



# Smokefree

Policy Guide for

# Workplaces

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>> Smokefree





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- Equestrian Queensland
- Pony Club Australia
- Football Queensland
- Netball Queensland
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# Introduction

84 per cent of Australians recognise that working and socialising with smokers has the potential to affect their own health.<sup>1</sup>

However, in some instances non-smokers are unable to avoid locations where passive smoking occurs.

By implementing a smokefree policy for your organisation, you can help prevent the damaging effects of smoking and passive smoking. You will also be providing employees with a healthy and pleasant environment in which to work.

The development of a smokefree policy also allows your organisation to build on existing no smoking legislative requirements. In addition to reducing exposure to tobacco smoke, your organisation can help prevent smoking uptake and encourage smoking cessation.

A smokefree policy is a formal document endorsed by management, which outlines your organisation's position on smoking.

This smokefree policy guide has been developed specifically for workplaces. It takes you step-by-step through the decision making and planning processes. The guide also includes:

- Information on the health effects of smoking and passive smoking;
- Sample policies that you can use and adapt to form a smokefree policy for your organisation;
- A set of resources to help you implement your policy; and
- A list of useful contacts.

## Smoking facts

As part of developing your smokefree policy, it is a good idea to become familiar with some smoking facts. These facts highlight why becoming a smokefree workplace is so important and will help you promote your policy to employees.

### Workplace smoking

- Non-smokers exposed to tobacco smoke in the workplace are up to 19 per cent more likely to develop lung cancer.<sup>2</sup>
- Absenteeism due to smoking related illnesses is estimated to have cost Australian businesses over one billion dollars in 1998-1999.<sup>3</sup>
- Research shows that smokefree workplaces have increased rates of productivity, as less time is spent on smoking breaks.<sup>4</sup>
- Hospitality workers exposed to tobacco smoke are up to three times more likely to develop lung cancer.<sup>5</sup>

### Smoking prevalence in Queensland

- 19.8 per cent of Queenslanders smoke on a daily basis (21.5 per cent of males and 18.1 per cent of females).<sup>6</sup>
- 30 per cent of Queenslanders aged between 20 and 29 years smoke. This is more than any other age group.<sup>6</sup>
- An average of 23.5 per cent of working-aged Queenslanders, aged between 20 and 60 years, are daily smokers.<sup>6</sup>
- 28 per cent of Queenslanders are ex-smokers.<sup>6</sup>

### Smoking death and illness

- Smoking is the single greatest cause of preventable death in the developed world.<sup>7</sup>
- More than 3400 Queenslanders die each year from smoking related illnesses.<sup>8</sup>

- By extrapolating information from a number of studies<sup>9 10 11 12 13</sup>, it is estimated that prior to 2002, and the introduction of smokefree legislation for most workplaces, one non-smoker died from exposure to tobacco smoke for every eight to twelve smokers who died from smoking related illnesses. Based on these statistics, it is estimated that prior to 2002, 300 Queenslanders died each year from passive smoking in their homes, workplaces and social settings.
- Smoking causes a range of serious health problems including<sup>14</sup>:
  - Cancer;
  - Heart disease;
  - Stroke;
  - Asthma;
  - Emphysema;
  - Peripheral Vascular Disease, a cause of gangrene;
  - Peptic ulcers;
  - Chronic bronchitis; and
  - Macular Degeneration, a common cause of blindness.
- Smoking is linked to 12 per cent of all new cancer cases including<sup>15</sup>:
  - Lung cancer;
  - Cancer of the oral cavity, oesophagus and larynx;
  - Stomach cancer;
  - Kidney and pancreatic cancer;
  - Cancer of the uterus, cervix and vulva;
  - Bladder and colon cancer;
  - Cancer of the penis and anus;
  - Liver cancer; and
  - Leukaemia and multiple myeloma (cancer of the blood).
- Nicotine, one of the main ingredients in tobacco smoke, is more addictive than heroin and cocaine.<sup>16</sup>

## Passive smoking

Passive smoking is the involuntary inhalation of tobacco smoke from other people's cigarettes, cigars and pipes.

Tobacco smoke is a mixture of more than 4000 chemicals, many of which are poisonous and of which at least 69 are known carcinogens, or cancer causing agents.<sup>17</sup> Tobacco smoke in the air is referred to as environmental tobacco smoke.

Smoking produces three different types of smoke:

- Mainstream smoke – the smoke inhaled by the smoker;
- Exhaled mainstream smoke – the smoke that is exhaled by the smoker; and
- Sidestream smoke – the smoke that originates from the burning cigarette.

Sidestream smoke, which accounts for approximately 85 per cent of environmental tobacco smoke, is not filtered and is produced at a low temperature which means little of the cigarette's poisons are burnt off<sup>18</sup>. As a result, sidestream smoke contains very high levels of dangerous substances. In fact, the level of carcinogens in sidestream smoke can be 30 times higher than in mainstream smoke.<sup>19</sup>

Some of the effects of passive smoking (for example, breathing in environmental tobacco smoke) are immediate. These include:<sup>20, 21, 22</sup>

- Eye irritation;
- Headache;
- Cough; and
- Sore throat.

In the long term, the effects of passive smoking are much more serious. There is sufficient evidence to conclude that passive smoking can cause some of the same ill effects as smoking, including lung cancer and heart disease.<sup>20, 21, 22</sup> In children, passive smoking can cause bronchitis, pneumonia and other lung and airway infections; exacerbated asthma symptoms; and middle ear disease.<sup>20, 21, 22</sup>

In addition, there is evidence to suggest that passive smoking may also be linked to breast cancer, nasal sinus cancer, childhood cancers, stroke, chronic obstructive pulmonary disease and asthma.<sup>20</sup>

# Benefits of being a smokefree organisation

Implementing a smokefree policy benefits both your organisation and employees in a number of ways.

