



## Arkansas Statewide Tobacco Programs and Services (AR Stops)

# Smoke-free Workplace Toolkit Supplement Booklet

**Helping Arkansas'  
Workforce  
Quit Tobacco**

# **A Guide for Implementing Smoke-Free Policies**



## **Background**

The evidence is clear that smoke-free laws protect health without harming business. Dozens of studies and hard economic data have shown that smoke-free laws do not harm sales or employment. In fact, these laws can have a positive impact on business. Studies of smoke-free workplaces, including restaurants and bars, show profits rise with increased productivity and decreased maintenance costs.

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## **As an employer:**

An effective smoke-free policy should be caring, concise and thorough. The policy should focus on protecting people from harm rather than restricting behavior. The executive team must be solidly behind the effort.

# **Objective 1: Establishing Policy**

## **Proposing a Policy:**

An effective policy should prohibit smoking inside and outside the facility. The policy will include all associates, contractors, vendors, visitors, and guests.

**Policy Recommendations:** The new policy should clearly identify specific areas where smoking will be prohibited to avoid confusion for associates, contractors, vendors, visitors, and guests. The new policy should identify whether smoking is allowed in the parking lot, in vehicles in the parking lot, in vehicles pulled up to the loading dock, etc.

Smoke-free Workplace policies often include the following major elements: Purpose, Definition, Facilities and Areas Affected, Use of Facilities by Outside Parties/Vendors, Patient and Visitor Smoking, Tobacco Sales on Campus, Progressive Counseling/Enforcement, Available Smoking Cessation Programs, Campus-Wide and/ or Management Commitment, Sign Requirements, Breaks, Procedures for Implementation, and Smokeless Tobacco Use.

# Objective 2: Establishing a Timeline

## Proposing a Timeline:

The timeline should provide enough time for the workplace to provide access to referral and treatment options. The establishment of a system-wide process for identifying and referring smoking employees to treatment should include offering tobacco cessation for three months prior to policy effective date.

## Timeline Recommendations:

The workplace should continue to inform associates, contractors, vendors, visitors, and guests of the policy and when it will go into effect. Associates should be provided with cessation opportunities and information on an ongoing basis both before and after the policy effective date. Contact information about available programs should be worked into systematic messaging to employees.



## As an employer:

Enough time is needed for associates, contractors, and vendors to prepare for the change. Options for cessation should be offered prior to implementation and enforcement of the policy. Training for all employees in how to handle violators should be offered prior to implementation and enforcement.

### **As an employer:**

Communicate a non-threatening, caring, but firm message that the company is committed to providing a healthy environment for associates, contractors, vendors, visitors, and guests and that the policy will be implemented, supported, and enforced. Discussion and change should focus on the policy and not on the individuals who smoke.

## **Objective 3: Communicating the Smoke-free Message**

### **Communication of a smoke-free message:**

Communicate a non-threatening, caring, but firm message that the company is committed to providing a healthy environment for employees and visitors and that the policy will be implemented, supported, and enforced. Focus on the policy and not on tobacco users. Communicate that the company is willing to assist employees and visitors by referring them to cessation treatment.

### **Smoke-free message recommendations:**

How the smoke-free message is communicated will affect how the message is received by the target audience. Successful messages are often upbeat and include positive events and or activities for employees.

Communicate a non-threatening, caring, but firm message to the employees that the workplace is committed to modeling a healthy environment and that the policy will be implemented, supported, and enforced. Include that cessation options will be available. Employees may inquire about availability of cessation treatment for individuals outside the workplace.

# Objective 4: Managing the Environment



## **Proposing the management of the environment:**

Plans for managing the environment should be top priority for discussion.

## **Managing the Environment Recommendations:**

Place friendly, positive signage in strategic locations: The front entrance; on the front door so they can be easily viewed as people enter the facility; on all entrances; outside by the loading docks. Remove all ashtrays or other receptacles; these items indicate that smoking is acceptable. Continue to monitor policy for effectiveness.

## **As an employer:**

Many aspects of the environment encourage and/or discourage smoking. Associates, contractors, vendors, visitors, and guests will find it helpful when any needed changes to the environment are made in advance of the policy effective date.

### **As an employer:**

Provide as much assistance with cessation for employees as possible. Include insurance coverage for cessation medications and access to information on no cost counseling. Provide materials to employees who do not smoke on how to best assist smoking co-workers with cessation.

## **Objective 5: Provide Access to Cessation**



### **Proposing Access to Cessation:**

Ensure that the system supports the identification and treatment of tobacco users. As a matter of good practice and policy, employers should provide access to tobacco cessation services to every employee who uses tobacco.

### **Managing Access to Cessation Recommendations:**

Provide information to employees and their families about the cessation options available to them.

# Objective 6: Enforcement

## Proposing the enforcement plan:

Ensure that the system enforces that any new associate observed using tobacco products will be subject to discharge. The first offense will result in suspension (In-house with pay). Second offense will result in discharge.

## Enforcement Recommendations:

Communicate clearly that this policy will be enforced. Ensure that enforcement is equitable across all job categories. Note: Sometimes employees seek to leave the premises for a smokebreak. It is often helpful to make no differentiation between smoking breaks and any other kind of break from work.

## As an employer:

A smoke-free policy should be enforced just as any other safety policy. Most employers experience high compliance with policies. Consequences for violators, however, should be noted in any human resource-related materials such as employee handbooks, governance documents, etc.



# Attached CD Contents

## ***Objective 1: Establishing Policy***

Sample Policies and Fact Sheets for Policy Makers

## ***Objective 2: Establishing a Timeline***

Examples

## ***Objective 3: Communicating the Smoke-free Message***

Bulletin, Brochure, Press Release, Q&A Sheets

## ***Objective 4: Managing the Environment***

Signage

## ***Objective 5: Provide Access to Cessation***

PHS Guidelines

## ***Objective 6: Enforcement (Supporting Ongoing Implementation)***

Systems, Tobacco Use as a Chronic Issue

## ***Other Helpful Resources***

Toolkits, Making Your Workplace Smoke-Free, Brochures, etc.





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