

A Guide to Creating a Smokefree Workplace

Congratulations on deciding to become a smokefree workplace. A smoke-free policy is an opportunity for employers to protect the health of their employees and reduce smoking-related costs. There is a global trend towards safer, cleaner environments.

Smokers on average take 3 times more sick leave than non-smokers. Little thought is given to staff who nip out for a quick smoke on the job but if a smoker is taking 4x10 minute smoking breaks outside of break times each day that adds up to 1-month less worked than a non-smoker over the course of a year. In all the total costs of a smoker to an employer is estimated at around \$2000* per year in time off and lost productivity.¹

Introducing a smokefree policy could greatly benefit your workplace for the following reasons:

- Less employee absenteeism
- Increased productivity on the job
- Decreased early retirement due to ill health
- Lower annual healthcare costs
- Lower risk of fire damage, explosions and other accidents related to smoking
- Lower fire insurance premiums
- Lower cleaning and maintenance costs
- Reinforces the commitment to a healthier workplace
- Raises awareness of the health risks of smoking and encourages employees to cut down or quit

This resource is intended to be used as a tool to assist you in making your workplace a more supportive smokefree environment for your staff. Hopefully by the end of this resource you will be able to:

- Strengthen your current smokefree workplace policy
- Have a proactive workplace plan to promote the smokefree message and offer stop smoking support to staff

A Stronger Smokefree Policy

Creating a supportive smokefree policy is one of the most important things you can do as an employer to promote the smokefree message in your workplace. If you don't have a smokefree policy we have a template policy that you can use.

Free Smokefree Resources

Free smokefree resources like posters, brochures and stickers can be ordered from <http://www.healthed.govt.nz/resources/search-resources.aspx?id=19>. For more stop smoking specific flyers go to <http://www.quit.org.nz/page/providers/resources/resources.php>

¹ <https://www.quit.org.nz/95/helping-others-quit/employers>.

* This is an estimated cost based on international research. Actual costs may vary from workplace to workplace.

Acknowledgement

Smokefree workplaces | A guide to developing a smoke-free workplace policy Cancer Council Western Australia
A Guide to creating a Smokefree Workplace The Quit Group
Smokefree Workplace ToolKit | A resource for the Hawkes Bay Community Hawkes Bay District Health Board
Last reviewed March 2017 by Smokefree Advisor - Northland District Health Board as a member of Northland Intersectoral Forum



Smokefree Workplace Matrix

	Baseline		Sustainable
Regulation & Legislation <i>Policy</i>	Smoke-free Environments Act 1990 requires all indoor workplaces like offices, factories, warehouses and work canteens to be smokefree at all times. <ul style="list-style-type: none"> All buildings All vehicles 	We will not employ any new staff who smoke. No smoking: <ul style="list-style-type: none"> All employees, will be smokefree during work hours, All employees, when wearing uniform or logo, including an ID badge will be smokefree, All organisation's events will be smokefree (whether or not held on organisation's grounds) including events sponsored, partnered or funded by the organisation. 	All designated smoking areas will be phased out. No smoking: <ul style="list-style-type: none"> within 10-metres of all openings (doors, windows etc) on site, in buildings and grounds, at all times We will not accept any funding directly or indirectly from tobacco companies.
Regulation & Legislation <i>Procedure</i>	Smokefree signage will clearly indicate smokefree status. We will display smokefree signs/stickers on all entrances and exits to buildings and grounds. Provide information and support to smokers who would like to quit.	Reference to smokefree policy in all workplace agreement/contracts. Contractors will be informed of the smokefree policy through a clause in their contracts All recruitment documentation, including job advertisements and orientation packs for new staff, include a statement about the smokefree policy.	Non-compliance - develop a clear process for handling employees who breach this policy. This should be fair and consistent with other policy breaches leading to disciplinary action. Review, evaluate and monitor regularly.
Support <i>Implementation</i>	Establish a workplace committee. Include representatives from all parts of the organisation. Board and senior management support and commitment are vital. Involving employees (smokers and non-smokers) and incorporating their suggestions is essential to the success of the policy. Formulate a written smokefree policy.	A timetable allows for easy implementation of the policy in stages. It is important to note that after the policy is announced a transition stage is required to give employees time to adjust. It is important to address staff attitudes or concerns about the workplace becoming smokefree so they can be managed (focus groups, meetings, surveys, audit tool).	We will provide training to key personnel to support the implementation of the smokefree policy and support services available to smokers. Review the policy every 12-18 months to assess whether it is achieving its objective.