## Benefits to your organisation

Implementing a smokefree policy can:

- Increase productivity – research shows that smokefree workplaces have increased rates of productivity as less time is spent on smoking breaks;<sup>4</sup>
- Reduce your organisation's risk of legal action regarding exposure to tobacco smoke at work;<sup>4</sup>
- Reduce absenteeism – the implementation of a smokefree policy leads to decreased rates of employee smoking. Studies show that non-smokers have fewer sick days than smokers;<sup>4</sup>
- Reduce fire risks and insurance premiums<sup>4</sup>; and
- Reduce Workcover claims relating to passive smoking.<sup>5</sup>

## Benefits to your employees

A smokefree policy benefits your employees by:

- Providing a more comfortable work environment;
- Protecting their health;
- Decreasing their risk of smoking related illnesses;
- Providing health awareness; and
- Providing smoking cessation assistance.

## Legislation and legal issues

### Tobacco and Other Smoking Products Act 1998

Queensland's tobacco legislation aims to reduce the harm caused by tobacco through:

- Restricting the sale of tobacco products to children;
- Restricting the advertising, display and promotion of tobacco products; and
- Reducing the public's exposure to environmental tobacco smoke.

Requirements under the tobacco legislation include the following:

- Tobacco products must not be sold to children;
- Tobacco retailers must undertake employee training;
- Display of mandatory signage such as quit smoking and sales to minors signage at a retail outlet;
- Tobacco products must not be advertised or promoted;
- Smokefree enclosed (for example, indoor) places such as workplaces, offices, factories, shopping centres, hotels, clubs and restaurants; and
- Smokefree outdoor public places such as commercial outdoor eating or drinking places, patrolled beaches, outdoor children's playground equipment, major sport stadiums and non-residential building entrances.

The tobacco legislation for smokefree commercial outdoor eating or drinking places applies to all food or drink businesses that provide an outdoor area in which customers are allowed to consume food or drink. Premises holding a General, Club or Casino liquor licence are permitted to set aside a Designated Outdoor Smoking Area (DOSA) where smoking and drinking may occur.

To ensure that you are aware of your obligations under the tobacco legislation and for information, assistance or resources such as signage, contact the Tobacco Hotline, 1800 005 998 (8am to 6pm, seven days a week).

### Workplace Health and Safety Act 1995

The objective of the *Workplace Health and Safety Act 1995* is to prevent workplace related death, injury and illness. Under section 27A of the *Workplace Health and Safety Act 1995* health and safety at work can be managed by:

- Identifying hazards;
- Assessing the risks they pose;
- Deciding on appropriate control measures to prevent or minimise the level of risk;
- Implementing control measures; and
- Monitoring and reviewing the effectiveness of the measures.

Tobacco smoke is a hazard that needs to be considered and appropriate measures should be implemented to prevent or reduce the associated risks.

## Litigation – some stories

In 2000, Melbourne's Tien Tien Café Bar was ordered by the Melbourne Magistrate's Court to pay \$7000 compensation to a diner who suffered a debilitating asthma attack after being exposed to tobacco smoke at the restaurant. The court found that the restaurant neglected to enforce their smokefree rule in the designated smokefree area and they did not provide adequate divisions between smoking and smokefree areas of the restaurant.<sup>23</sup>

In 2001, a non-smoking employee from Port Kembla Hotel and Port Kembla RSL was awarded \$466,000 compensation by the New South Wales Supreme Court. The plaintiff worked as a bar attendant and developed laryngeal cancer from years of passive smoking while at work.<sup>23</sup>

Active smokers have also been awarded damages for exposure to tobacco smoke. George O'Keefe died of lung cancer, aged 64. Although a light smoker, the court heard that George was exposed to great amounts of tobacco smoke during the 30 years he worked as a bar attendant in Victoria. It was argued that this exposure contributed to the development of his cancer. George's widow was awarded \$20,000 in an out of court settlement.<sup>23</sup>

Hilton Hotels were found to have discriminated against a woman with asthma by the Human Rights and Equal Opportunities Commission after smoke in a Sydney Hilton nightclub caused her to have an asthma attack and she had to leave the smoky venue. It was found that the nightclub's failure to provide a smokefree venue was a form of discrimination under the *Disability Discrimination Act*. The plaintiff was awarded \$2000 compensation.<sup>23</sup>

## Purpose of implementing a smokefree policy

A smokefree policy is a formal, written document that outlines your organisation's stance on smoking. The policy need not be long, usually one to two pages is sufficient, however it is important that the policy be formally accepted by management. For a sample smokefree policy, refer to page 15. Tailoring the smokefree policy to your organisation will ensure that all relevant smoking related issues are addressed.

