

Smoke- and Tobacco-Free Worksites

A guide to implementing a policy that protects employee and community health



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Introduction

Congratulations on making the choice to improve the health of your employees and the public by becoming a smoke- and tobacco-free worksite. Cigarette smoking is the leading cause of disease, disability, and death in the United States and is responsible for 480,000 deaths each year¹. By implementing a smoke- and tobacco-free workplace policy you are demonstrating a commitment to the health and well-being of your employees, their families and the community.

Smoke- and tobacco-free workplace policies limit or prohibit smoking and the use of tobacco products by employees, customers and guests. Smoke-free policies can include the use of cigarettes, electronic cigarettes, cigars, hookah, and other combustible products that produce smoke or vapor, and may also include the use of smokeless tobacco. Employers also have the option to implement a policy not to hire people who use these products.

Spokane Regional Health District's Smoke- and Tobacco-free Worksites: A guide to implementing a policy that protects employee and community health was designed with you in mind—the business owner, manager, or health and safety coordinator, who wants a step-by-step guide to making your worksite safer and healthier. This guide provides you with the steps to:

- Make your entire property smoke- and tobacco-free
- Designate areas where smoking and tobacco use are permitted
- Implement a non-tobacco user hiring policy

Templates of model policies, samples of surveys, and answers to frequently asked questions are provided to make your transition to a smoke- or tobacco-free worksite a smooth one.

Smoke- and tobacco-free worksite policies are more restrictive than the Smoking in Public Places Law². Worksite policies can prohibit smoking and the use of any tobacco products on the entire property or can designate specific locations where it can occur, so long as these are consistent with the state's Smoking in Public Places Law. Implementing a workplace policy provides greater protection from secondhand smoke and creates a supportive environment for people who have quit using tobacco products or who are trying to quit.

¹ <http://www.cdc.gov/media/releases/2013/p0905-ecigarette-use.html>

² Smoking in Public Places (RCW 70.160.011) requires signage at all doors that open, prohibits smoking in public places and in places of employment, and within 25 feet of entrances, windows and ventilation intakes.

A smoke- or tobacco-free worksite has many benefits for employers including increased productivity, decreased absenteeism, lower medical expenditures, decreased tobacco use among tobacco users, and improved success for employees who have quit³



³ <http://tobaccofree.nih.gov/benefits.htm>



Before You Get Started

Here are some important things you should know before working on your policy:

1. Implementing a smoke- and tobacco-free policy at your worksite is just like implementing any other policy. In Washington state, smokers are not a protected class, so employers can choose to make their worksite campuses smoke- and tobacco-free. They can also choose to not hire tobacco users.
2. Implementing a smoke- and tobacco-free worksite policy does not mean existing smokers or tobacco users will be forced to quit. They will need to comply with the new policy that designates where they can and cannot smoke or use tobacco products.
3. Work with the collective bargaining unit. If your employees are members of a collective bargaining unit, be sure to work in partnership with the union representatives of that bargaining unit as you move through the process.
4. Work with your building owner if you lease your space. There may be restrictions on what you can enforce. Be sure to check your lease contract.
5. Consider the budget you will work with. Your new policy does not have to cost you anything, but some incentives or assistance for employees can be helpful. Consider incentivizing cessation, sponsoring a smoke- and tobacco-free event, providing cessation classes at your worksite, or investing in some self-help resources for employees. You might also consider paying for cessation services through a worksite wellness consulting agency or ensuring the benefit is included in your health insurance package.
6. Consult your legal counsel. Use the templates as examples of model policy language, but contact your legal counsel for review before adoption and implementation.

If you have questions about how to use this guide or how to make your worksite smoke- or tobacco-free, call the Spokane Regional Health District's Tobacco Prevention and Control program for free assistance at 509.324.1530 or visit srhd.org

Getting Started

Seek Management Approval

If you are the manager or the person responsible for implementing a smoke- or tobacco-free worksite policy at the request of management, you already have this step covered. Management buy-in is critical for your policy development and implementation process to be successful. Be sure to consult the key decision makers for approval before beginning this process.

Develop a Task Force

Decide who needs to be at the table and invite them to help in the process of choosing and implementing a smoke- and tobacco-free policy. For small businesses, this may not be necessary or will involve a small team. Larger businesses should consider developing a task force representing employees from all levels to provide input and communicate progress to

fellow staff. Some of the first tasks of this group are to:

- Determine if a smoke- or tobacco-free policy is part of a comprehensive health and wellness initiative within the organization. If it is, ensure that your policy is integrated into the plan.
- Educate themselves on options associated with smoke- or tobacco-free policies (see Policy Options section)
- Become familiar with the process for developing and implementing new policies

Assess Employees

Knowing your employees' feelings about tobacco use and a smoke- and tobacco-free workplace is valuable as you move into the development stage of your policy. Consider starting with

an assessment of employees to gather this information. See the "Samples & Templates" section of this toolkit for a sample survey.

