



Tobacco-Free Worksite



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Thank you for your help in promoting a tobacco-free work environment! In this packet you will find educational materials and resources to transition your worksite into a healthier environment for employees, clients and visitors. This packet includes information on the following:

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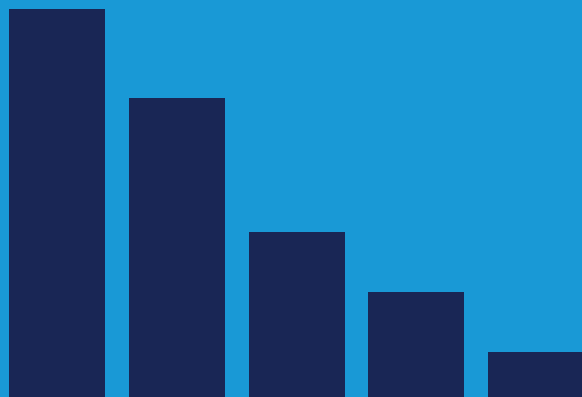
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Smoking-caused productivity losses in USA.

\$150 billion per year.

- Campaign for Tobacco-Free Kids



Sample Tobacco-Free Worksite Policy

Purpose

_____ is committed to providing safe and healthy work environments. Tobacco use is a major cause of preventable disease and death. Smoking, tobacco use, and exposure to secondhand smoke have been found to cause heart disease, cancer, asthma, bronchitis, and other respiratory problems. Electronic delivery devices, more commonly referred to as electronic cigarettes, closely resemble and purposefully mimic the act of smoking. They produce a vapor of undetermined and potentially harmful substances and typically contain nicotine derived from tobacco, which is a highly addictive substance. Their use in locations where smoking is prohibited creates concern and confusion and makes policy enforcement more difficult.

_____ believes the use of tobacco products, including electronic delivery devices, on its property is detrimental to the health and safety of its employees, clients, and other visitors.

Definitions

“All Times” means 24 hours a day, seven days a week.

“Electronic Delivery Devices” means any product that can be used by a person to deliver nicotine, lobelia, or any other substance through the inhalation of aerosol or vapor from the product. The term includes, but is not limited to, devices manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

“Employee” means any person employed by _____ in a full or part-time capacity, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by _____, or any person working on a volunteer basis. The term includes, but is not limited to, personnel, contractors, consultants, and vendors.

“Property” means all facilities, grounds, and property (including vehicles) owned, leased, rented, contracted, used, or controlled by _____.

“Smoking” means inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other tobacco or plant product, or inhaling or exhaling aerosol or vapor from any electronic delivery device. Smoking includes being in possession of a lighted or heated cigar, cigarette, pipe, or any other tobacco or plant product intended for inhalation, or an electronic delivery device that is turned on or otherwise activated.

“Tobacco Products” means any product containing, made, or derived from tobacco and intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means.

“Tobacco Use” means the act of smoking, the use of smokeless tobacco, or the use of any other tobacco product in any form.

“Visitor” means any person who is not an employee.



Sample Tobacco-Free Worksite Policy

Policy

The use of tobacco products and electronic delivery devices is prohibited at all times in or on all property. _____ has the authority to control regardless of location. Employees are prohibited from using tobacco products and electronic delivery devices while on duty.

Applicability

This policy applies to all visitors and staff on _____ property.

This policy also applies to private vehicles parked on _____ parking lots.

Exception

It is not a violation of this policy to use a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Dissemination

Signage will be posted at strategic locations to notify employees and visitors of this policy.

Cessation

_____ will identify and/or offer cessation programs and services to those ready to quit.

Compliance and Enforcement

The success of this policy depends on the consideration and cooperation of both tobacco users and nonusers. Enforcement is a shared responsibility of all staff. Individuals acting in violation of this policy will be reminded and asked to comply. Employees found to have violated this policy may be subject to disciplinary action. Visitors who violate this policy may be asked to leave the property.

Effective Date

This policy shall take effect in full on _____.

