。如有需要，亦可於控煙辦公室網頁www.tco.gov.hk下載「吸煙(公眾衛生)條例講座」申請表，填妥後郵寄或傳真至本辦公室。



4.3 健康教育素材

除了本實施指引外，我們還製作了一系列禁煙標誌、海報及小冊子等健康教育素材，免費提供給禁煙場所，以配合管理人落實推行無煙措施。有意申請素材的工作間管理人，可瀏覽控煙辦公室網頁 www.tco.gov.hk，並下載健康教育素材申請表，填妥後郵寄或傳真至本辦公室。



健康教育素材



無煙工作間文件夾



無煙宣傳影音教材及海報

4.4 戒煙服務

為鼓勵及協助吸煙人士戒煙，衛生署提供尼古丁替代療法的戒煙課程，並設立戒煙熱線1833 183，為市民提供戒煙輔導服務及戒煙資訊。衛生署、東華三院、醫院管理局及博愛醫院均提供戒煙服務。市民可透過衛生署綜合戒煙熱線1833 183揀選所需服務，內容包括：戒煙評估測試、戒煙貼士及戒煙藥物資料等。



尼古丁替代療法

目的：幫助舒緩戒煙者於戒煙初期可能感到的不適症狀

療法：戒煙香口膠、戒煙貼和戒煙吸劑等

療效：資料顯示正確使用尼古丁替代療法能使戒煙成功機會倍增





衛生署綜合戒煙熱線 - 1833 183：

按1字：衛生署戒煙熱線

按2字：東華三院戒煙熱線

按3字：醫院管理局無煙熱線

按4字：博愛中醫戒煙服務熱線

戒煙中心/診所(提供藥物療法和輔導服務)：

香港區

東華三院戒煙綜合服務中心 - 灣仔服務處

地址：灣仔駱克道194-200號東新商業中心17樓

九龍區

衛生署牛頭角戒煙診所

地址：牛頭角定安街60號牛頭角賽馬會診所2樓衛生署
家庭醫學深造培訓中心

東華三院戒煙綜合服務中心 - 旺角服務處

地址：旺角廣華街42號廣發商業中心26樓2602-05室



新界區

東華三院戒煙綜合服務中心 - 沙田服務處

地址：沙田瀝源街9號瀝源健康院3樓

東華三院戒煙綜合服務中心 - 屯門服務處

地址：屯門蝴蝶邨蝴蝶灣社區中心4樓

博愛中醫戒煙服務

博愛醫院以中醫流動醫療車提供免費中醫戒煙服務，服務範圍遍及港九新界超過70個地點，以針灸治療為主，配合心理輔導。博愛醫院亦設立中醫社區醫療中心，為流動醫療車提供支援。

4.5 控煙問題的查詢

工作間管理人如對實行無煙措施有任何疑問或需要協助，可聯絡衛生署控煙辦公室查詢及投訴熱線：2961 8823。

5 常見問題

是否可以在工作間設立吸煙房？

根據現行法例，工作間內並不能設立吸煙房。另外，根據美國供暖製冷及空調工程師學會的研究指出，在可吸煙的房間內安裝獨立的抽風系統並不能完全阻隔二手煙，而現時亦沒有一種抽風系統能保證完全抽出煙霧中的有害物質及分隔室內的二手煙。簡而言之，獨立抽風系統的吸煙室只會加重營運成本，而個別小企業未必能負擔相關設施的安裝及保養費用，因而出現不公平的營商環境。此外，技術上亦不能有效地淨化煙毒，而煙霧中的焦油只會將通風設備燻得又黃又黑，令清潔、維修及保養等費用大幅增加。除了增加支出外，吸煙房更會鼓勵吸煙的員工在公司內吸煙，由此可見，工作間內設立吸煙房是不可行的。



如何處理不合作的違例吸煙員工或客人？

經過向違例吸煙者禮貌的勸喻後，如對方仍不合作，管理人應堅定立場再作解釋及勸喻，同時召喚同事或主管協助。如屢勸無效，管理人可作口頭警告，指出違例吸煙可被罰款，及要求吸煙者離開禁煙範圍。有需要時，應召喚警務人員到場協助。



其實，香港大部分市民均支持室內公眾地方禁煙，而吸煙的人口比率更是逐漸下降，可見實施無煙措施正是大勢所趨。

另外，實施無煙措施既可保障員工及顧客的健康，又能提升公司形象，並降低經營成本，從而提升盈利。

要成功落實及貫徹執行禁煙措施，確實需要各界配合，最重要是業界及市民能共同努力，將香港建立成為一個無煙的城市。

聯絡我們

查詢及投訴熱線 : 2961 8823

戒煙熱線 : 1833 183

圖文傳真 : 2575 8944

地址 : 香港灣仔皇后大道東213號
胡忠大廈18樓

網址 : www.tco.gov.hk

In Hong Kong, most of the people support the smoking ban in public indoor area and the percentage of smokers has been falling gradually over the years. Therefore, the enactment of tobacco control measures is an irresistible trend.