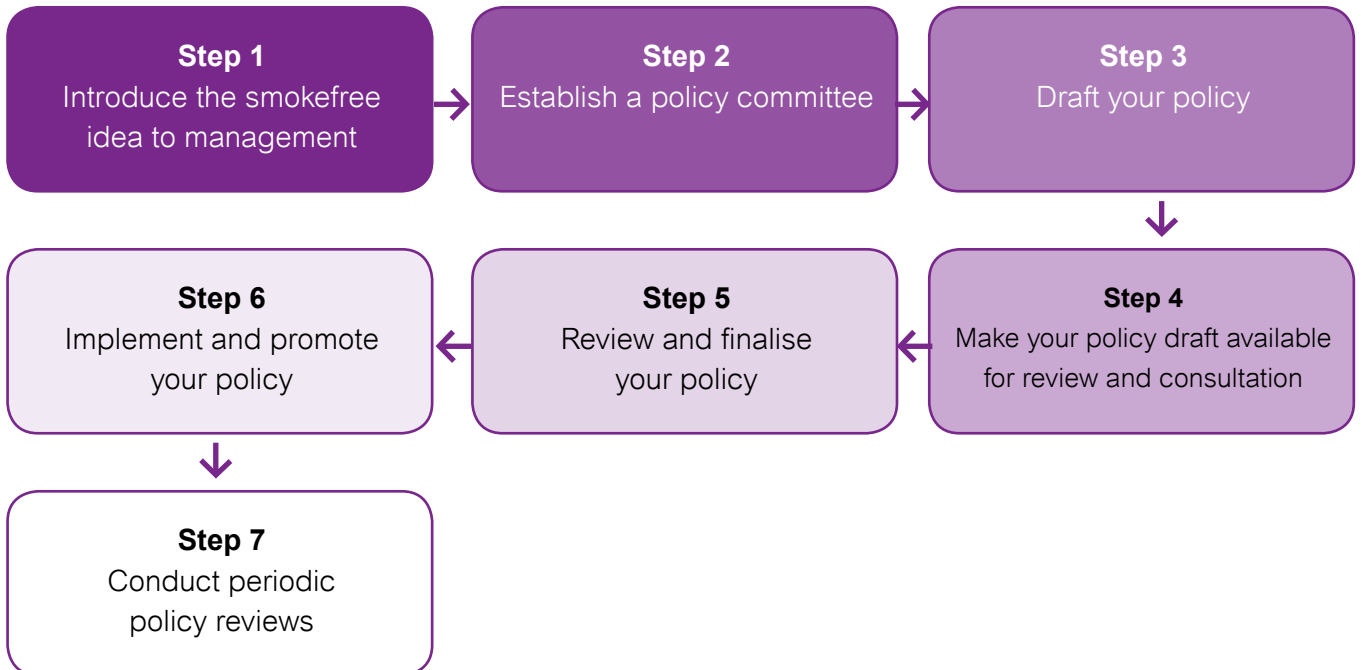
A smokefree policy outlines why your organisation has decided to be smokefree and provides detailed information on who the policy affects, what facilities are smokefree, what can be done in the event that the policy is breached, and ways to encourage and support smokers when quitting.

Implementing a policy that has been endorsed by management ensures that your organisation has the right to stop people smoking in the workplace.

A written smokefree policy also shows your organisation's commitment to promoting the health and wellbeing of your employees.

# Developing a smokefree policy

There are a number of steps that you can follow to help your organisation develop a smokefree policy. By following these steps, you will ensure that a comprehensive policy is developed and that the policy is promoted throughout your organisation. The key to developing and implementing an effective smokefree policy is planning and managerial support.



## Step 1 Introduce the smokefree idea to management

Before beginning the development of a smokefree policy, you need to introduce the idea to management. You could do this by having the issue added to the agenda for your organisation's next management meeting. Some points you might like to raise include:

- The benefits of implementing a smokefree policy;
- Legislative and legal issues associated with smoking;
- The effects tobacco smoke has on health and productivity;
- Smokefree policy options – a total smokefree policy versus a partial smokefree policy; and
- What you need to do to develop and implement a smokefree policy.

A PowerPoint presentation which can assist in presenting this information to your management committee can be downloaded from The Cancer Council Queensland's website at [www.cancerqld.org.au](http://www.cancerqld.org.au).

## Step 2 Establish a policy committee

Establish a smokefree policy committee which is made up of a range of representatives from your organisation including management, employees and union representatives.

The committee's role is to advocate for and promote the value of a smokefree policy, make recommendations for content to be included in the policy, prepare draft policies, provide these drafts to management and employees for comment and develop the final policy document. The smokefree policy committee should also make plans regarding the implementation and promotion of the policy. Enforcement of the policy, however, should be the responsibility of management. It is a good idea to re-establish the smokefree committee for the policy review.

Remember, it is important that the smokefree policy committee is established with the knowledge and approval of management.

## Step 3 Draft your policy

When developing your policy, make sure you include the following components:

- **Rationale**

The rationale should be the first significant item in your smokefree policy. The rationale outlines why your organisation is implementing a smokefree policy. Include information regarding the damaging health effects of smoking and passive smoking and how they can affect work and productivity (see page 2). You may wish to include some statistics on the prevalence of smoking related mortality.

State your organisation's belief that smoking related issues are important concerns that need to be addressed. Refer to the issues you raised with management when the idea of a smokefree policy was first discussed – these are issues that you can address when developing your policy's rationale.

- **Aims**

Outline what your organisation is hoping to achieve by implementing a smokefree policy. These aims may relate to management, employees and clients and include reducing damaging health effects and legal risks and increasing workplace morale and productivity.

- **Policy details**

Outline the specific details of the policy:

- Who the policy affects;
- Which areas and events are covered by the policy; and
- When the policy will take effect.

Before you can do this, however, you need to make an important decision.

***Will your organisation implement a total smokefree ruling or a partial smokefree ruling?***

A total smokefree ruling means that all areas of your organisation's premises (indoors and outdoors) will be smokefree at all times. A partial smokefree ruling means that smoking is only allowed in certain outdoor areas on the premises.

To determine which option is best for your organisation, it may be beneficial to conduct a survey of your employees. This will help gauge your employees' thoughts on the issue. For a sample survey refer to page 20.

If you decide to allow smoking in certain outdoor areas it is very important to ensure that these areas comply with Queensland's tobacco legislation. For detailed information regarding the legislation, contact the Tobacco Hotline on 1800 005 998.

Be as specific as possible when detailing areas to which the smokefree policy applies, even if you are implementing a total smokefree ruling. For example, make sure your policy states that it applies to indoor and outdoor work areas, car parks, restrooms, stairwells, storage rooms and any other areas located within your premises.

If your organisation decides to have a partial smokefree ruling, make sure that your policy still contains restrictions that will help reduce smoking and exposure to tobacco smoke. For example, ensure that the outdoor smoking areas are not in full view of your clients or customers, they are not situated on top of busy smokefree zones, specific smoking breaks are prohibited or limited, that quit smoking programs are encouraged, and that you comply with all relevant legislation.