Surveying is not the only way to gain this insight, but it may be the most private for employees reporting about their own tobacco use and expressing their opinions. Other options include a meeting or forum to discuss smoke- and tobacco-free policies, asking employees during one-on-one meetings, creating a place for anonymous comments, or using the task force to gather employee input.

Once you have conducted an assessment, review the results with taskforce members to understand the answers to the questions you asked. This information will be helpful as you work to determine your approach, your policy choice, timeline, and to help anticipate the amount and type of pushback you may experience.



Develop the Policy

Policy options

Your first step is to decide on the type of policy you want to implement. Beyond your obligations to enforcing Washington state's Smoking in Public Places Law your options include:

- Making your property entirely smoke- or tobacco-free
- Designating certain areas where smoking or tobacco use is permitted
- Not hiring smokers or tobacco users

When deciding if you want to be smoke-free or tobacco-free, consider the following:

- A smoke-free policy is one that limits or eliminates the use of smoking of any combustible tobacco product. The primary concern of a smoke-free policy is eliminating exposure to secondhand smoke.
- A tobacco-free policy limits or eliminates the use of any tobacco product. The primary concern of a tobacco-free policy is overall health of employees, including tobacco users.

If you are considering designating certain areas where smoking or tobacco use is permitted make sure to:

- Ensure you are in compliance with county zoning and building codes
- Comply with the Smoking in Public Places Law. See the "Smoking in Public Places Compliance Checklist" section of this toolkit for an outline of the law.

Sample tobacco definition:

"Tobacco product" means any product containing tobacco in any form, including, but not limited to, cigarettes (clove, bidis, and kreteks), cigars and cigarillos, hookah and oral tobacco (spit and spit-less, smokeless, chew, snuff).

A note on electronic nicotine delivery systems (ENDS):

ENDS, otherwise known as electronic cigarettes and e-cigarettes are battery-operated devices that can look like regular cigarettes and are used to deliver aerosolized liquid to the user. ENDS include electronic cigarettes, vape pens, electronic hookahs, and electronic cigars. Typically, users fill the devices with a liquid containing nicotine that is heated and turned into vapor. E-cigarettes can also be used to inhale other substances, including liquid THC, the active

ingredient in marijuana. Inhaling from an ENDS is called vaping.

At this time, electronic cigarettes are not approved by the U.S. Food and Drug Administration (FDA) for smoking cessation and there is very little research about the safety of the use of the devices. For individuals who want to quit smoking, there are many other medically-approved options. To avoid confusion over what a person is vaping in the device, establish smoke-free norms, and help protect employee health, consider adding electronic cigarettes to your policy, whether it is a property-wide policy, creates designated areas, or is a hiring policy.

Not all smoking involves tobacco and not all tobacco use involves smoking.

Writing the policy

A model policy for a smoke- or tobacco-free workplace includes the following:

- The purpose of the policy
- A connection between the policy and company values
- Definitions of important terms such as tobacco, smoking, e-cigarettes, etc.
- Who the policy applies to (employees, customers, guests)
- Statement that smoking or tobacco use is not allowed anywhere on the property (or list allowable designated areas)
- A time frame for implementation
- How the policy will be enforced, who will enforce it, and the consequences of non-compliance

If you are implementing a non-tobacco use hiring policy, consider making the effective date of the policy the same as your smoke- or tobacco-free campus policy.

Communicate the Policy

Communicating the policy change is critical to ensure understanding and compliance. It is important to keep in mind that your policy will require employees who smoke or use tobacco to change their habits. Make sure to remind all management and staff that a smoke- or tobacco-free worksite policy is not about punishing tobacco users, but rather encouraging all employees to live a healthy lifestyle.

Communicating with employees early in the process will allow them more time to adjust.

Consider the following when you create your communication plan:

Who needs to know?

Develop a list of who needs to know about your policy. Your list might include employees, customers, vendors and other guests of the property.

What do they need to know?

Be sure to share the full policy, the reasons for implementing it, and where questions can be directed.

Offer Cessation Resources

Sharing cessation resources is critical during this stage. Your new policy may prompt some employees to quit. See the "Cessation Guide" section of this toolkit for resources to share with employees.