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Tobacco-Free Policy Employee Survey

Our company is considering introducing a tobacco-free worksite policy that acknowledges the needs of both tobacco users and non-tobacco users. Please take a few minutes to complete this survey.

Your response is completely confidential. Please do not give your name on this form.

1. Do you currently use tobacco or tobacco-like products? (circle one) Yes No*
*If no, please skip to question 7.

2. If yes, please indicate what form(s)? (circle all that apply)

a. Cigarettes	c. Hookahs	e. E-cigarettes
b. Little cigars or cigarillos	d. Chewing tobacco, snuff, dip, or snus	f. Other _____

3. If you smoke cigarettes, approximately how many cigarettes do you smoke per day? (circle one)

a. Less than 5	c. 11 to 20	e. More than 40
b. 5 to 10	d. 21 to 40	

4. If you use smokeless tobacco, how many cans/tins/pouches/etc. do you use per week?

a. Less than 1	c. 3 to 4
b. 1 to 2	d. More than 4

5. If you use an electronic nicotine delivery system (e-cigarette, personal vaporizer, vape pen, e-hookah, etc.) do you also use another form of tobacco? (circle one) Yes No

6. If you are a tobacco user, are you interested in quitting? (circle one) Yes No Maybe

7. If you are interested in quitting, which of these options would you consider to help you quit? (circle all that apply)

a. I am not interested	e. Individual counseling at work	h. Cash incentive or fee reimbursement for attending counseling
b. Telephone counseling	f. Time off to attend group counseling away from work	i. Other service to help you quit (please list) _____
c. Online counseling	g. Nicotine replacement therapy medications	
d. Group counseling at work		



Tobacco-Free Policy Employee Survey

8. Are you ever bothered by tobacco, secondhand smoke, or the scent of smoke on hair or clothes while at work?
(circle one) Yes No

a. If yes, please comment: _____

9. Would you be in support of a tobacco-free worksite policy? (circle one) Yes No

a. Please provide any additional comments or concerns about this company implementing a tobacco-free worksite policy: _____



Six Month Implementation Timeline

Month	1	2	3	4	5	6	Ongoing
Develop Messaging on Why This Policy Change Will Happen							
Assemble a Tobacco-Free Committee or Workgroup							
Select a Timeline and Implementation Date							
Assess Tobacco Use at the Worksite							
Develop a Comprehensive Tobacco-Free Policy							
Review Insurance Change Options							
Determine Cessation Options							
Determine Enforcement Strategies							
Develop and Disseminate Educational Material							
Install Adequate Signage and Remove of Any Smoking Huts, Ashtrays and Receptacles							
Implementation Day Celebration							
Evaluate Effectiveness of Policy							



What Does Smoking Cost You?

# of Packs Per Day	1 Day	1 Month	1 Year	5 Year	10 Year	20 Year
½ pack	\$4.00	\$120.00	\$1,460.00	\$7,300.00	\$14,600.00	\$29,200.00
1 pack	\$8.00	\$240.00	\$2,920.00	\$14,600.00	\$29,200.00	\$58,400.00
1 ½ packs	\$12.00	\$360.00	\$4,380.00	\$21,900.00	\$43,800.00	\$87,600.00
2 packs	\$16.00	\$480.00	\$5,840.00	\$29,200.00	\$58,400.00	\$116,800.00
2 ½ packs	\$20.00	\$600.00	\$7,300.00	\$36,500.00	\$73,000.00	\$146,000.00

As a smoker you are losing thousands of dollars for yourself and family. Your retirement is going up in smoke. If you need extra cash right now, cutting out cigarettes will deliver instant results.