Remember, although the development of a partial smokefree ruling may seem like the best choice, this will mean that non-smoking employees may still be exposed to tobacco smoke.

***Other issues to cover in this section include:***

- Your organisation's stance on smoking while individuals are acting in an official capacity;
- Your organisation's stance on smoking breaks which are outside the award meal breaks and rest periods;
- How the policy and smokefree message will be promoted and endorsed by your organisation; and
- How your organisation's stance will relate to work functions held on external premises.

- **Non-compliance strategy**

It is very important to include a written statement that outlines how your organisation will promote and encourage compliance, and how non-compliance will be handled. Ways of encouraging compliance include education, staff and volunteer training and assisting staff to become non-smokers. Steps for addressing non-compliance may include:

- Asking the individual to extinguish the cigarette immediately;
- Explaining that smoking is only permitted in certain outdoor areas (if applicable);
- Providing individual information about why the smokefree policy has been implemented;
- Making every possible effort to assist employees in understanding why the policy is necessary; and
- In the event that all previous measures are unsuccessful, it may be necessary to recommend that disciplinary action be taken for failure to comply with a direction. It is important that such action is previously discussed with personnel management and that action taken is appropriate for any breach of workplace health and safety policy. It may be appropriate for a union representative to be present when the action is taken.

Remember, quitting or cutting down the number of cigarettes an individual smokes is not easy. If an employee is experiencing difficulties, it may be necessary to consider alternatives. This may involve setting up an adjustment period where employees are able to gradually reduce the number of cigarette breaks they have. Over time, this will help them manage without smoking from one award meal break to another.

Your non-compliance strategy should also include an explanation of how complaints about the policy should be made and to whom they should be directed.

- **Your organisation's commitment**

Detail how your organisation will ensure that the smokefree policy is promoted. In addition to presenting a non-compliance strategy, outline ways in which your organisation will ensure that all employees are aware of the policy and how your organisation will encourage everyone to be smokefree. Methods may include:

- Distributing the smokefree policy to all existing employees and to new employees upon commencement;
- Displaying smokefree posters and signage;
- Advertising your organisation as being smokefree;
- Including a smokefree logo on your organisation's letterhead;
- Stating that your organisation is a smokefree workplace on advertised employment positions;
- Making resources available which explain the effects of smoking and passive smoking;
- Subsidising Nicotine Replacement Therapy for employees;
- Allowing employees to visit their doctor or pharmacist during work

- hours to investigate the form of quit smoking support best suited to them;
- Providing support and resources for those interested in quitting smoking by promoting Quitline, 13 QUIT (13 7848), and including tips for quitting in newsletters; and
- Organising smoking cessation courses for interested employees (refer to page 26 for details of The Cancer Council Queensland's *Fresh Start*® courses and seminars).

It is important that your organisation's commitment to your smokefree stance is ongoing. Ensure that your organisation provides the above methods of support regularly and continuously. This will help promote the smokefree message, prevent smoking uptake and encourage smoking cessation.

- **Policy review procedure**

In order to ensure the policy remains up to date and relevant to the needs of your organisation, define a period for policy review. Setting the first review period within six to 12 months is a good idea as it helps provide timely feedback so changes can be made, if needed, to make the policy more effective. After the initial review has been conducted, it may be more suitable to conduct further reviews on a yearly or two yearly basis. Evaluation strategies to use when conducting your review include surveys, questionnaires and observations.

## **Step 4     Make your draft policy available for review and consultation**

Once you have developed a draft of your smokefree policy, ensure it is clearly marked as a draft and make it available for management and employees to review. Set a date by which comments and reviews are due so that everyone is aware that they have a set period to make comments.

## **Step 5     Review and finalise your policy**

Take into consideration comments made during the draft review period and finalise your smokefree policy. Once the final version of the policy is complete, submit the policy to management for endorsement.

## **Step 6     Implement and promote your policy**

Plan an official launch for your new smokefree policy so that everyone in your organisation is aware of the policy's existence. For example, the launch could be planned to occur on World No Tobacco Day (May 31 each year), at an organisation event or at the beginning of a new year. You may wish to launch your policy before its official implementation date to make sure everyone is aware of the policy.

Promote the smokefree policy as broadly as possible. Ideal places to promote your policy include:

- Staff newsletters;
- Notice boards;
- Websites;
- Organisation brochures and stationery; and
- Employment forms and introductory letters.

Promotion of your policy should be regular and ongoing. Continued promotion of your policy will act as a reminder and help prevent smoking uptake and encourage smoking cessation.

To implement your smokefree policy, prepare your organisation's premises by:

- Removing ashtrays and butt bins;
- Displaying smokefree signs;
- Providing resources for your employees about the effects of smoking and smoking cessation;
- Encouraging and promoting the benefits of quitting smoking and supporting employees who want to make a quit attempt; and
- Ensuring that all staff and volunteer's within your organisation are well informed about the policy and reasons your organisation is going smokefree.

Smokefree signage can be displayed around your organisation's premises and facilities. Smokefree signage can be obtained by phoning The Cancer Council Helpline on 13 11 20 or the Tobacco Hotline on 1800 005 998.

If you are setting aside smoking areas, ensure that they comply with Queensland tobacco legislation.

## **Step 7      Conduct periodic policy reviews**

In accordance with your policy's review procedure, conduct periodic evaluations of your smokefree policy. Set the initial review for six months after the policy is implemented, so that you can evaluate the policy's effectiveness and make amendments as required. Set later reviews at yearly or two-yearly intervals or perhaps for the beginning of each new year.

Issues to consider when reviewing your policy include:

- The effectiveness of smokefree signage - is more signage needed, should the signage be more appropriately placed?
- Whether or not people are abiding by the policy - if not, do you need a stronger non-compliance strategy?
- Whether or not all staff are aware of the policy and the reasons it has been implemented - if not, is more education required?
- Employee awareness of smoking issues and quit smoking activity.