Communicate early and often

Send regular policy details to employees including reminders of the effective date. Begin three to six months in advance of your implementation date.

Be prepared for questions

As the implementation date nears, employees might have questions about the policy. For examples of questions employees might ask, see the "Frequently Asked Questions by Employees" section of this toolkit.

Be creative with your communications by using some of these ideas:

- Newsletters
- Email
- Mailbox items
- Payroll stuffers
- Bulletin boards
- Meeting announcements
- Email taglines
- Lunch room flyer
- Signage at the property entrance
- Brown bag lunches
- Presentations
- Employment postings (if implementing a policy not to hire tobacco users)



According to the U.S. Centers for Disease Control and Prevention, of the 45 million smokers in the United States, 70 percent report that they want to quit⁴.

⁴ http://www.cdc.gov/tobacco/data_statistics/fact_sheets/cessation/quitting/index.htm

Implement the Policy

As your implementation date approaches, begin transitioning your workplace to reflect your new policy.

Make sure to update all signage to say "Smoke-Free Property", "Tobacco-Free Property" or "Tobacco Use in Designated Areas Only" depending on your chosen policy. See the "Signage" section of this toolkit for examples of signs.

Update all worksite materials and employee conduct handbooks to reflect your policy.

If implementing non-tobacco use hiring policy, be sure to train recruiters, update employment postings, and establish an agreement for new staff to sign.

Be sure to communicate about and incentivize participation in any cessation services being provided.

Incentives and competitions are recommended for reducing tobacco use among employees when combined with additional interventions to support individual cessation efforts⁵. Consider offering health benefit premium differentials, monthly drawings for gift cards, or give away free merchandise.

Remember to communicate with customers and vendors about your new policy frequently. Update your website and change all relevant business-related materials to include the new smoke- or tobacco-free workplace policy.

To best communicate your non-tobacco use hiring policy, integrate your new policy into your existing recruiting strategies:

- Add your policy to your employment listing web page and to paper applications
- Require that applicants sign the non-tobacco use agreement and submit it with their application
- Review the agreement during orientation and ensure all new staff have signed it
- Add the policy to your new employee handbook and to orientation training



Enforce and Monitor the Policy

Enforcement is essential to ensure the policy is effective. Your policy should include information concerning how the policy will be enforced and the repercussions for violations.

Be sure to monitor enforcement and pay close attention that it is uniformly applied. You should also monitor employee reactions to the policy. Are staff confused or asking a lot of questions? Is more communication needed to help employees understand what the policy entails?

Evaluate the Policy

Evaluating the impacts of your policy is an important component in making it as effective as possible. Evaluation should be an ongoing process that allows you to improve your policy, your communication or enforcement as needed. Below are some considerations developed by the Center for Disease Control and Prevention⁶ that will help guide your evaluation:

Things to consider prior to evaluating the policy:

- What information does management want? How does management define success? What information is needed to determine whether you have achieved the project goals and objectives?
- How will this information be gathered? Are data collection instruments needed (e.g., employee survey)?

- Who needs to be involved? Who will collect the data? Who will analyze the data? Who will be responsible for tracking and compiling employee questions and comments?
- How will the evaluation results be communicated to management and employees?
- How long will the information be kept and how will the security of the data be ensured?

Potential questions to ask:

- Are employees aware of the new policy and available tobacco cessation services? Are employees who use these services satisfied with the support received?
- Are employees satisfied with how the policy is being enforced?



Frequently Asked Questions

Is a tobacco-free worksite better than a smoke free worksite?

Yes. A tobacco-free worksite is better for employee health. A tobacco-free worksite allows all employees the opportunity to work in an environment free of tobacco. It is supportive of tobacco users who have quit and those who are trying to quit. It eliminates the use of any kind of tobacco product, including, but not limited to, spit tobacco, snus, and hookah. Tobacco-free policies have been shown to lower employer costs, improve productivity, protect the health of employees, and improve morale.

Why should my worksite policy cover smokeless tobacco and electronic cigarettes?

Smokeless tobacco is associated with many health problems including cancer of the mouth, esophagus, and pancreas. It contains nicotine and is highly addictive. Employees who use smokeless tobacco have increased risk of death from heart disease and stroke⁷.

Electronic cigarettes are battery-powered devices that provide doses of nicotine and other additives to the user in an aerosol. Electronic cigarettes are not currently approved or regulated by the Food and Drug Administration (FDA) and cannot be recommended as a cessation aid⁸. It can be very difficult to determine if an employee is smoking an electronic cigarette or a combustible cigarette. In addition, it can be confusing to visitors, vendors, and guests of the property who are accustomed to a smoke-free worksite.