Other costs associated with smoking not included in chart above:

- Increased insurance and healthcare costs
- Increased family healthcare costs due to secondhand smoke inhalation
- Car cleaning to get rid of the smell of smoke at trade-in
- House cleaning costs (i.e. carpets and walls)
- Teeth cleaning and whitening to remove stains and tooth decay
- Burns in clothing/dry cleaning for smoke-filled clothes
- Cold remedies
- Increased security deposit and monthly payment for rent
- Increased vet bills for pets due to secondhand and thirdhand smoke inhalation
- Facial creams and moisturizers to slow down increased aging
- Sleeping aides to avoid the middle of the night nicotine craving wake-up
- Perfumes, colognes and air-freshners to cover up the smell of smoke
- Breath mints and gum
- Time off work for illness, lost productivity and possible termination
- Reduced wages/salary—employers legally discriminate against smokers
- Decreased home and car value
- Gas money for the trips to the store for a pack of cigarettes

You can quit. We can help. For more information about the American Lung Association's **Freedom From Smoking**® tobacco cessation program, visit Lung.org/ffs or call the Lung Helpline at **1-800-LUNGUSA**.



Frequently Asked Questions

On _____ (date), _____ is implementing a comprehensive tobacco-free campus policy for employees and visitors. Tobacco use will be prohibited for employees, residents, and visitors both indoors and outdoors on all properties owned and cared for by _____. In preparation for this transition, employees have asked questions about what a tobacco-free environment means to them. The following are frequently asked questions and responses regarding the tobacco-free campus.

Q: Why are we becoming totally tobacco-free?

A: Tobacco use is the leading cause of disease and death in the U.S. As an organization that is concerned about the health of our community, we need to take action to help people take control of their health. Our organization has made a commitment to participate with local and state partners to create healthy communities; this is a step in that direction.

Q: How does this policy differ from our existing smoking policies?

A: Our existing policy prohibits smoking inside any facility but allows employees and visitors to smoke in designated outdoor areas. Effective _____ (date), employees will not be allowed to smoke or use any tobacco product anywhere on _____ property inside or outside, which include personal vehicles and vehicles leased or owned by _____.

Q: Why can't we have designated smoking areas?

A: Eliminating tobacco use on our campus supports those who are trying to quit, and helps to eliminate employees', residents', and visitors' exposure to secondhand smoke. Strong tobacco odors have been known to trigger allergy or asthma reactions with fellow workers, residents, and visitors. Tobacco odors on others can serve as a trigger for the desire to smoke in persons attempting to quit. In compliance with the promotion of a healthy environment, we need to effectively eliminate the secondhand smoke that may trigger adverse health effects for employees, residents, and visitors who are

attempting to make positive life changes. Eliminating tobacco use completely is the most effective way for us to provide the best possible environment.

Q: What does this mean to _____ staff?

A: Employees who do NOT choose to stop using tobacco products will need to learn how to not smoke and manage their tobacco use (i.e., by the use of nicotine replacement therapy) during work hours. Several support programs planned for staff including: Freedom From Smoking® tobacco cessation program and Nicotine Replacement Therapy reimbursement. The Freedom From Smoking cessation classes are also open to family and community members.

Q: Will I have to quit by (date)?

A: Becoming a tobacco-free workplace and campus does not mean you have to quit. What it means is that you will not be able to smoke or use tobacco products on the grounds of _____ or while on work time. However, we encourage everyone to quit because of the great health benefits associated with being tobacco-free.

Q: Can I smoke in my car at work?

A: Again, the policy states that no tobacco use by employees is allowed while on _____ property, including parking areas. You will not be able to smoke in your car if it is parked on the property grounds or on work time. You will also not be able to smoke in your car if it is parked at _____ or any of the neighboring areas included in the policy.



How Lung Friendly is Your Workplace?

Many potential causes of lung disease are found in the workplace, but they are easy to control with the proper measures, creating safer and healthier working conditions for all employees.