Strategies you could use to evaluate your policy include conducting brief surveys and making observations.

# Policy samples

## Sample smokefree policy 1: for organisations implementing a total smokefree ruling

### Rationale

Smoking is the greatest cause of preventable death in the developed world, leading to the death of more than 3400 Queenslanders each year.

*(Name of organisation)* recognises the harmful health effects of tobacco smoke. Smoking and passive smoking can cause many diseases including lung cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma. Research has found that smoking is also responsible for reduced workplace productivity and increased absenteeism.

To help combat the damaging effects of tobacco smoke and to protect our employees, *(name of organisation)* is a totally smokefree workplace. We believe that non-smokers should not have to be exposed to the hazards of tobacco smoke. Our smokefree policy protects the health of all our staff and creates a healthy and pleasant environment.

### Aims

*(Name of organisation)*'s smokefree policy aims to:

- Create a healthy environment;
- Create an environment which encourages maximum productivity; and
- Protect the overall health and wellbeing of all our staff by actively encouraging smoking prevention and smoking cessation.

### Policy details

The *(name of organisation)*'s smokefree policy is effective from *(start date)*.

The smokefree policy applies at all times to:

- All indoor areas including:
  - offices
  - lunch rooms;
  - meeting rooms;
  - stairwells;
  - restrooms.
- All outdoor areas including:
  - the grounds;
  - carpark;
  - loading docks;
  - back shed.

The smokefree policy applies to all *(name of organisation)* management, employees, contractors, clients and visitors while on our premises.

Smoking is only permitted during award meal breaks and rest pause arrangements.

*(Name of organisation)* management and employees should refrain from smoking when they are acting in an official capacity off-site.

**Our commitment**

To support the smokefree policy and to minimise non-compliance (*name of organisation*) will:

- Provide information regarding the health effects of smoking and the importance of being smokefree;
- Provide a copy of the smokefree policy to all existing employees and to new employees upon commencement with the organisation;
- Allow a phasing in period of one to two months to make it easier for employees needing to amend their smoking behaviours;
- Display adequate smokefree signage;
- Provide quit smoking courses for employees who wish to quit;
- Subsidise the cost of Nicotine Replacement Therapy for employees who wish to quit smoking;
- Provide information to assist smokers who wish to quit through the promotion of Quitline services, 13 QUIT (13 7848), and the provision of quitting tips;
- Advise visitors of the smokefree policy; and
- Add a smokefree clause to contracts and inform contractors of the organisation's smokefree policy.

(*Name of organisation*) will provide ongoing support to prevent exposure to tobacco smoke, prevent smoking uptake and encourage smoking cessation.

**Non-compliance strategy**

Responses to policy breaches will include:

- Asking the individual to extinguish the cigarette immediately;
- Explaining details of the policy to the offending individual;
- The provision of individual education by personnel management regarding the reasons for the implementation of the smokefree policy;
- Making every possible effort to assist employees understand and adhere to the policy; and
- Disciplinary action for failure to comply with a management direction.

**Policy review process**

(*Name of organisation*) will review the smokefree policy six months after its implementation in (*insert date*) and then every 12 months in (*insert month when review will occur*) to measure policy effectiveness and to ensure the policy remains relevant.

## Sample smokefree policy 2: for organisations implementing a partial smokefree ruling

### Rationale

Tobacco smoke is responsible for a number of dangerous health conditions including lung cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma. Smoking is the greatest cause of preventable death in the developed world and causes in excess of 3400 deaths in Queensland each year.

Tobacco smoke has a detrimental impact on the health of non-smoking employees and also decreases workplace productivity and workplace morale.

*(Name of organisation)*'s smokefree policy combats the damaging effects of smoking and passive smoking. This policy creates a healthy and pleasant environment for employees.

### Aims

This smokefree policy aims to build a healthy environment which protects the health and wellbeing of all employers, employees and clients. *(Name of organisation)* will actively encourage smoking prevention and smoking cessation.

### When does the policy take effect?

*(Name of organisation)*'s smokefree policy will be effective as of *(insert date)*.

### Who does the policy affect?

The policy applies to all *(name of organisation)* employers, employees and clients.

### Where is smoking prohibited?

Smoking is prohibited in all areas of *(name of organisation)*'s premises with the exception of *(insert number of designated outdoor smoking area/s)* designated outdoor smoking areas.

### What behaviours are expected under the policy?

Employers and employees are required to refrain from smoking while acting in an official capacity off-site.

### Our commitment

To support the smokefree policy and to minimise non-compliance *(name of organisation)* will:

- Provide education regarding the health effects of smoking and the importance of being smokefree;
- Provide a copy of the smokefree policy to all existing employees and to new employees upon commencement with the organisation;
- Allow a phasing in period of one to two months to make it easier for employees needing to amend their smoking behaviour;
- Display adequate smokefree signage;
- Provide smoking cessation courses for employees who wish to quit;
- Subsidise the cost of Nicotine Replacement Therapy for employees who wish to quit smoking;

- Provide information to assist smokers who wish to quit through the promotion of Quitline services, 13 QUIT (13 7848), and the provision of quitting tips; and
- Advise visitors of the smokefree policy.

*(Name of organisation)* will provide ongoing support to prevent exposure to tobacco smoke, prevent smoking uptake and encourage smoking cessation.

### **Non-compliance strategy**

Responses to policy breaches will include:

- Asking the individual to extinguish the cigarette immediately;
- Re-explaining details of the policy to the offending individual;
- The provision of individual education by personnel management regarding the reasons for the implementation of the smokefree policy;
- Making every possible effort to assist employees understand and adhere to the policy; and
- Disciplinary action for failure to comply with a management direction.

### **Policy review process**

A review will be conducted in *(insert review month)*, six months after the smokefree policy is implemented. *(Name of organisation)* will then review the smokefree policy every *(insert month)*.

