

Creating a Smokefree Policy: Decisions for Consideration

A workplace smokefree policy is a document that sets out the rules, responsibilities and supporting actions that a company or organisation has agreed and adopted around provision of healthy smokefree workplaces. It also covers how staff who smoke will be supported to become Smokefree.

Decisions that could be considered for the policy include:

1. The scope of the policy

- Total ban on smoking: no smoking on site.
- Partial ban: smoking in designated areas. Consider position of smoking area, butt disposal, smoke drift, visibility
- Who is included: Staff, visitors, contractors?
- If contractors included: Will this be in their contracts?
- When staff can smoke: Unpaid breaks? Paid breaks?
- Onsite events smokefree?

2. How far to go

Indoor areas have to be smokefree by law. What else will the policy cover?

- Outdoor areas: Entrances, steps, car-parks, gardens, drives, fence-lines?
- Company vehicles?
- Smoking while working?
- Staff working off-site?
- Staff smoking in uniform or otherwise identifiable as a company staff member, representing the company?
- Employing only staff who do not smoke? Inclusion in contract? Inclusion in recruitment advertisements?

3. Vaping

- Is vaping included in the policy, or are there different rules for vaping?
- Are there different rules for people using vaping to quit smoking?

4. Signage

Clear signage indicates smokefree areas, designated smoking areas, vaping and non-vaping areas (if appropriate).

5. Responsibilities

- Who will champion Smokefree within the company or organisation?
- Who is responsible for signage: Ordering, monitoring etc.?
- Who will approve budget items such as signage?
- Who will monitor compliance?

6. Supporting staff who smoke

- Provision of stop smoking support (onsite group support)?
- Referrals to stop smoking services?
- Time off to attend stop smoking support sessions (onsite, offsite)?
- Financial support to facilitate access to stop smoking prescription medications? Non-subsidised medications?
- Provision of free NRT for staff who want to manage their smoking while at work?
- Support for developing a workplace quit challenge, or similar
- Providing incentives to attend stop smoking support sessions or for reaching Smokefree milestones?
- Including the ABC (Ask, Brief Advice, Offer cessation support) in staff health checks?
- Promoting stop smoking services and access to the local service?
- Facilitating access to Smokefree information – where?

7. Renewal Date

Consider review period

Smokefree Policy FAQs

What's different about the updated Smokefree policy?

Under the current Smokefree policy, no smoking is permitted inside any buildings.

Under the revised Smokefree Policy, which takes effect [date/month/year], no smoking will be permitted on any part of [organisation] premises. This means the no smoking zone will be extended to include adjoining carparks, grounds, boundary fences, gardens, entrances, steps and vehicles. The policy applies to e-cigarettes and vaping.

In addition, smoking publically in branded uniform is not permitted. This includes any item that identifies as [organisation] staff members such as emblem, uniform, name badge, or branded lanyard. Staff wanting to smoke must leave the [organisation] premises during their designated meal and tea breaks only.

Why have we updated our Smokefree policy?

In 2011, the Government announced a goal to achieve a Smokefree Aotearoa by 2025 (less than 5% of New Zealanders smoking). [Organisation] is choosing to be a leader on this social issue, and help our team and their whānau flourish by supporting staff members to be smokefree at work by [date/month/year].

Do I need to stop smoking to keep my job?

No. As of [date/month/year], if you want to smoke during work hours, you must leave the premises during designated meal and tea breaks. We recognise that smoking is an addiction, and support is available for staff who would like to stop smoking or be Smokefree whilst at work.

Will the company be providing any support to help staff who want to stop smoking at work?

Information about stop smoking services and programmes are available from [...mangers/team leaders] or are online at www.smokefree.org.nz/help-advice/stop-smoking-services.

Hard copy resources about stop smoking services in your region and Quitline will be available in all staff rooms or common areas.

[Organisation] will encourage and support staff who smoke that choose to stop smoking/manage while at work to access the regional stop smoking services and Quitline. The use of nicotine replacement therapy (NRT) will also be supported while at work.

What is the best way for me to stop smoking if this is what I'd like to do?

Evidence shows that quit attempts are more likely to be successful if they include Nicotine Replacement Therapy (including patches, gum and lozenges) combined with access to specialist support.

How do I contact a regional support service organisation to help me stop smoking?