What types of products have been approved by the FDA that can be used for cessation?

There are many products available to tobacco users who want to quit. Nicotine gum, skin patches, lozenges, oral inhaled products, nasal spray, and medications taken orally such as Zyban and Chantix. Check with your health insurance provider for what products are covered under your plan.

Will employees who currently smoke or use tobacco products be forced to quit?

No. By implementing a smoke- or tobacco-free worksite you are not forcing employees who smoke or use tobacco to quit. Your policy will not allow smoking or tobacco use on your property or will limit smoking or tobacco use to designated areas. Employees are not forced to quit, but are strongly encouraged to quit. Providing support services to employees may also lead to cessation.

What resources should I provide to employees who use tobacco products and want to quit?

You should include cessation resources in your communications to employees. A list of cessation resources is included in this toolkit. Be sure to check into cessation coverage in your health plan and communicate the services available to employees. You can also refer employees to the Washington State Quit Line where they can receive free counseling and may qualify for nicotine replacement therapy. The number for the Quit Line is 1-800-QUIT-NOW.

Where can I find signage?

Some examples of property signage are included in this toolkit. Other examples can be found on Spokane Regional Health District's website by visiting srhd.org. You can also make your own signs to reflect your policy.

⁷ http://www.cdc.gov/tobacco/data_statistics/fact_sheets/smokeless/health_effects/index.htm

⁸ <http://betobaccofree.hhs.gov/about-tobacco/Electronic-Cigarettes/index.html>

What are my responsibilities as an employer with regards to enforcement of the Smoking in Public Places Law?

In Washington state, the Smoking in Public Places Law requires businesses and places of employment to do three things:

- **Signage:** You are required to post “no-smoking” signs at each entrance (including service, employee, or any door that opens from the outside). For retail and services establishments, signs must also be posted in prominent locations throughout the place of business. Free signage can be found by visiting srhd.org or you may design your own signs.
- **Prohibit smoking within establishments:** Smoking is prohibited in places open to the public or places of employment. Owners and managers must prohibit anyone from smoking within their place of business, including patios or other outdoor seating areas, and anywhere employees are required to go.
- **Prohibit smoking within 25 feet:** Owners and managers are responsible for prohibiting smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve the enclosed area where smoking is prohibited.

Do employers have the right to implement and enforce a policy that prohibits tobacco use on the property?

Yes. Employers have the ability to set and enforce policies that help to provide a safe and healthy worksite for all employees. This includes banning tobacco use on the property.

How should I discipline employees who violate the policy?

Follow the established employee misconduct process for employees who violate the policy or refuse to comply.

What should I do if I need help implementing my policy?

Contact the Spokane Regional Health District Tobacco Prevention and Control program at 509.324.1530 for assistance. Spokane Regional Health District can provide you with free support and can help connect you with local worksite wellness companies who provide a range of services from consultation through to complete worksite wellness support and execution of activities.



Samples and Templates

Tobacco-Free Property Statement

Sample 1:

The use of tobacco and unapproved nicotine delivery products are prohibited on all property under the control of [Business Name] at all times, including, but not limited to, campus owned or leased properties, campus vehicles, parking lots, and recreational areas. This policy applies to all staff, customers, contractors, and guests at all times.

Sample 2:

Smoking of tobacco products and the use of electronic cigarettes on [Business Name] property is limited to designated areas which are marked by signs. Tampering with, moving or damaging signs is prohibited. Any littering of tobacco related products is also considered a violation of this policy. Smoking and electronic cigarette use are also banned inside all [Business Name] owned facilities, buildings and vehicles. This policy will be temporary as [Business Name] attempts to move towards a tobacco-free property in the coming years.

Sample FAQs from Employees

When you begin to communicate your new policy, employees may ask questions. Here are some examples of questions you and other management staff should be prepared to answer about your tobacco-free policy:

- When will [Business Name] be tobacco-free?
- Why was this decision made?
- What does “tobacco-free” mean and what does tobacco include?
- To whom does the policy apply?
- Which areas of the campus/facility are affected?
- Are there any designated smoking areas left for employees or visitors?
- How will people know that tobacco use is prohibited?
- Why are smokeless tobacco and e-cigarettes being prohibited?
- What are the benefits of being tobacco-free?
- Can employees use tobacco products in their cars?
- What should I do if I see someone smoking on our campus?
- What is [Business Name] doing for employees who use tobacco products and want to quit?
- What will happen if an employee violates the policy?