## Resources

A range of resources have been developed to support the implementation of your smokefree policy. Resources include:

- A sample survey that you can distribute to employees to help decide whether your organisation should implement a total smokefree ruling or a partial smokefree ruling;
- Four sample newsletter articles which advertise your organisation's intention to implement a smokefree policy, the health effects of smoking and passive smoking, the official implementation of your new smokefree policy and a range of quitting tips; and
- A letter template that you can personalise and distribute to your employees that introduces your new smokefree policy.

Each of these resources can also be downloaded from The Cancer Council Queensland's website, [www.cancerqld.org.au](http://www.cancerqld.org.au).

Information sheets, brochures, posters and signage can be obtained from The Cancer Council by phoning The Cancer Council Helpline on 13 11 20 (8am to 8pm, Monday to Friday). A PowerPoint presentation can be downloaded from The Cancer Council Queensland's website and used to propose a smokefree policy to management or to educate your employees regarding the importance of being smokefree.

Smokefree signage and information regarding Queensland's tobacco legislation can be obtained free of charge from the Tobacco Hotline, 1800 005 998 (8am to 6pm, seven days a week).

Quit smoking information, assistance, counselling and support is available from Quitline, 13 QUIT (13 7848), 24 hours a day, 7 days a week.

### Sample employee survey

(*Name of organisation*) is implementing a smokefree policy and we are seeking feedback from our employees to ensure that an appropriate policy is developed. Please complete the following questionnaire and return it to (*insert appropriate person/address*) by (*insert date*). All responses will be kept confidential.

**1. Do you avoid places where you may be exposed to other people’s cigarette smoke ?**

- Yes, always       Yes, sometimes       No, never       Don't know

**2. Would you say your attitude to smoking is one of :**

- Strong approval       Approval       Neither approve or disapprove  
 Disapproval       Strong disapproval

**3. Please place a tick in the box () that best corresponds to how strongly you agree or disagree with each statement.**

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neither agree or disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
Smoking affects workplace morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking breaks affect productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to tobacco smoke is very dangerous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-smokers should breathe air that is free of tobacco smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Are you bothered or affected by smoke in the workplace ?**

- Yes       No       Don't know

If yes, how are you affected?

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**5. Do you support the implementation of a smokefree policy ?**

- Yes       No       Don't know

**6. What type of smokefree policy do you support ?**

- A total smokefree policy
- A total smokefree policy which restricts smoking breaks to official meal breaks and rest periods
- A partial smokefree policy which allows for certain outdoor smoking areas
- I don't support the implementation of a smokefree policy
- Don't know

**7. When do you believe a smokefree policy should be implemented ?**

- Now, or as soon as possible
- Within the next 12 months
- Within the next six months
- We shouldn't implement a smokefree policy

**8. Do you smoke ?**

- Yes
- No

If yes, how many cigarettes do you smoke per day?

- Less than 5
- 5 to 10
- 11 to 20
- 21 to 40
- More than 40

**9. If you smoke, would a smokefree policy ? (tick all that apply)**

- Help you quit smoking
- Create difficulties for you
- Help you cut down
- Not affect you at all

**10. The implementation of a smokefree policy should include the provision of : (tick all that apply)**

- Quitting information
- Quitting courses at work
- Time off work to attend a quitting course
- Cash incentives/fee reimbursement for quitting courses or products
- Other \_\_\_\_\_

**11. Please indicate your age :**

- Under 20 years     20 - 29 years     30 - 39 years     40 - 49 years  
 50 - 59 years     60 - 69 years     70 years and over

**12. What is your gender ?**

- Male                       Female

**13. Additional comments?**

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## Sample newsletter items

Your organisation's newsletter is a perfect way to inform your employees and clients about the upcoming smokefree policy, the damaging health effects of smoking and passive smoking, the benefits of smoking cessation, and to widely promote the policy's implementation. Sample newsletter articles are below which you could adapt. They can also be downloaded from The Cancer Council Queensland's website.

### Article 1: Inform your employees that a smokefree policy is on the agenda

#### Going smokefree

*(Name of organisation)* is committed to providing employees with a healthy environment which encourages high staff morale and productivity and protects the health of all employees.

With this in mind, we are proposing that *(name of organisation)* creates a smokefree policy. This policy will help promote the health and safety of all employees and clients.

*(Name of organisation)*'s management team is setting up a smokefree policy committee which will be made up of *(insert number)* management, employee and union representatives.

The committee welcomes any suggestions or questions that you may have. Please direct these to *(insert name)*.

It is intended that a draft policy will be available for review and comment within the next *(insert time frame)*.

We will keep you up-to-date with the progress of *(name of organisation)*'s new smokefree policy.

### Article 2: Educate your employees about the dangers of passive smoking

#### Passive smoking - not just a nuisance

Passive smoking is responsible for a lot more than eye irritation, coughing, headaches and dizziness. Passive smoking is the cause of approximately 300 deaths in Queensland each year.

Passive smoking is the involuntary inhalation of tobacco smoke from other people's cigarettes, cigars and pipes. 84 per cent of Australians recognise that socialising and working with people who smoke has a damaging affect on their own health, but for many of us, we are unable to avoid instances where passive smoking occurs.

Tobacco smoke is a mixture of over 4000 chemicals, at least 69 of which are known cancer causing agents. What a lot of us do not realise is that tobacco smoke inhaled when passive smoking

can actually be more dangerous than that inhaled by smokers. In fact, the level of cancer causing agents can be 30 times higher in sidestream smoke (the smoke that originates from the burning cigarette) than in the smoke that is inhaled by the smoker.

Passive smoking can cause many of the same damaging effects as smoking including lung cancer, heart disease, bronchitis, lung and airway infections and exacerbated asthma symptoms.

In the workplace, tobacco smoke increases a non-smokers risk of lung cancer by up to 19 per cent. Workplace smoking also effects employee health, leading to increased absenteeism and decreased workplace productivity.