Moreover, tobacco control measures not only safeguard the health of the staff and customers, but also enhance the corporate image, cut operation cost, and increase the profit.

The successful and sustaining implementation of smoking ban requires concerted effort from all sectors. The industry and the community should join hands in developing Hong Kong into a smoke-free city.

Contact Us

Enquiry and Complaint Hotline : 2961 8823

Smoking Cessation Hotline : 1833 183

Fax : 2575 8944

Address : 18/F, Wu Chung House,
213 Queen's Road East,
Wan Chai, Hong Kong

Website : www.tco.gov.hk

How to deal with uncooperative smoking staff or visitors?

If the smoker is uncooperative despite staff's polite request, the venue manager should stand firm to explain and give advice once more. If the repeated requests are still in vain, the manager may give a verbal warning indicating that the smoking offence is subject to a penalty and request the smoker to leave the no smoking area. If necessary, the manager may call for police assistance.



Is it possible to establish a smoking room in workplace?

According to the Ordinance, it is not allowed to establish a smoking room in the indoor areas of workplace. Moreover, a study conducted by the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. found that independent ventilation system installed in a smoking room failed to stop secondhand smoke from diffusing. So far, no ventilation system is able to guarantee the absolute removal of toxic substances released by tobacco smoke, or complete exhaustion of secondhand smoke in indoor space. In short, setting up smoking rooms with independent ventilation systems will only increase the operating cost of the industry. Small enterprises may not be able to afford the installation and maintenance expenses of such facilities, resulting in an unfair business environment. Besides, since it is technically impossible to purify the toxic smoke effectively, the tar in the smoke will only pollute the ventilation system, causing a sharp increase in the expenses on cleaning, repairing and maintenance, etc. Apart from incurring additional costs, it will also encourage the employees to smoke in the workplace. This shows that it is impracticable to establish a smoking room in the workplace.





New Territories

Tung Wah Group of Hospitals Integrated Centre on Smoking Cessation - Sha Tin Suboffice

3/F, Lek Yuen Health Centre, 9 Lek Yuen Street, Sha Tin

Tung Wah Group of Hospitals Integrated Centre on Smoking Cessation - Tuen Mun Suboffice

4/F, Butterfly Bay Community Centre, Butterfly Estate, Tuen Mun

Pok Oi Smoking Cessation Service using Traditional Chinese Medicine

Free smoking cessation service including counselling and acupuncture are provided by Chinese medicine practitioners in mobile clinics which serve more than 70 locations at different districts.

4.5 Enquiries on tobacco control issues

For enquiries or assistance concerning the implementation of smoke-free measures, please contact enquiry & complaint hotline of Tobacco Control Office, Department of Health at 2961 8823.



Integrated Smoking Cessation Hotline of the Department of Health - 1833 183:

Press 1: Department of Health Smoking Cessation Hotline

Press 2: Tung Wah Group of Hospitals Smoking Cessation Hotline

Press 3: Hospital Authority Quitline

Press 4: Pok Oi Smoking Cessation Service using Traditional Chinese Medicine

Smoking Cessation Centres/Clinics (Drugs and counselling for smoking cessation are provided):

Hong Kong

Tung Wah Group of Hospitals Integrated Centre on Smoking Cessation - Wan Chai Suboffice

17/F, Tung Sun Commercial Centre, 194-200 Lockhart Road, Wan Chai

Kowloon

Department of Health Ngau Tau Kok Smoking Cessation Clinic

Education and Training Centre in Family Medicine, 2/F, Ngau Tau Kok Jockey Club Clinic, 60 Ting On Street, Ngau Tau Kok

Tung Wah Group of Hospitals Integrated Centre on Smoking Cessation - Mong Kok Suboffice

Room 2602-05, 26/F, Wealth Commercial Centre, 42 Kwong Wa Street, Mong Kok

4.4 Smoking cessation services

To encourage and assist employees of workplaces to quit smoking, the Department of Health has made available a smoking cessation course on Nicotine Replacement Therapy and set up a cessation hotline at 1833 183 to provide the public with cessation counselling and cessation information. The Department of Health, Tung Wah Group of Hospitals, Hospital Authority and Pok Oi Hospital also provide smoking cessation services for quitters. People may select the cessation services required, including cessation assessment, cessation tips and pharmacotherapy information etc., through the integrated smoking cessation hotline at 1833 183.



