

WORKPLACE WELLNESS

Provided by Clark-Mortenson Insurance



Smoke-free Plan

Becoming smoke-free can be a painless process if you have a plan in place. Use this timeline as a guide for making your organization smoke-free in less than four months.

Four Months Prior to Being Smoke-free

- Select a date to go completely smoke-free.
- Organize a committee to collect data about the impact of becoming smoke-free at your organization. Gather input from your employees on this decision.
- Provide employees with your reasons for choosing to go completely smoke-free and information on the benefits of doing so.

Three Months Prior to Being Smoke-free

- Communicate the policy to employees via email, in meetings, on bulletin boards or through newsletters.
- Make policy revisions after obtaining input from your employees.

Two Months Prior to Being Smoke-free

- Print and display the smoke-free policy and highlight the implementation date.
- Promote smoking cessation resources through your health plan or through internal efforts.
- Provide in-service training for employees working on the plan.

One Month Prior to Being Smoke-free

- Display prominent smoke-free signage for employees.
- Highlight local quitting resources as well as tobacco treatment programs and medications.



Be ready for anything.®

On Implementation Day

- Remove all ashtrays from your premises.
- Implement and enforce the policy.

After the Plan is in Place

- Follow up with employees on their success with your new policy.
- Promote smoking cessation resources and be positive with your employees' continued success.
- Continue to enforce the policy.

Other Things to Remember

- Focus on employee tobacco use, not the users.
- Focus on the health and safety of your employee body instead of individual rights when discussing second-hand smoke.
- Maintain management support and commitment throughout the implementation process.
- Provide opportunities for employee participation in planning and in implementation.
- Offer tobacco dependence treatment to your employees and their dependents throughout the process and after the plan has been implemented.
- Plan your implementation date in conjunction with the American Cancer Society's Great American Smoke Out in November or around the holidays when people are getting ready to make New Year's resolutions.
- Enforce the smoke-free policy as you would with any other policy; punishments are finite and rigid.
- Do not stigmatize tobacco users. Instead, encourage them to work to make your organization a safe and healthy place to be employed.

At Clark-Mortenson Insurance we understand that going smoke-free can be difficult. Contact us for more resources for implementing this policy.