For information and help quitting smoking call Quitline, 13 QUIT (13 7848).

**Article 3: Promote the implementation of your smokefree policy**

**Ready, set, go smokefree**

*(Name of organisation)*'s much awaited smokefree policy is ready to go!

The smokefree policy will officially commence on *(insert date)*, and to celebrate we will be *(insert promotion event and details of event)*.

The policy will see *all areas/most areas* within the *(name of organisation)*'s premises become smokefree. *(Outline details of your designated smoking areas here)*. This is an important move as it will help protect the health of our employees and will create a healthy environment in which to work.

A copy of the new smokefree policy will be distributed to all employees. Signage has been displayed around the premises and we appreciate your assistance and cooperation in making *(name of organisation)* a smokefree, healthy environment.

**Article 4: Encourage smoking cessation**

**Quit for life**

Quitting smoking has great benefits for your health and your wallet. Over time you will sleep better, your heart rate and blood pressure will return to normal, your risk of heart disease will sharply decrease and your risk of smoking related cancers will decrease to the same level as a similar aged person who has never smoked.

Quitting smoking isn't easy, but with determination and perseverance, you can do it. Here are 10 tips that will help you quit and stay a non-smoker:

1. Make a plan before you quit – people who plan their quitting attempt are more likely to succeed.
2. Call Quitline on 13 QUIT (13 7848) to plan and discuss your quitting strategies.
3. Set a date to quit. Choose a date when there will be a low amount of pressure on you, two to three weeks from now.
4. Plan for the most risky times. Plan activities that will not expose you to situations where you will be tempted to smoke.
5. Understand withdrawal symptoms. These are the reactions that your body may experience as it flushes itself of nicotine

and other chemicals. Think of these as recovery symptoms. Consider using nicotine replacement therapy such as patches or gum, to help with the withdrawals.

6. Hold a clean up ritual. Clean cigarettes out of your car, handbag, briefcase and house. Get rid of ashtrays and lighters.
7. Remember, having 'just one' will hurt. This is the way that many people go back to smoking.
8. Remember the 4 D's:
  - **D**elay acting on the urge to smoke.
  - **D**eep breathe.
  - **D**rink water.
  - **D**o something else.
9. Reward yourself! Put aside the money you would have spent on cigarettes in a jar – you may be surprised by the amount you can save.
10. If you have a relapse, don't despair and don't give up. Most people who have successfully quit smoking for good have made several serious attempts. Everyday that you have spent smokefree makes your body healthier and helps weaken your addiction.

Go on quit...you can do it.

## Smokefree policy introductory letter template

*(Date)*

Dear employee

Smokefree workplaces provide employees with a more comfortable work environment which protects their health and decreases their risk of developing smoking related illnesses.

More than 3400 Queenslanders die each year from smoking related illnesses. It is estimated that an additional 300 Queenslanders die each year from passive smoking. Smoking is the single greatest cause of preventable death and disease in the developed world and *(name of organisation)* is committed to providing all our employees with a healthy and safe environment. In order to address this important issue, *(name of organisation)* will be smokefree as of *(insert date)*.

*(Name of organisation)*'s smokefree policy is a way of protecting the health of everyone involved with the organisation. Passive smoking can cause lung cancer, heart disease, bronchitis, lung and airway infections and exacerbated asthma symptoms.

The smokefree policy applies to all management, employees, contractors, clients and visitors to *(name of organisation)* premises.

*Our entire premises will be smokefree at all times.*

*or*

*The majority of our premises will be smokefree at all times. A number of outdoor smoking areas have been set up. (Detail locations of designated smoking area/s).*

*and*

*Smoking breaks will be phased out over the next (insert timeframe). After this time, smoking breaks will be limited to official meal breaks and rest periods.*

Please find attached a copy of the smokefree policy. I would like to encourage you to read this thoroughly to familiarise yourself with *(name of organisation)*'s smokefree stance. If you have any questions regarding the policy please direct these to *(insert name)*.

Thank you to everyone who contributed to the development of our smokefree policy and I appreciate your assistance and cooperation in creating a healthy, smokefree workplace.

Yours sincerely

*(Name)*

*(Position)*

## Fresh Start® courses

Fresh Start® courses help people who want to quit smoking. The courses were designed by The Cancer Council of Victoria and are nationally recognised, evaluated and accredited. The Cancer Council Queensland can provide trained facilitators to operate Fresh Start® smoking cessation seminars and courses in your workplace from 7.30am to 6.30pm, Monday to Friday.

By organising smoking cessation courses in your workplace, you have the potential to positively benefit both employers and employees. Employers are rewarded with reduced absenteeism, increased productivity and enhanced corporate image. Employees are benefited by increased awareness of the health effects of smoking, increased staff morale and improved health.

Courses and seminars available include:

### The Fresh Start® Workplace Seminar

The seminar is helpful for anyone who wants information on smoking cessation and the Fresh Start® courses. The seminar is conducted over 1½ hours and includes information on:

1. Why people smoke;
2. Addiction;
3. Types of smokers;
4. How to cut down or quit smoking; and
5. Quitting methods and products available to help them quit.

Group size is unlimited and Quit kits are provided to all participants.

### The Fresh Start® Course

The Fresh Start® Course is a series of eight, one-hour sessions held over a four week period and is designed for people who want to quit smoking. The group approach helps participants stay motivated. Topics covered in the course include:

1. Reasons for smoking;
2. Addiction;
3. Conflicts associated with quitting smoking;
4. Decision making;
5. Quitting methods and strategies;
6. Health effects and benefits of quitting;
7. Dealing with withdrawal symptoms;
8. Relaxation techniques;
9. Stress and anger management;
10. Weight control;
11. Planning for possible obstacles;
12. Dealing with emotions associated with quitting;
13. Developing sources for support;
14. Staying a non-smoker;
15. Meeting personal needs; and
16. Enjoying being a non-smoker.