	Baseline		Sustainable
Support <i>Promotion</i>	All employees will be made aware of the smokefree policy and compliance requirements. Inform all employees from the outset and well before implementation.	An open letter to all staff outlining the new smokefree policy, implementation timeline, and process and procedures for non-compliance <ul style="list-style-type: none"> – Utilise other internal publications or forms of communication – Website/intranet Promote smokefree lifestyles using pamphlets, posters, brochures in staff common areas, lunch rooms and designated smoking areas.	Staff are given opportunities to promote and participate in smokefree events like World Smokefree Day etc.
Support to Quit <i>Internal</i>	All staff will be screened for tobacco use and where appropriate offered stop smoking support. Provide staff with time to attend a local Stop Smoking Services consultation or to call the Quitline and to have follow-up appointments/calls during work time. Allow staff to have access to the Quitline website through your intranet and stop smoking services website.	Offer stop smoking programs to employees in the workplace. Your organisation to fund/reimburse the cost of NRT (Nicotine replacement therapy – patches, gum, lozenges) for staff (\$10 for 2-month supply). Organise a group of staff who want to stop smoking to support each other to quit. Offer incentives/rewards to staff who have successfully stopped smoking.	Develop a referral system to other stop smoking services outside the workplace. Have a strong working relationship with the local quit smoking support services. If your worksite has an Occupational Health Nurse or other Health Professional regulated under the Competence Assurance Act 2003 they can become a trained Stop Smoking Practitioner by completing the Stop Smoking Practitioner Programme for Health Professionals. To enroll visit nts.org.nz . This will enable them to offer stop smoking advice support and subsidised/free NRT.
Support to Quit <i>External</i>	We A sk our clients about their smoking status, offer B rief advice and refer for stop smoking C essation support (ABC). A. “Have you ever smoked tobacco?” Current smoker/ex-smoker/never smoked B. “The best thing you can do for your [health/finances...based on situation] is to stop smoking” or “Have you ever thought about stopping smoking I recommend it is a good thing for you and your family I can arrange support for you.” Refer to local stop smoking service.		

Frequently Asked Questions

1. Why have a smokefree commitment at [our workplace]?

Tobacco is the leading cause of preventable death and health problems in New Zealand.

We recognise workplaces have an ideal opportunity to improve the wellbeing of our team, and their families.

By providing our staff with a work environment where smokefree is 'the norm', this is known to minimise the risk that others will be tempted to take up/initiate smoking, to 'join in' the culture of tobacco use. Our smokefree commitment will also ensure that [our workplace] doesn't undermine the 'quit' attempts of those wanting to become and remain smokefree, with the knowledge that the highly addictive nature of tobacco, makes it very challenging to resist.

We also strive to minimise hazards such as fire risk and second-hand smoke exposure. We think it's great to take part in a community approach helping move New Zealand towards its Smokefree 2025 goal.

2. Who does it include?

This smokefree policy includes all staff [and contracted staff/volunteers, and anyone else associated with our organisation].

Even if you are already smokefree, you too have a responsibility to be supportive. Wellness is for everyone.

3. Why won't we have a designated smoking area on site?

We know the visibility of smoking compromises people's attempts to stop smoking by triggering cravings, and can make smoking appear 'the norm'. Workplaces that enable tobacco use can, and do lead to people starting to smoke.

4. If I smoke does that mean I can't get a job?

We remain committed to employing the right person for the right job. If you are not ready to become smokefree, and are worrying about managing those moments when you are really feeling like a cigarette, please know there are products available to manage your cravings while at work. We are happy to discuss this with you. We also remain committed to supporting people through the process of stopping smoking.

5. Surely I'm not harming anyone if I just make sure I'm not around other people or flammable items when I smoke?

Smokefree sites/work areas not only protect staff from the harm caused to themselves by tobacco, but also protect others from the harm of second-hand smoke. Smokefree workplaces make it easier to avoid relapse for those who used to smoke by keeping tobacco out-of-sight.

Smokefree workplaces also decrease the chance that other people will be tempted to start using tobacco, when they join [our workplace] workforce. 'Smokefree' will be our new 'norm', rather than being a workforce that has tobacco use as a part of our culture.