Smoke- or Tobacco-Free Workplace Rational

Sample 1:

It is the philosophy of [Business Name] to provide employees with a work environment that supports optimization of their personal health and well-being. In accordance with this philosophy, all areas of the workplace including buildings, grounds, parking lots (with the exception of employees’ private vehicles that are parked outside), and agency vehicles are considered tobacco-free environments. In addition, employees shall not use tobacco products during paid work time (excluding breaks), or while wearing any agency identification (i.e. clothing and/or badges).

Sample 2:

[Business Name] is committed to providing a safe and healthy environment for its employees, customers, and guests. [Business Name] supports the findings of the Surgeon General that tobacco use in any form is a significant health hazard and there is no risk-free level of exposure to environmental tobacco smoke. In addition to causing direct health hazards, tobacco use contributes to other costs, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance. Therefore, [Business Name] has set the following 100% tobacco-free campus policy effective on [date]

Tobacco-Free Workplace Statement for Employment Application

I understand and acknowledge that [Business Name] is a “tobacco-free” workplace and that applicants who use tobacco will not be considered for employment. Further, I understand that as part of the application/employment process, I will be required to sign the “Agreement of Non-Tobacco Use for Employment” form. Employees who started prior to [implementing date of this policy] who use tobacco are “grandfathered” and will not be required to be tobacco-free, but will be encouraged and supported in quitting.

Riverpoint Tobacco-Free Campus Policy

1. NO TOBACCO USE

In order to create an atmosphere that is consistent with WSU Spokane's vision statement for a creative, engaged, world-class learning enterprise for the twenty-first century that helps design healthy lives, institutions and environments, WSU Spokane prohibits the use and sale of tobacco products in or on the Riverpoint campus premises.

2. DEFINITIONS

For the purposes of this policy, the following words and phrases shall mean: A. Tobacco Products: Cigarettes, cigars, pipes, hookah, all forms of smokeless tobacco, electronic cigarettes, clove cigarettes and other alternative products made primarily with tobacco. B. Premises: All buildings, grounds, state owned vehicles and equipment (motor pool, maintenance) including, but not limited to, parking lots, bus stops, city owned and WSU maintained streets or sidewalks within the WSU Riverpoint campus.

3. RESOURCES

WSU Spokane is committed to assist employees, students, patients, visitors and others, regardless of institutional affiliation in the Riverpoint campus community who use tobacco. WSU may make available to such persons resources intended to assist persons who use tobacco.

4. COMMUNICATION AND COMPLIANCE

A. The following persons are responsible for ensuring that this policy is communicated to employees, students, visitors and others in the WSU Spokane Riverpoint community:

- Human Resources regarding employees
- Student Affairs regarding students and room/event scheduling
- Academic department leads regarding other visitors
- Communications Office for events with external visitors
- Facilities Use for outside vendors working on campus
- Chancellor's Office regarding partner institutions

B. Each of the above responsible persons may establish procedures and protocols, consistent with each other and this policy, designed to eliminate tobacco use from campus, increase compliance and to assist tobacco users in availing themselves of tobacco dependency treatment options. C. Any exception to this policy requires the written approval of the Chancellor.

5. SANCTIONS

Efforts will be made to eliminate the need for sanctions by first informing employees, students and visitors of the policy before they arrive and by providing appropriate information and care while they are on WSU Spokane premises. Any person who repeatedly violates this policy may be asked to leave the premises and/or may be removed. Employees may be subject to corrective or disciplinary action and other sanctions available to enforce this policy.

6. SIGNAGE

Signs declaring WSU Spokane as "tobacco-free" shall be posted at the campus entries and other conspicuous places.

7. DISCLOSURE OF POLICY AND INFORMATION

A. All faculty and staff are encouraged to assist in the implementation and enforcement of this policy by making tobacco product users aware of the requirements of this policy.

B. Employees, students and visitors will be advised of this policy in a manner determined by the above-described responsible persons.

C. Persons with concerns and suggestions about the implementation or enforcement of this policy may call the WSU Spokane



Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of _____, effective [DATE], to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and non-employee visitors of _____.

DEFINITION

1. No use of tobacco products will be allowed within the facilities of _____ at any time. The decision to not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoking area will be located at least 25 feet from the main entrance. (Some companies may want to establish a larger smoke-free zone, choose a different location for smoking, or have no smoking on their property.)

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body. (For a policy that extends tobacco free to include all of the company property, substitute the following: No use of tobacco products is permitted within the facilities or on the property of _____ at any time.)