Group size is limited to 15. Workbooks and other resources are provided to all participants.

## The Fresh Start® Short Course

The Fresh Start® Short Course is an adaptation of the Fresh Start® Course. The short course involves two, three-hour sessions held over a three week period and is combined with Quitline support. The course covers:

1. Reasons for smoking;
2. Conflicts associated with quitting smoking;
3. Decision making;
4. Quitting methods and strategies;
5. Staying a non-smoker; and
6. Enjoying being a non-smoker.

Group size is limited to a maximum of eight. Workbooks and other resources are provided to all participants.

**To find out more about Fresh Start® courses and seminars, including the associated costs, or to book a Fresh Start® course or seminar for your workplace contact The Cancer Council Helpline on 13 11 20.**

## Frequently asked questions

### **Is it difficult to implement a smokefree policy?**

By following the steps outlined in this guide, you will be able to develop a policy that suits the needs of your organisation without too much difficulty.

### **Will implementing a smokefree policy cost much money?**

Costs associated with implementing a smokefree policy can be minimal - how much or how little your organisation spends is up to you. Informing employees about the policy may involve some printing costs for posters/flyers, however, you may be able to incorporate distribution and promotion of the policy into an existing newsletter. Signage can be obtained free of charge from The Cancer Council Queensland by contacting The Cancer Council Helpline on 13 11 20 (8am to 8pm, Monday to Friday) or by contacting the Tobacco Hotline on 1800 005 998 (8am to 6pm, seven days a week).

### **Is a smokefree policy denying smoker's their rights?**

A smokefree policy is about *where* people smoke, and does not force smokers to quit. Similar initiatives have been implemented throughout Queensland in bars, clubs, restaurants, schools, cinemas, theatres and on public transport as a way of protecting everyone from tobacco smoke.

### **How will we enforce the policy?**

In order to ensure your smokefree policy is adhered to, it is necessary to include strategies for non-compliance. Outlining how you will deal with policy breaches ensures that a plan is in place in the event the smokefree policy is infringed. It also notifies employees of the consequences of breaching the policy. Refer to page 12 for non-compliance strategies. Remember, ensuring that your policy is adhered to is not only about policing the policy – the use of education sessions, signage and other promotion tools are important to help minimise non-compliance.

### **We've never had any complaints about smoking. Do we really need a smokefree policy?**

While you may not have had any complaints about smoking to date, remember that there is always a first time for everything. With smoking becoming more socially unacceptable, you may start to have employees raising their concerns about the impact smoking has on the workplace. It can be best to implement a smokefree policy and make sure everyone is aware of the policy before it becomes an issue. Quit smoking initiatives are an important part of healthy workplaces.

**I would like to help my employees who want to quit smoking. Can I provide Nicotine Replacement Therapy (NRT) for them?**

Nicotine Replacement Therapy (NRT) includes a range of products which replace some of the nicotine normally obtained from smoking. NRT relieves nicotine withdrawal symptoms experienced when quitting smoking. Importantly, NRT does not contain the harmful chemicals found in cigarettes. There are five types of NRT currently available: patches, chewing gum, inhalers, lozenges and sublingual tablets. While many people find NRT an effective way to quit smoking, it may not be suitable for people with some medical conditions or those taking certain medications. It is important that people who are quitting smoking discuss the suitability of NRT with their health professional.

As NRT is not suitable for everyone, distributing it directly to employees is not recommended. An alternative method of providing NRT assistance to employees is to set up a reimbursement scheme. Allow your employees to buy a NRT that suits them, and then upon presentation of the receipt, reimburse part or all of the cost. NRT combined with counselling support, such as that available through health professionals and Quitline, 13 QUIT (13 7848), can double the chances of someone quitting successfully. To maximise your employees chances of success with quitting you may like to allow them time to visit a health professional during work hours.

## Useful contacts

### The Cancer Council Queensland

The Cancer Council Queensland can provide smokefree resources, information regarding the health effects of smoking and passive smoking, and advice on how to quit smoking.

**The Cancer Council Helpline:** 13 11 20 (8am to 8pm, Monday to Friday)

#### The Cancer Council Queensland offices:

##### *Brisbane*

553 Gregory Terrace  
Fortitude Valley Qld 4006  
07 3258 2200

##### *Toowoomba*

137 Herries Street  
Toowoomba Qld 4350  
07 4638 4799

##### *Gold Coast*

Corner Short Street and  
Marine Parade  
Southport Qld 4215  
07 5591 1500

##### *Sunshine Coast*

Shop 4, Corner Maroochydore and  
Baden Powell Streets  
Maroochydore Qld 4558  
07 5443 6300

##### *Rockhampton*

43 Upper Dawson Road  
Allentown Qld 4700  
07 4927 7088

##### *Townsville*

24 Warburton Street  
North Ward Qld 4810  
07 4721 1644

##### *Cairns*

169 Aumuller Street  
Bungalow Qld 4870  
07 4031 1555

### Tobacco Hotline 1800 005 998

Tobacco Hotline staff are available between 8am and 6pm, seven days a week to provide information and assistance on the tobacco laws, and resources such as no smoking stickers and signs.

### Quitline 13 QUIT (13 7848)

Quitline, Queensland Health's 24-hour telephone counselling service offers assistance to smokers interested in changing their smoking behaviour. Quitline counsellors can assess a smoker's level of nicotine dependence, provide strategies on preparing to quit, preventing relapse and staying a non-smoker, and provide information on products and services to assist in quitting.

### Websites

[www.cancerqld.org.au](http://www.cancerqld.org.au)  
[www.health.qld.gov.au/atods/tobaccolaws](http://www.health.qld.gov.au/atods/tobaccolaws)  
[www.smokefree.org.au](http://www.smokefree.org.au)  
[www.quitnow.info.au](http://www.quitnow.info.au)



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## Notes