6. Isn't it my right to smoke?

Our policy requires that you take responsibility for complying with our commitment to provide smokefree environment in our workplaces.

7. What about my break-times?

We ask that you demonstrate self-responsibility, and show consideration for others. We require your compliance with the scope of the policy including the principles behind our smokefree commitment:

[Our workplace]

- Has a responsibility to foster and support the health and wellbeing of their employee's and indirectly, their families / whanau.

- Has a legal obligation to protect the health and safety of employees and visitors from the effects of identified hazards which includes second hand smoke
- Is committed to normalise, protect, support and promote smokefree.
- Has a commitment to protect the worksite from fire hazards and litter
- Recognises our corporate image, and thereby can positively influence our community by role modelling smokefree behaviour in the presence of consumers.

8. Aren't you penalising those people who smoke? It's hard enough for them already.

80% of people who smoke say that they would not smoke if they had their life again and 35% make at least one quit attempt each year ...and they wouldn't want their kids to start.²

Supporting staff towards a smokefree lifestyle is a responsible initiative as an employer, as a leader in our community, and also demonstrates respect for health and safety. We know tobacco is lethal.

We take pride in having an approach which is encouraging and supportive. We know that this will benefit people in a number of ways, not just the health of their body, but will have a positive impact on their family wellbeing also. This commitment is supported by members of our organisation.

9. Who ensures visitors and staff from other companies respect our smokefree site?

Signage will clearly indicate the expectation to be smokefree on our sites, including in company vehicles. This will also be indicated with a sign at reception, and the companies we contract with are being kept informed too. If you think someone has overlooked this, a friendly "hi - we have a smokefree site here" is a great way to help keep people aware.

10. What will happen if I disregard this policy?

Managers have the responsibility of ensuring employees are aware of all policy expectations and know how to offer support to be smokefree.

We trust that each staff member will get on board, demonstrate self-responsibility, and recognise the positive contribution they can make. Should there be ongoing significant breaches of this policy, for example continuing to be observed smoking onsite/on work areas and/or whilst identifying as our employee, then disciplinary action could be taken as a last resort.

We remind you of our commitment to fair and supportive processes for addressing any practices/behaviours which are unacceptable.

² <https://www.health.govt.nz/system/files/documents/publications/targeting-smokers-to-quit.pdf>

How Smokefree is your Workplace? An Audit Tool

How to use this tool

This tool is designed to take a current snapshot of the smokefree status of your workplace. This strength-based tool is intended to highlight 'Where we are now' and to notice 'where we could be' towards a sustainable smokefree workplace.

Get together with one or two people with appropriate knowledge. Provide a rating from the scale below, with comments.

You'll notice that through this process you'll come up with great ideas along the way '**how we could get there**' – so capture them in the 'ideas' section so they can be built into a plan. If you don't like this rating system – use traffic lights instead – then score yourself 2 points for each green (complete) area, 1 for amber (work in progress), 0 for red, (change the potential total for each section if you do!).

NB. You should repeat this checklist a 6- 12months after you embed changes, to see how far you've come!

Rating for Status

- 5 Full
- 4 Substantial
- 3 Moderate
- 2 Limited
- 1 Minimal

Workplace:

Date:

Names of those present:

STEP 1: Policy	Status	Comment re Status	Ideas (Park Bench)
The workplace has a smokefree policy which commits to normalise, protect and support auahi kore/smokefree lifestyles		<i>(For this Step 1 Section – read through your current smokefree policy to identify what it commits to).</i>	
Environmental component: <ul style="list-style-type: none"> – All workplace buildings being smokefree – All workplace grounds, vehicles, and non-workplace vehicles in grounds being smokefree 	/5		
Screening and responding: <ul style="list-style-type: none"> – Screening smoking status of staff – Provision of brief, relevant advice – Providing opportunities which support and assist staff to become and/or maintain smokefree – Systems in place to ensure sustainability 	/5		
<ul style="list-style-type: none"> – Including all staff, contractors, visitors and clients. 	/5		
Awareness and communication: <ul style="list-style-type: none"> – Health and wellbeing approach, with access to education and information. – Visible smokefree status 	/5		
Smokefree role modelling and responsibilities <ul style="list-style-type: none"> – Clear expectations for all members of workplace 'community'. 	/5		
Other <ul style="list-style-type: none"> – Ensuring policy document is updated as reviewed on a regular schedule – Simple monitoring of impact of this policy 	/5		
STEP 1: Total	/30		