Your local Regional Stop Smoking Service is able to offer 1:1 or group sessions either at your workplace, at home or at a convenient location for you. Please contact [...] if you are interested in received stop smoking support.

How can I access Nicotine Replacement Therapy?

There are various ways you can obtain NRT. Your local Stop Smoking Service are able to provide this free for you. You can also obtain a prescription from Quitline or your GP to collect from local pharmacy.

Note: A GP visit will incur a cost to access NRT this way. There is a \$5 surcharge per product from the pharmacy.

Will funding be provided for NRT prescriptions?

Funding for NRT may be reimbursed by [organisation] if accessing through a pharmacy. Please contact [...]. Our preferred option is allowing access to [local Stop Smoking Service] during work hours.

Can I visit my GP or RSSO during working hours to discuss quitting smoking?

Access to [local Stop Smoking Service] during work hours will be encouraged.

Can I use e-cigarettes on company premises?

The new Smokefree policy also applies to e-cigarettes or vaping. This means you will need to be off site and not identifiable as a [organisation] team member if you choose to use these.

Why is vaping not permitted?

Vaping etiquette must be addressed. We are following the Ministry of Health lead and including vaping in our Smokefree policy.

Am I allowed to smoke in my own car if it is parked on premises?

No – All [organisation] grounds are Smokefree.

Can I smoke in my uniform on my way to and from work in my car?

Yes. Smoking is not permitted in uniform in 'public view'. We consider public view to mean anywhere you are clearly visible in your uniform. We feel this doesn't apply to travelling in your private vehicle.

I am a smoker and work on night fill. Where can I smoke while at work?

Where possible we encourage you to substitute cigarette smoking with Nicotine Replacement Therapy while at work. If this is not possible, please speak to [...] for information on your workplaces health and safety plan.

I'm attending an expo and the event is being held in a private facility. Can I smoke on their grounds if they allow it?

Yes, so long as you are not wearing branded uniform or any other item that could identify you as [organisation] employee.

Am I expected to enforce non-smoking to customers on our premises?

There is no requirement for you to enforce Smokefree. For any concerns around this matter, please see [...]. By adhering to the changes and existing policy, you are role modelling expected norms to all.

What additional support will the business provide me around general wellness/stress relief if smoking is not permitted?

[Organisation] supports staff wellbeing. Staff wellbeing programme includes [...]. Please see [...] for further information or support.

Acknowledgement: Adapted from information on Wellplace website (<https://wellplace.nz/>).

Company Logo

Sample Smokefree Policy

Purpose

To support the health and wellbeing of **[Company]** employees and their families or whānau by providing a smokefree environment and supporting strategies that normalise and support staff to be smokefree.

Rationale

[Company] recognises that:

- Health hazards related to smoking impact on smokers and on non-smokers, who are exposed to second hand smoke
- It has a legal responsibility to protect the health and safety of employees and visitors
- It is in a position to provide health leadership by becoming a smokefree organisation
- A smokefree workforce will reduce loss of productivity, absenteeism and smoking related healthcare costs

Scope

This policy applies to all **[Company]** buildings, grounds, and vehicles. It also applies to private vehicles while parked on site.

This policy applies to all staff, clients or customers, visitors, volunteers, contractors and others working on or accessing the **[Company]** site(s).

Policy Statements

[Company] will ensure that:

1. Buildings, outdoor areas, carpark and vehicles are totally smokefree at all times.
2. Staff are encouraged and supported to be smokefree. **[Company]** will ensure:
 - Staff are screened for tobacco use and where appropriate are offered stop smoking support.
 - One hour per week for four weeks worktime will be provided to support access to stop smoking services.
 - The cost of a GP consultation will be reimbursed for those requiring prescription cessation medications.
3. All employees will role model smokefree behaviour by:
 - Being smokefree whenever the organisation uniform or ID is visible; and
 - Being smokefree during paid work time (including paid breaks).
4. **[Company]** will support the smokefree policy by:
 - Ensuring all employees are aware of the policy and support available to become Smokefree.
 - Ensuring all visitors, clients, customers and contractors are aware of the smokefree policy and compliance requirements.
 - Ensuring appropriate signage to clearly indicate smoking and smokefree areas.
 - Supporting and promoting smokefree activities or successful results.

Date: _____

Review Date _____



Acknowledgement: Adapted from a resource developed by Smokefree Canterbury.