Lung Disease is Common and Expensive



Asthma

- 10 million+ employees miss work because of asthma
- \$56 billion per year in healthcare costs & lost productivity
- 11 million workers are exposed to chemicals, irritants or allergens that cause symptoms at work



COPD and Lung Cancer

- 11 million+ adults have COPD 200,000+ adults are diagnosed with lung cancer every year
- Cigarette smoking costs \$332 billion each year in healthcare costs & lost productivity
- Save \$5,000+ per year for every person who quits smoking



Flu and Pneumonia

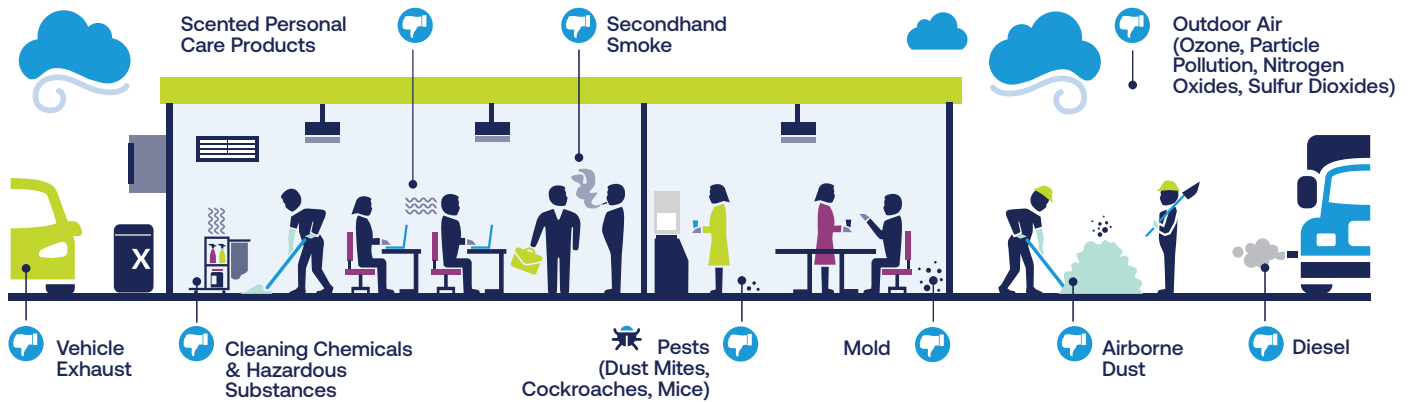
- Each year in the U.S., 226,000 people are hospitalized with flu every year in the U.S.
- 200 million days of lost productivity due to the flu
- In 2013, \$20 billion was spent on pneumonia and flu healthcare



How Lung Friendly is Your Workplace?

Does Your Workplace Have These?

Mold | Airborne Dusts | Gases, Fumes, and Vapors | Secondhand Smoke | Cleaning Chemicals
Scented Personal Care Products | Pests (Dust Mites, Cockroaches, Mice)
Unhealthy Outdoor Air | Diesel | Vehicle Exhaust



Steps to Create a Lung-Friendly Workplace

- Get rid of mold and pests by having regular trash removal and clean break rooms
- Protect your lungs by using the recommended protective gear
- Establish a tobacco-free workplace policy, and create quit smoking programs for employees
- Establish a fragrance-free workplace policy that includes cleaning products, scented lotions, scented candles, air fresheners, aftershave, colognes, or perfumes
- Advocate for comprehensive health benefits that include coverage of asthma care, asthma medicines, smoking cessation, and pneumonia and flu shots

For more information and resources visit [Lung.org/corporate-wellness](https://www.lung.org/corporate-wellness)





Help With Quitting... Your Way

Freedom From Smoking® Clinic

Lung.org or [1-800-LUNG-USA](tel:1-800-LUNG-USA)

- The Freedom From Smoking® group clinic includes eight sessions and features a step-by-step plan for quitting smoking. Each session is designed to help smokers gain control over their behavior. The clinic format encourages participants to work on the process and problems of quitting both individually and as part of a group. Visit Lung.org or call 1-800-LUNG-USA to learn more or contact your local charter for a list of available classes.

Freedom From Smoking® Plus

FreedomFromSmoking.org

- The Freedom From Smoking® Plus is a highly-interactive online behavioral change program that addresses today's mobile lifestyles. It works on desktops, laptops, tablets and smartphones and includes telephone, chat and email support from trained tobacco cessation counselors. To learn more about the Freedom From Smoking® Plus program visit FreedomFromSmoking.org.