STEP 2: Systems	Status	Comment re Status	Ideas (Park Bench)
The workplace provides smokefree systems for sustainability		<i>For Steps 2-5 comment on what actually happens at the workplace, rather than what the policy says 'is happening'</i>	
– Promoting smokefree environments (e.g. posters, signage)	/5		
– Informing staff of smokefree policy	/5		
– Ensuring all contractors and visitors comply with smokefree policy	/5		
– Systems in place for recording employee smoking status, prompting brief advice and referring to cessation opportunities at pertinent moments	/5		
– Supporting strategies which encourage and support smokefree staff (e.g. reimbursing staff for costs of NRT, using worktime for manaaki).	/5		
– Referral pathway to stop smoking support	/5		
– Simple monitoring of impact of policy	/5		
STEP 2: Total	/35		

STEP 3: Staff Development & Knowledge	Status	Comment re Status	Ideas (Park Bench)
The workplace engages staff with learning through ...			
– Facilitating a programme of smokefree education / stop smoking support for staff	/5		
– Ensuring managers and supervisors are trained in staff support options available	/5		
– Ensuring managers and supervisors are trained in procedure to follow when breaches of smokefree policy occur	/5		
– Other upskilling of staff/board pertinent to role	/5		
– Enabling staff to have access to information about tobacco, addiction, smokefree e.g. via intranet, brochures etc	/5		
STEP 3: Total	/25		

STEP 4: Role modelling and Responsibilities	Status	Comment re Status	Ideas (Park Bench)
The workplace has clearly defined roles for staff and consumers through ...			
– Designated smokefree leadership responsibility is identified within the workplace	/5		
– Responsibilities for managers clearly defined	/5		
– Organisations' representing staff (e.g. Unions) endorsing and promoting policy	/5		
– Smokefree role modelling when representing work	/5		
STEP 4: Total	/20		

STEP 5: Performance	Status	Comment re Status	Ideas (Park Bench)
The workplace actively measures smokefree results by ...			
– Numbers of smokefree staff	/5		
– Numbers of staff accessing work based referral to stop smoking services	/5		
– Numbers of staff receiving work based smokefree education sessions	/5		
– Staff feedback	/5		
– Consumer/client feedback	/5		
STEP 5: Total	/25		

OVERALL STATUS	Rating
Actual	
Possible	135

GENERAL COMMENTARY

Sample Smokefree Workplace Policy

Purpose

The purpose of this policy is to ensure *insert company name* meets the requirements of the Smoke-free Environments Act (1990) and protects the health and safety of those who work at or visit this workplace

Policy

The Smoke-free Environments Act 1990 requires all indoor workplaces like offices, factories, warehouses and work canteens are required to be smokefree at all times.

- All buildings
- All vehicles

This policy extends this to include:

- Within 10-metre of all openings (doors, windows etc)
- On site, in buildings and grounds, at all times
- All organisation events will be smokefree (whether or not held on organisations grounds) including events sponsored, partnered or funded by the organisation

Procedure

Education and Promotion

- All staff will be informed of the policy
- Reference to the smokefree policy will be included in workplace employment agreements and recruitment processes
- All recruitment documentation, including job advertisements and orientation packs for new staff, include a statement about the smokefree policy Service contractors will be notified of the smokefree policy
- The company's internal newsletter will promote smokefree lifestyles and stop smoking services
- On May 31st each year (World Smokefree Day) the CEO/Manager will write to all staff promoting stop smoking and outlining the support that this organisation offers

Signage

- This smokefree policy will be clearly displayed
- Smokefree signs will always be clearly visible in the workplace, on the grounds and in vehicles.

Stop Smoking Support

- The quit smoking pamphlets and posters will be available in staff rooms and on notice boards
- Details of stop smoking services will be made available to staff, including the Quitline and local stop smoking services.
- Staff will be provided with time to call the Quitline (0800 778 778) and receive call backs in work time
- The cost of Quit Cards (\$5.00-\$10.00 per month supply) will be covered by this organisation

Responsibilities

- All employees will be smokefree during work hours,
- All employees, when wearing uniform or logo including an ID badge, will be smokefree,
- Managers and supervisors will be trained on what to do and the process to follow if someone smokes in the workplace
- Staff questions regarding this policy can be answered by _____

Policy Review

This policy was developed on _____ and will be reviewed bi-annually, next due _____