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in _____ vehicles at any time. There will be no tobacco use in personal vehicles when transporting people on _____ authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

PROCEDURE

1. Employees will be informed of this policy through signs posted in _____ facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.
3. The _____ will help employees who want to quit tobacco by helping them access recommended cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

1. POLICY

- 1.1 Johnson & Johnson and its affiliates desire to promote the health and wellness of their employees by incorporating a total “tobacco-free” workplace. Companies can individually manage their transition to a “tobacco-free” workplace based on their current smoke-free status, but must be totally “tobacco-free” by no later than January 1, 2007.
- 1.2 To be in compliance with this policy, companies must communicate the tobacco-free workplace policy to employees and develop site specific implementation plans in conjunction with site management, Human Resources, and Health & Safety no later than January 1, 2006.
- 1.3 Each affiliate is expected to establish a company policy of its own which incorporates each of the elements described in this corporate policy. Where local laws restrict certain concepts in the policy, it is expected that the local company policy will be modified to be permissible under the law.

2. PURPOSE

- 2.1 The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.) have been well-documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to secondhand smoke. It is the intent of Johnson & Johnson companies to provide all employees with a work environment conducive to good health.

3. APPLICABLE

- 3.1 This policy is applicable to all employees, contractors, and visitors while on the property at any of our locations worldwide. As necessary, this policy will be modified to comply with local laws regulating designated smoking areas.
- 3.2 All employees, contractors, and visitors are prohibited from using tobacco at Johnson & Johnson company workplaces. The workplace is defined as inside all Johnson & Johnson company-owned or leased facilities, as well as outside on the grounds and parking lots, and inside company-owned or leased vehicles and personal vehicles on company property. This policy also applies to company-sponsored meetings and events on or off company premises. Prohibited uses of tobacco include but are not limited to smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.).
- 3.3 Tobacco cessation and awareness programs, behavioral modification tools, referrals, and resources will be made available to employees who desire to stop tobacco use.
- 3.4 Employee non-compliance with the policy will result in disciplinary action.
- 3.5 Any questions regarding this policy should be referred to the local Human Resources and/or Health & Safety representative.

[Date]

Dear [Vendor Name],

[Business Name] is implementing a Tobacco-Free Workplace Policy effective [date] as part of the company's ongoing efforts to create a healthier workplace. This policy will prohibit the use of all tobacco products, including pipes, cigars, cigarettes, chew, snuff, snus, and clove cigarettes all on [Business Name] premises including all entrances, parking lots, sidewalks, recreation areas, and loading docks.

The policy will apply to all employees, visitors, vendors and customers. All vendor representatives are expected to abide by the policy.

For questions about this policy, please contact [Name of Management Representative] or call [phone number].

Sincerely,

[Business Name]
[Contact Information]

[Business Name] is instituting a tobacco-free environment policy. The policy will be effective [date]. Your opinion is being sought to determine how it will impact our employees, customers and vendors.

1. Are you bothered by or affected by smoke in or around the workplace?

Yes No

2. Are you bothered by or affected by vaping or e-cigarettes in or around the workplace?

Yes No

3. Do you use tobacco products now?

Yes No

4. If you use tobacco products, what type? (Check all that apply)

Cigarettes Pipe Smokeless (chew /snuff) other

5. If you use tobacco products, do you have an interest in stopping tobacco use?

Yes Maybe No Not certain

6. If you use tobacco products, have you tried to stop in the past?

Yes No

7. If you have tried to stop in the past, how many quit attempts have you had?

(It can take up to 8-10 attempts)

1 2 3 4 5 6 7 8 9 10 more

8. If you were interested in stopping tobacco use, what support would you need to help you to quit?

(Please check all that apply)

Medicine to help stop smoking (Chantix, Zyban, nicotine patch, nicotine gum/lozenge)

Smoking cessation class

Smoking cessation support group

Smoking cessation coach/buddy

Stress Reduction classes/program

Weight Management classes/program

Other (please list) _____



Employment Applicants

Agreement of Non-Tobacco Use for Employment

I acknowledge that the Spokane Regional Health District is dedicated to providing a healthy, comfortable and tobacco-free work environment for all employees. The reasons for a practice of hiring non-tobacco users only are simple:

Economics and Productivity

- Employers spend an average of \$753 per year more in medical costs for a smoker than a non-smoker.
- On average, smokers are absent from work 60% more often than non-smokers.
- In addition, secondhand smoke exposure raises risk of ear infection, asthma, pneumonia and bronchitis in small children, thus adding to increased employee absenteeism to care for family illness.