Nicotine Replacement Therapy

Purpose : To relieve quitters the possible discomforts during the early stage of quitting

Therapy : Nicotine gums, patches and inhalers

Effect : Studies have shown that proper use of nicotine replacement therapy will double the chance of quitting successfully



4.3 Health education materials

To facilitate managers of workplace to implement smoke-free measures, we have prepared a series of no smoking signage, posters, pamphlets, as well as this implementation guide and other free materials. Interested parties can download the Health Education Materials Application Form from Tobacco Control Office's website www.tco.gov.hk, and fill in the form and send to our office by fax or post.



Health education materials



Smoke-free Workplace Folder



Smoke-free audio-visual materials and posters

4.1 The Tobacco Control Office, Department of Health

The Tobacco Control Office under the Department of Health was established in 2001 to promote smoke-free culture in Hong Kong. We provide education and assistance to managers of public premises for the implementation of tobacco control measures. The responsibility of tobacco control inspectors of Tobacco Control Office is to enforce the Ordinance. They handle the complaints of smoking offences and carry out enforcement actions against the offenders.

On the other hand, we help smokers to quit smoking through promotion and education among the public.

4.2 Talks on tobacco control legislations

The Tobacco Control Office frequently conducts seminars and health talks on tobacco control legislations. It aims at enhancing the understanding and implementation skills of managers and staff in relation to the Ordinance, so that they can carry out the smoke-free measures in their workplaces more effectively.

Seminars on tobacco control legislations cover the following areas: smoking prevalence in Hong Kong, overview of tobacco control legislations, advice to managers on the methods and skills of handling smoking offences, introduction to smoking cessation services, etc. Managers of workplace are welcomed to attend the seminars. Please fill in the application form for 'seminar on Smoking (Public Health) Ordinance' downloaded from Tobacco Control Office's website www.tco.gov.hk and send to our office by post or fax.



The following are some suggested phrases on advising:

"Excuse me, sir/madam, by law, smoking is not allowed in the indoor areas of workplace. Would you please extinguish your cigarette or move outside to smoke?"

"Sir/Madam, would you please stop smoking? A smoking ban has come into force in this workplace. Thank you."

"Sir/Madam, secondhand smoke affects other customers. Please excuse me and extinguish your cigarette."

When giving advice, the manager should pay attention to the customer's mental state such as drunkenness. Do not have any body contact with the smoker or request the smoker to extinguish the cigarette in a commanding tone, such as "Hey, put out your cigarette!". This helps to avoid conflicts or quarrels.

Handling uncooperative staff or customers

If the smoker refuses to cooperate after repeated warnings from the manager or authorised employee, or even behaves violently or disrupts the public order, the manager may call the police at once for assistance.

Encourage employees who smoke to quit smoking

Managers should make employees who smoke understand that the smoke-free policy is for the benefit of their health, rather than an action against their smoking behaviour. Managers should encourage their employees to quit smoking and provide appropriate assistance and support, such as offering smoking cessation information and incentives or rewards to employees who have successfully quit smoking.

3.3 Enhancing implementation skills

Experience suggests that when a manager advises politely and refers to the no smoking signage displayed around, most smokers will cooperate and extinguish the cigarette or leave the no smoking area as requested.

Managers should remind employees that when advising, they should first explain very clearly to the smoker that the indoor areas of workplace are statutory no smoking areas. The advice should be given in a polite manner with appropriate phrases such as "excuse me", "please", "thank you" and "I'm afraid" etc. Usually, smokers will extinguish their cigarette when they are informed of the no smoking requirement.



3.2 Preparation and logistics

Strengthen the training for employees

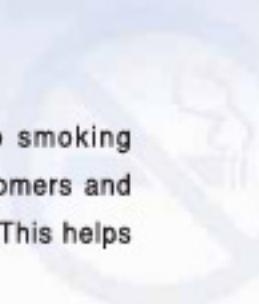
Managers should inform all employees that indoor areas of the workplace have implemented smoke-free measures pursuant to law and emphasise that a smoke-free workplace allows for a fresh environment for both employees and customers. At the same time, staff training should be provided to make them understand their responsibilities and duties under the Ordinance, and improve their techniques of advising smokers. This enables staff to effectively discharge their duties of stopping their employees and customers from smoking, thus achieving a smoke-free environment in indoor areas of the workplace.