Freedom From Smoking® Self-Help Manual

[\(717\) 971-1122](tel:717-971-1122)

- The Freedom From Smoking® self-help manual can be used by individuals interested in a self-guided method of quitting. This 56-page interactive self-help workbook is based on the American Lung Association's proven-effective Freedom From Smoking® Clinic Program, and covers identifying triggers, removing roadblocks, addressing physical, mental and social aspects of addiction, preparing for quit day, handling social situations, preventing relapse and how to stay on track with lifestyle changes. The cost is \$5.99 each and can be ordered through your local American Lung Association office. To place an order, call (717) 971-1122.

Quitline

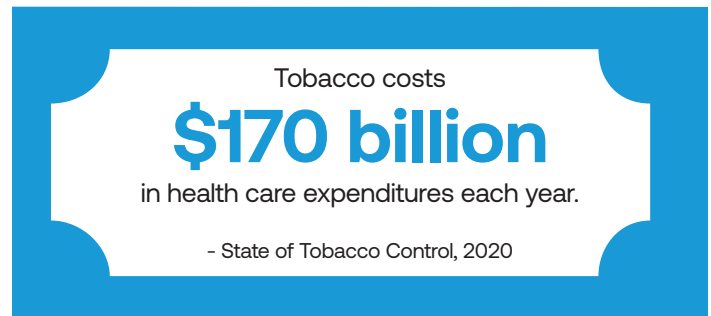
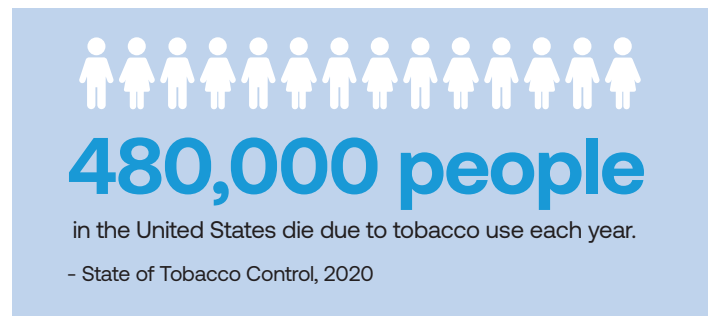
[1-800-LUNGUSA \(1-800-586-4872\)](tel:1-800-LUNGUSA)

- Call our FREE Lung HelpLine to talk to an expert. Speak to one of our experienced registered nurses and respiratory therapists to learn more about asthma and understand your child's diagnosis. Our compassionate and knowledgeable staff can provide you with the support you need and the answers you're looking for.



Smoking & Economic Cost Fact Sheet

Smoking kills more people than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides combined—and thousands more die from other tobacco-related causes—such as fires caused by smoking (more than 1,000 deaths/year nationwide) and smokeless tobacco use.



- Smoking
- High blood pressure
- Obesity
- Inadequate activity
- High blood sugar
- High LDL cholesterol
- High dietary salt
- Low dietary omega

Smoking is the #1 preventable

cause of death in the U.S.

- Centers for Disease Control and Prevention



Reasons to Implement a Tobacco-Free Policy at Your Worksite



Reason #1

Update existing smokefree policies to include all tobacco products, including electronic cigarettes.



Reason #2

Improve the health of all employees and visitors.



Reason #3

Reduce employer costs.

What Tobacco Users Cost Employers

2.6
Days
Increased Absenteeism

It is estimated that smokers miss approximately 2.6 more days of work than their nonsmoking peers each year.¹

5.5
Days
Missed work time due to smoke breaks

While every person is different, a recent study estimated that the average smoker takes two 15-minute smoke breaks per day in excess of regularly scheduled and allowed breaks.¹ This results in 5 and a half days per year of paid time that an employee is not working.

8%
Higher
Increased healthcare expenses

A recent study estimated that the healthcare expenses of a smoker are approximately 8% higher than the expenses for a nonsmoker.¹

Reference:

1. Berman, M., Crane, R., Seiber, E., & Munur, M. (2014). Estimating the cost of a smoking employee. *Tob Control*, 23(5), 428-433. doi:10.1136/tobaccocontrol-2012-050888