Prevention & Objectives

- Tobacco Prevention and Control is one of the Health District's primary objectives. It is important that we demonstrate healthy behaviors by our actions and through our policies that support the education and marketing of tobacco prevention efforts within the Spokane County community.
- Former U. S. Surgeon General, Dr. David Satcher, stated that "Tobacco use will remain the leading cause of preventable illness and death in the Nation...until tobacco prevention and control efforts are commensurate with the harm caused by tobacco use."

I understand that the Spokane Regional Health District serves the Spokane County community and that tobacco-use prevention is a primary objective. Further, I acknowledge that as an employee of the Health District, I will be expected to demonstrate tobacco-free behavior by my actions and by my compliance with Health District policies. Hence, I agree as a condition of my employment to be tobacco-free upon hire and to remain tobacco-free during my employment with the Spokane Regional Health District. I acknowledge that by demonstrating such behaviors, I will be educating and promoting tobacco prevention efforts to our Spokane County community.

I acknowledge that Health District employees hired prior to this policy that use tobacco are being "grandfathered" and not required to be tobacco-free, but also that they will be encouraged and assisted to quit.

My signature below acknowledges that upon hire, I will be expected as a condition of my employment to be tobacco-free, and to remain tobacco-free during my employment with the Spokane Regional Health District.

Signature of Applicant

Date

Print First and Last Name of Applicant



Smoking in Public Places Compliance Checklist

RCW 70.160.011

Required Actions

- ✓ **Prohibit smoking in public places.** Smoking any combustible product that produces smoke (including but not limited to tobacco, cigar, hookah, and marijuana) is not allowed in public places.
- ✓ **Prohibit smoking in places of employment.** This includes patios and other outdoor seating and dining areas that employees are required to service or clean.
- ✓ **Post “no-smoking” signs in your establishment.** Signs must be posted conspicuously at each building entrance (including service, employee, or any door that opens from the outside). Retail and retail service establishments must also place signage in prominent locations throughout their place of business.
- ✓ **Prohibit smoking within 25ft of entrances, exits, windows that open, and ventilation intakes that serve the enclosed area where smoking is prohibited.** Businesses are responsible for enforcing this provision on their property or property under their control particularly with regard to employee smoking. If smoking occurs within 25 ft. on property that is not under the control of the business (i.e. public sidewalks) then local law enforcement agencies are responsible for enforcement. People passing by or through a public place while on a public place or public right of way are not considered to have intentionally violated this provision.

Suggested Actions

- ✓ Remove smoking paraphernalia such as ashtrays, matches or other items that support or encourage smoking.
- ✓ Discuss the changes with your employees. Talk with them about concerns they may have about their own smoking behavior or how they are expected to deal with customers on the issue.
- ✓ Communicate the changes to your customers. This can be done through in-person conversations, additional signage, advertising, a kick-off event, etc.
- ✓ Provide employees and customers the number for the Washington State Tobacco Quit Line to help them quit smoking (**1-800-QUIT-NOW**)

Ready to Quit?

CESSATION RESOURCES



Who	What	Information	Cost
Inland Northwest Health Services (INHS) Community Wellness 509.232.8138 wellness@inhs.org	<ul style="list-style-type: none"> In-person counseling and support Self-help materials 	Four-week tobacco cessation class, as well as education via newsletters & additional community resources. Class times, availability & location at: wellness.inhs.org/Tobacco-Prevention-Cessation	FREE
	<ul style="list-style-type: none"> In-person counseling and support Self-help materials 	One-on-one health coaching for tobacco cessation which includes personalized quit plans, goal setting, and support.	\$85 per hour
Washington Health Benefit Exchange	<ul style="list-style-type: none"> In-person counseling and support Medication/Nicotine Replacement Therapy (NRT) 	Do you have an individual plan from the Washington Health Benefit Exchange? Call or visit your health plan website. Individual plans cover tobacco counseling, nicotine replacement therapy, & related medications with no out-of-pocket costs.	FREE
Private insurer	<ul style="list-style-type: none"> In-person counseling and support Medication/Nicotine Replacement Therapy (NRT) 	Do you have an employer-based ("group") insurance plan? Call your human resource office or health plan. Most group plans cover tobacco counseling, nicotine replacement therapy, & related medications with no out-of-pocket costs.	FREE
Medicare	<ul style="list-style-type: none"> In-person counseling and support 	Do you have Medicare? Medicare Part B (medical insurance) covers eight face-to-face visits in a 12-month period by a qualified doctor or other Medicare-recognized practitioner.	FREE
Washington State Quit Line 800 QUIT-NOW doh.wa.gov/YouandYourFamily/Tobacco/HowtoQuit	<ul style="list-style-type: none"> Telephone counseling and support Self-help materials 	Uninsured or without insurance ? Call 800 QUIT-NOW. You will receive one call with a quit counselor to set up a plan to help you quit or stay quit. If you are over age 18 you can also request self-help materials by mail. Currently no free nicotine gum or patches are available.	FREE
	<ul style="list-style-type: none"> Telephone counseling and support Nicotine Replacement Therapy (NRT) Self-help materials 	Enrolled in Washington Apple Health (Medicaid)? Call 800 QUIT-NOW. You qualify for eight counseling calls to the Quitline and up to 12 weeks of free nicotine patches or gum per year.	FREE