Remove ashtrays from workplaces

Placing ashtrays in workplaces can mislead people that smoking is allowed in workplaces. Therefore, managers should remove all ashtrays. If customers or staff request for an ashtray, managers should decline politely and explain that the workplace has carried out the smoke-free policy under the law.

Display no smoking signage

Managers should display sufficient number of no smoking signs in prominent positions in order to remind customers and employees that smoking is prohibited in workplaces. This helps managers to implement the no smoking requirement.

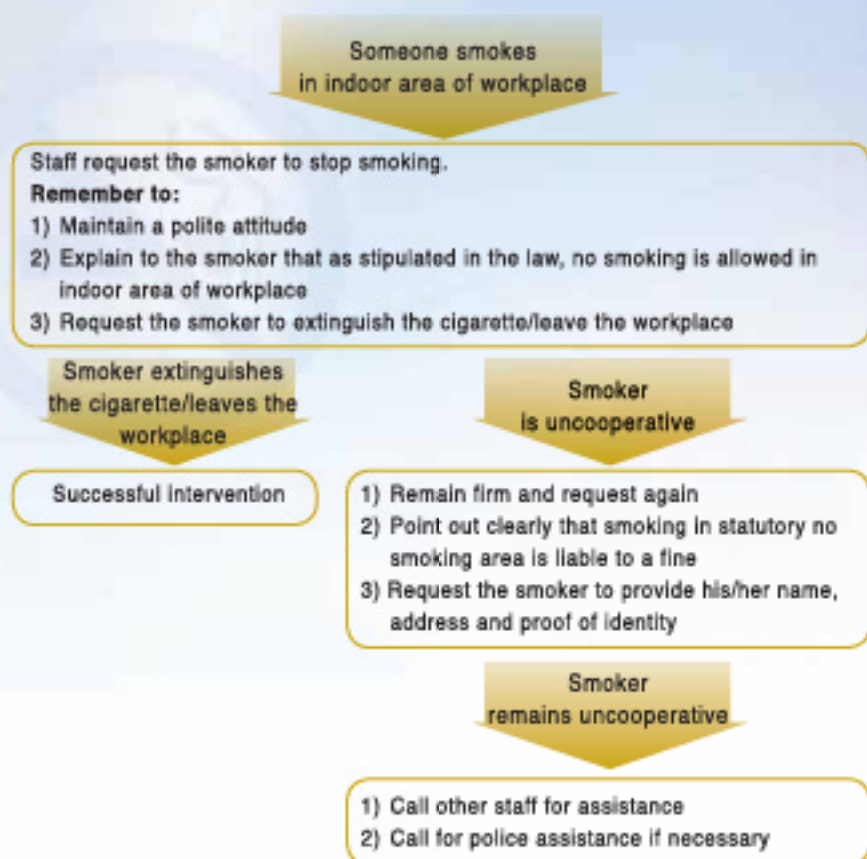


3.1 Understanding the power conferred by the law

Power of workplace managers and staff

In order to implement smoke-free measures in workplace, the Ordinance empowers workplace managers with certain authority and responsibilities. If anyone is found smoking in the workplace, the manager or staff shall request the smoker to extinguish his/her cigarette, cigar or pipe immediately. If that person refuses to cooperate, the manager may call the police for assistance.

Procedures to handle smoking offences



2.3 Enhancement of corporate image

A smoke-free workplace creates a fresh and healthy working environment which conduces to the enhancement of the corporate image among clients.

2.4 Reducing the risk of fire

Statistics showed that in 2008⁵, more than 2,300 fires were caused by careless handling or disposal of cigarette ends, matches and candles, etc. Implementing smoke-free measures will substantially reduce the risk of fire caused by disposal of cigarette ends.



⁵ Hong Kong Fire Services Department
URL: <http://www.hkfsd.gov.hk/home/eng/statistic.html> (Assessed on 21 April 2010)

2.1 Safeguarding employees' health

Employees are valuable asset of a company. Tobacco control measures safeguard employees against the impact of secondhand smoke and allow for a clean and healthy environment. This will reduce absenteeism and lead to improved productivity.

2.2 Cutting operation costs

Setting up a smoke-free workplace can prevent office equipment from being stained or burnt. It also reduces the damage to the air-conditioning and ventilation systems by pollutants such as ashes, thereby reducing the servicing costs of office equipment and air-conditioning system.



