

SOP Template: Guidelines for Eating, Drinking, and Smoking in Work Areas

This SOP provides **guidelines for eating, drinking, and smoking in work areas** to maintain workplace hygiene, safety, and compliance with health regulations. It outlines designated zones for consuming food and beverages, restrictions on smoking to prevent fire hazards and contamination, and proper disposal methods of waste. The goal is to minimize health risks, avoid workplace contamination, and ensure a clean and safe environment for all employees.

1. Purpose

To establish clear rules and procedures for eating, drinking, and smoking in work areas to maintain hygiene and safety standards.

2. Scope

This SOP applies to all employees, contractors, visitors, and any personnel entering or working within the facility.

3. Responsibilities

- **Management:** Communicate guidelines and provide designated areas and disposal facilities.
- **Employees:** Adhere to all guidelines and report violations or concerns.
- **Health & Safety Officer:** Monitor compliance and address violations.

4. Guidelines

1. **Eating and Drinking:**
 - Allowed **only in designated break rooms/cafeterias**.
 - **No food or beverages** are permitted in laboratories, manufacturing, storage, or other work areas where contamination or hazards exist.
 - Use provided utensils, cups, and plates; do not leave personal containers unattended.
 - Clean up all spills immediately.
2. **Smoking:**
 - Smoking is prohibited in all indoor work areas and around entrances.
 - Permitted only in **designated outdoor smoking areas**.
 - Dispose of cigarette/cigar butts and matches in designated receptacles.
3. **Waste Disposal:**
 - Dispose of food and drink waste in marked bins.
 - Promptly discard all wrappers, cups, and leftover food to prevent pest infestations.
 - Separate recyclable and non-recyclable materials as indicated.

5. Designated Areas

Activity	Permitted Area(s)	Prohibited Area(s)
Eating/Drinking	Break rooms, cafeteria	Labs, production lines, storage rooms, offices*
Smoking	Outdoor smoking zones	All indoor areas

*Unless specifically designated by management

6. Enforcement and Non-Compliance

- Repeated violations may result in disciplinary action, up to and including termination.
- Management will perform regular checks to ensure compliance.

7. Review

This SOP should be reviewed annually or when workplace modifications, regulatory changes, or identified risks occur.

8. References

- Occupational Safety and Health Administration (OSHA) Regulations
- Internal Health & Safety Policies