


ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: All Staffs  11/07/2023	Originator:	Sukhbir Singh
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 07-10-2023

SMOKING INSIDE TOILETS

We have received numerous complaints regarding staff members engaging in smoking activities in the toilets. This violates our company smoking policy and poses health risks to both smoking and nonsmoking staffs.

- i. **Health Risk:** Insufficient ventilation in the toilet traps smoke, posing health risks of secondary smoke.
- ii. **Fire Risk:** Cigarette butts pose a high risk of ignition and can lead to potential fires.
- iii. **Unpleasant Odors:** Toilet users may experience lingering and disagreeable odors as a result.

We urge all staff members no to smoke in the toilets and utilize designated smoking areas instead. If you witness someone smoking in a toilet, please inform SAS supervisor immediately.

Your cooperation is greatly appreciated.

 Sincerely,
 for & on behalf of SBR



 Sukhbir Singh
 HOD Safety and Security

 Attachments: {none}
 cc: {none}