The health hazards faced by employees due to passive smoking

The World Health Organisation has stated that if a worker works in a secondhand smoke-laden workplace for a long time, the risk of he/she suffering from lung cancer will be increased by 12-19%.³ Moreover, a study reported that the urine cotinine level⁴ of a worker who was exposed to secondhand smoke from customers was more than two times higher than a worker who had not been exposed to such secondhand smoke.

Other than lung cancer, secondhand smoke will also cause other fatal diseases like heart disease, stroke, etc. Moreover, children exposed to secondhand smoke will increase the risk of having many health problems including otitis media and respiratory tract infections, such as pneumonia and bronchitis. Therefore, secondhand smoke not only affects the health of the staff and customers, but also harms their life.

³ Tobacco smoke and involuntary smoking: summary of data reported and evaluation. Lyon, International Agency for Research on Cancer, 2004 (IARC Monographs, Vol. 83).

⁴ *Cotinine*: when nicotine in tobacco smoke is absorbed in the blood, it undergoes metabolic breakdown into other compounds, including cotinine which can be measured in saliva, urine and blood. Besides, cotinine reflects the level of toxic components in the body that can cause heart disease, cancers and respiratory system diseases. Moreover, it is the best available biomarker of secondhand smoke exposure.

1.2 Hazards of Secondhand Smoke

Secondhand smoke = Group A carcinogen

Secondhand smoke is a mixture of smoke emitted from the burning of tobacco products and smoke exhaled by smokers. It contains over 4,000 hazardous chemicals with over 50 of them are cancer causing agents.¹

Secondhand smoke has been categorised as "Group A carcinogen".² If a worker works in a secondhand smoke-laden workplace for a long time, he/she will have a higher risk of suffering from lung cancer and heart disease.



¹ U.S. Department of Health and Human Services. The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General – Executive Summary. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.

² Office of Health and Environmental Assessment. Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders. Washington D.C.: U.S. Environmental Protection Agency, 1992.

Introduction 1

1.1 Smoking (Public Health) Ordinance

To safeguard employees and customers against health damages caused by secondhand smoke, all indoor areas in workplaces have become statutory no smoking areas with effect from 1 January 2007 according to the Smoking (Public Health) Ordinance (Cap. 371). No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a fine. No smoking areas in workplaces include all enclosed or open-plan offices, corridors, foyers, conference rooms, reception and counter areas. Indoor public places like washrooms, staircases and pantries are also no smoking areas.

Moreover, as stipulated in the Ordinance, indoor area means an area (i) having a ceiling or roof, or a cover that functions (whether temporarily or permanently) as a ceiling or roof; and (ii) is enclosed (whether temporarily or permanently) at least up to 50% of the total area on all sides, except for any window or door, or any closeable opening that functions as a window or door.



CONTENT

1	Introduction	
1.1	Smoking (Public Health) Ordinance	1
1.2	Hazards of Secondhand Smoke	2
2	Benefits of Implementing Smoke-free Measures	
2.1	Safeguarding employees' health	4
2.2	Cutting operation costs	4
2.3	Enhancement of corporate image	5
2.4	Reducing the risk of fire	5
3	Implementing Smoke-free Measures – Advice to Managers	
3.1	Understanding the power conferred by the law	6
3.2	Preparation and logistics	7
3.3	Enhancing implementation skills	8
4	Support and Assistance	
4.1	The Tobacco Control Office, Department of Health	10
4.2	Talks on tobacco control legislations	10
4.3	Health education materials	11
4.4	Smoking cessation services	12
4.5	Enquiries on tobacco control issues	14
5	Frequently Asked Questions	15
6	Your support is crucial for the implementation of smoke-free workplace	17

All content and information contained in this publication are protected by copyright, of which the owner is the Tobacco Control Office of the Department of Health, Government of the Hong Kong Special Administrative Region.

This publication is available free of charge at the Tobacco Control Resource Centre of the Department of Health (Room 1801, 18th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong), or at the Tobacco Control Office website at www.tco.gov.hk for download.

Let's strive for a smoke-free Hong Kong!



衛生署控煙辦公室
Tobacco Control Office
Department of Health



18th Floor, Wu Chung House,
213 Queen's Road East, Wan Chai, Hong Kong
Enquiry & Complaint Hotline: 2961 8823 Fax: 2575 8944

**Department of Health
Integrated Smoking Cessation Hotline**

1833 183

Smoke-free Workplace Implementation Guide

I love smoke-free Hong Kong!



衛生署控煙辦公室
Tobacco Control Office
Department of Health