*Sometimes it takes quitting 8-10 times before quitting for good.
Keep trying.*

What Method is Best?

- **** Counseling and Medication
- ** In-Person Counseling and Support
- Web-Based Cessation Programs

- ***/** Medications/Nicotine Replacement Therapy (NRT)
- Self-Help Materials

KEY
 **** = Best
 *** = Better
 ** = Good
 * = Fair

Who	What	Information	Cost
American Cancer Society 866.784.8454 866 QUIT-4-LIFE quitnow.net	<ul style="list-style-type: none"> Self-help materials In-person counseling and support* Medication/Nicotine Replacement Therapy (NRT)* 	Enroll online by calling 866 QUIT-4-LIFE.	*Depends on insurance
American Lung Association 800 LUNG-USA lungusa.org 7:00 a.m. -11:00 p.m. seven days per week (Central Time)	<ul style="list-style-type: none"> Telephone counseling and support Self-help materials 	Lung Helpline is a resource for those who need help with any lung health issue. You can speak directly with a registered nurse, respiratory therapist, and/or quit-smoking specialist. Includes translation services.	FREE
	<ul style="list-style-type: none"> Web-based cessation program Self-help materials 	Freedom From Smoking is a program designed specifically for adults who want to quit smoking.	Ranges from FREE to \$40* *depends on plan/length
National Alliance for Tobacco Cessation becomeanex.org	<ul style="list-style-type: none"> Web-based cessation program 	The EX Plan is a free quit smoking program, one that can show you a whole new way to think about quitting. It's based on personal experiences from ex-smokers as well as the latest scientific research from the experts at Mayo Clinic.	FREE
Federal Smoke Free Resources smokefree.gov	<ul style="list-style-type: none"> Web-based cessation program 	Smoke Free Teen teen.smokefree.gov	FREE
		Smoke Free Women women.smokefree.gov	
		Smoke Free Veterans smokefree.gov/veterans	
		Smoke Free Español espanol.smokefree.gov	
Washington Department of Health SmartQuit™ App doh.wa.gov/YouandYourFamily/Tobacco/SmartQuit	<ul style="list-style-type: none"> Web-based cessation program (smart phone app) 	SmartQuit™ is an evidence-based smoking cessation program that is three times more effective than trying to quit on your own. It can be used with or without nicotine replacement therapy. The program is delivered via a smartphone app, so it is private, easy to use and always within reach. Available to Washington state residents only.	FREE
My Last Dip mylastdip.com	<ul style="list-style-type: none"> Self-help materials 	My Last Dip is for smokeless and chewing tobacco users who want to quit.	FREE
US Department of Veterans Affairs mobile.va.gov/app/stay-quit-coach	<ul style="list-style-type: none"> Web-based cessation program (smart phone app) 	Stay Quit Coach is designed to help veterans quit smoking. It provides readily-available support and information for adults who are already in treatment to quit smoking. The program includes motivational messages and support contacts to help users stay smoke-free.	FREE

Tobacco is the leading cause of preventable death in the U.S.

Tobacco Prevention and Control Program
 509.324.1530 | TDD 509.324.1464 | srhd.org



Additional Resources

For more information on electronic cigarettes:

<http://www.doh.wa.gov/YouandYourFamily/Tobacco/OtherTobaccoProducts/ECigarettes>

For more information on Smoking in Public Places, free signage, and the full text of the law:

<http://www.srhd.org/services/tobaccolaw.asp>

For cessation resources:

<http://www.srhd.org/topics/cessation.asp>

For more information about smoking and tobacco use:

http://www.cdc.gov/tobacco/basic_information/index.htm

Sample Policies:

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/example.htm>

Samples and templates courtesy of:



