

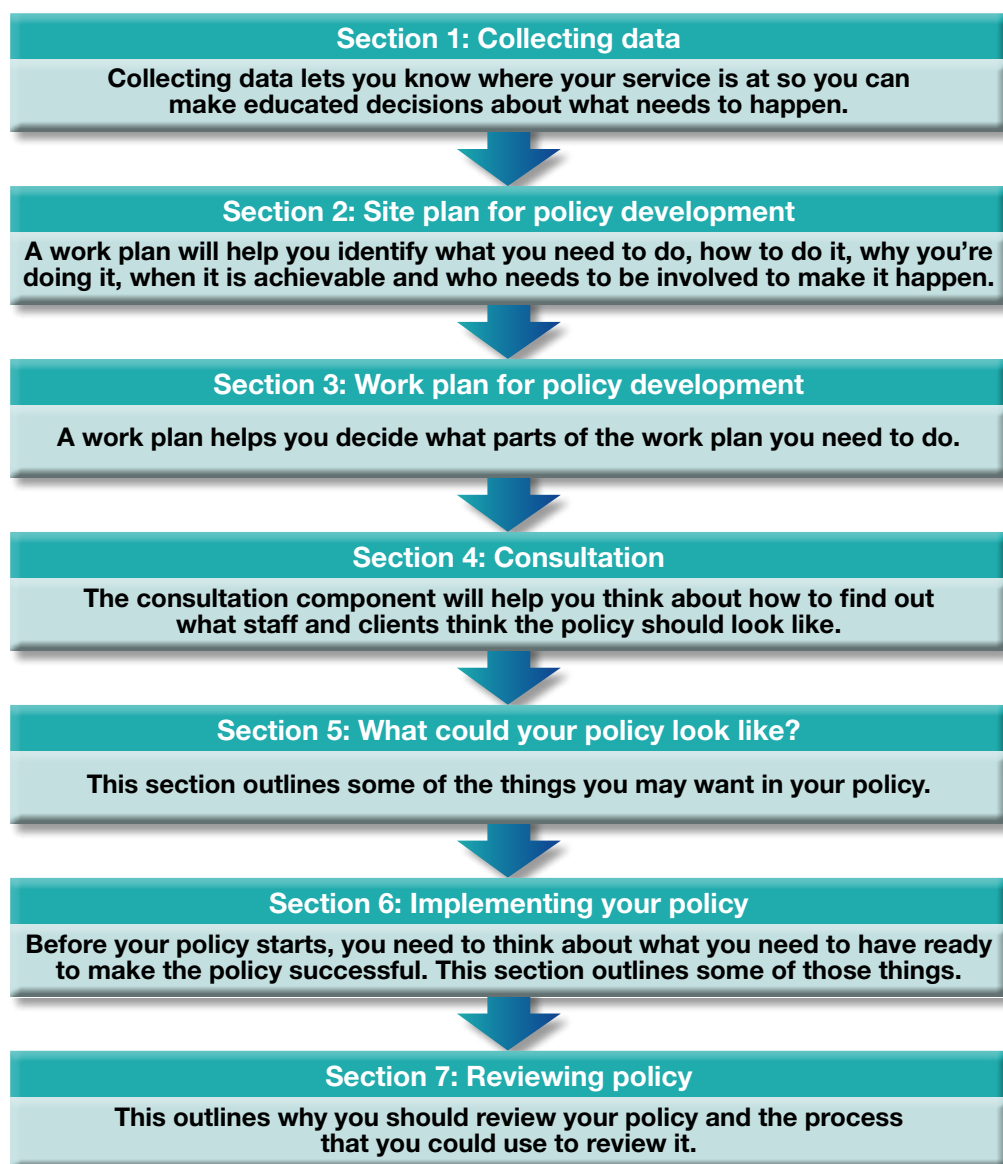
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About this module:

This module has been developed using traditional approaches to developing policy, experience with NSW ACCHS and the learnings from the Victorian Aboriginal Community Controlled Health Service (VACCHO) research project; Gorean Narrkwarren Ngrn-toura Health Family Air. The AH&MRC would like to acknowledge that this module has been in part, built on the experiences of the Victorian Aboriginal Community Controlled Health Organisation.

The diagram below shows the policy cycle process. There are a number of steps involved in developing a policy and this guide provides a breakdown of those steps into chunks that are easy to manage.



Section 2: Why do you need a Workplace Smoking Policy?

There are a number of reasons to have a Workplace Smoking Policy, which include:

- Each state has legislation outlining where people can and can't smoke in the workplace. A policy is a way of showing that you are adhering to the legislation. This may help with the accreditation of your ACCHS.
- Some Commonwealth funding agreements are now linked to having a Workplace Smoking Policy. Even if your service does not have any funding agreements that require this right now, you may in future.
- Lead by example. As a health organisation, you should recognise that smoking is not a healthy practice. Having a Workplace Smoking Policy in place shows people that your service does not support unhealthy behaviour.
- Safeguarding staff and clients' health. A Workplace Smoking Policy protects staff and clients from being exposed to Environmental Tobacco Smoke (ETS). Clients or staff who suffer from a respiratory disease, such as lung cancer or emphysema, or who have asthma, may be at greater risk of having an adverse effect from ETS. A Workplace Smoking Policy also protects children from being exposed to ETS, which can do damage to their health. Figure 1 highlights the way policy can be developed:

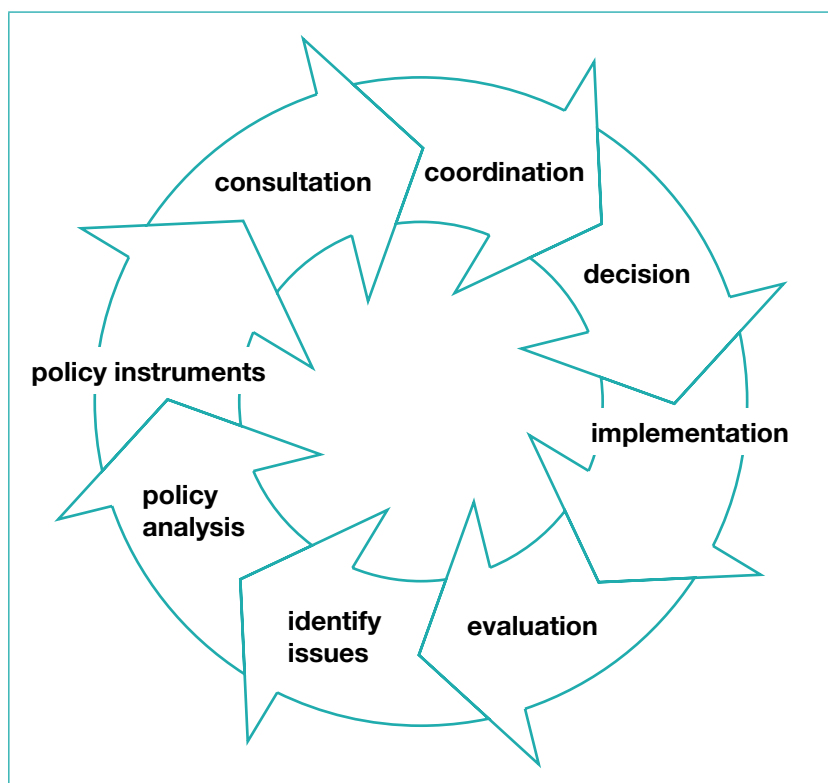
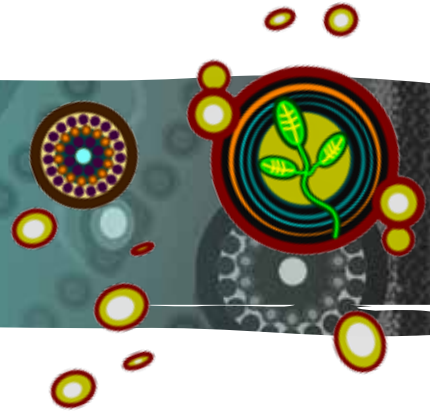


Figure 1 *Australian Policy Handbook*, Bridgman P and Davis G, 2004.

References: Bridgman P & Davis G, *Australian Policy Handbook*, Allen and Unwin, Sydney 2004

Section 3: Collecting information



One useful way of gathering information is through an environmental scan. The questions included in an environmental scan will help you understand where your service is at right now and what issues need to be addressed by your policy.

An environmental scan helps you get a good picture of smoking at your ACCHS. This information helps inform your Workplace Smoking Policy. The environmental scan asks a number of questions about:

- Organisational policies and procedures
- How many people from the service smoke
- How many people from the community smoke
- Where people smoke

How to use the environmental scan:

1. Walk around your ACCHS and answer all the questions. Take photos as you go as a visual reminder. If you have multiple sites do this for all sites of your service.
2. On a map of your ACCHS (use the building plans, the fire plan or draw one — your OHS officer should have a map for evacuation purposes) use the Environmental Scan Key to visually show what is happening at your ACCHS. An example can be found in this section.
3. If you have a policy in place, locate it, and compare the answers you received with what people are meant to be doing. If there are differences between the policy and what you found, make note of these.

What do you do with the information now?

1. You can use the information you have collected as a discussion point when you are consulting with management, staff and clients.
2. Keep the environmental scan and use it as a guideline for when you review your policy at a later stage. This gives you a record of where your service was at when you started developing/redeveloping the Workplace Smoking Policy. This will show you how far your service has come.

Environmental Scan: **EXAMPLE**

The environmental scan is designed to generate a broader understanding of your organisation's environmental policies, procedures and behaviours.

Organisational policies and procedures

1. Are there any smoking-related policies? If so, how are they implemented?
(Get a copy of any policies. If unsure, check with your HR director or accreditation officer.)

We have a smoking policy. Senior management is responsible for implementing the policy.

2. Are any smoking cessation initiatives happening at the moment? If so, please describe.

Currently there is a quit group one day a week. We also speak to people at the community BBQs we hold on the last Friday of every month.

3. How many of the current staff have undertaken smoking cessation training? If so, who, what course and when?

There are 3 staff who have taken the training. The nurse and the AOD workers have done Smokecheck. The AHW did the smoking cessation electives in the Cert IV training.

4. Are there any plans to train people in the future?

There are 2 AHWs who are doing the Cert IV; both are going to do the smoking cessation electives.

Location

5. Are there designated smoke-free and smoking areas?

There is a designated smoking area for staff, which is located at the back of the service. There are no designated smoking areas for clients; however, they are not allowed to smoke near the front door.

Plot them on the map using the specified key and photograph where possible.

6. Are there adequate signs in the designated areas? Are they clearly visible?

There are signs out the front where clients are not allowed to smoke.

Plot them on the map using the specified key and photograph where possible.

7. Where are the butts being discarded? Butt bins, garbage bins, the ground?

There is an old coffee tin where the staff smoke and a butt bin near the front gate.

Plot them on the map using the specified key and photograph where possible.

8. Who manages the butts, either on the ground and/or the butt bins?

The bins are emptied by anyone when they get full; however, it is the cleaner who normally does it.

Plot them on the map using the specified key and photograph where possible

9. If there are butts on the ground, are they in areas where children might be and have access to them? *(Photograph where possible)*

There are butts on the ground in the car park. Children can see them and pick them up.

10. If there aren't designated areas, where do people currently smoke?

People smoke wherever they want to, except for just outside the front door.

Plot them on the map using the specified key or photograph where possible.

11. Are children able to see people who are smoking? Are they exposed to passive smoke?

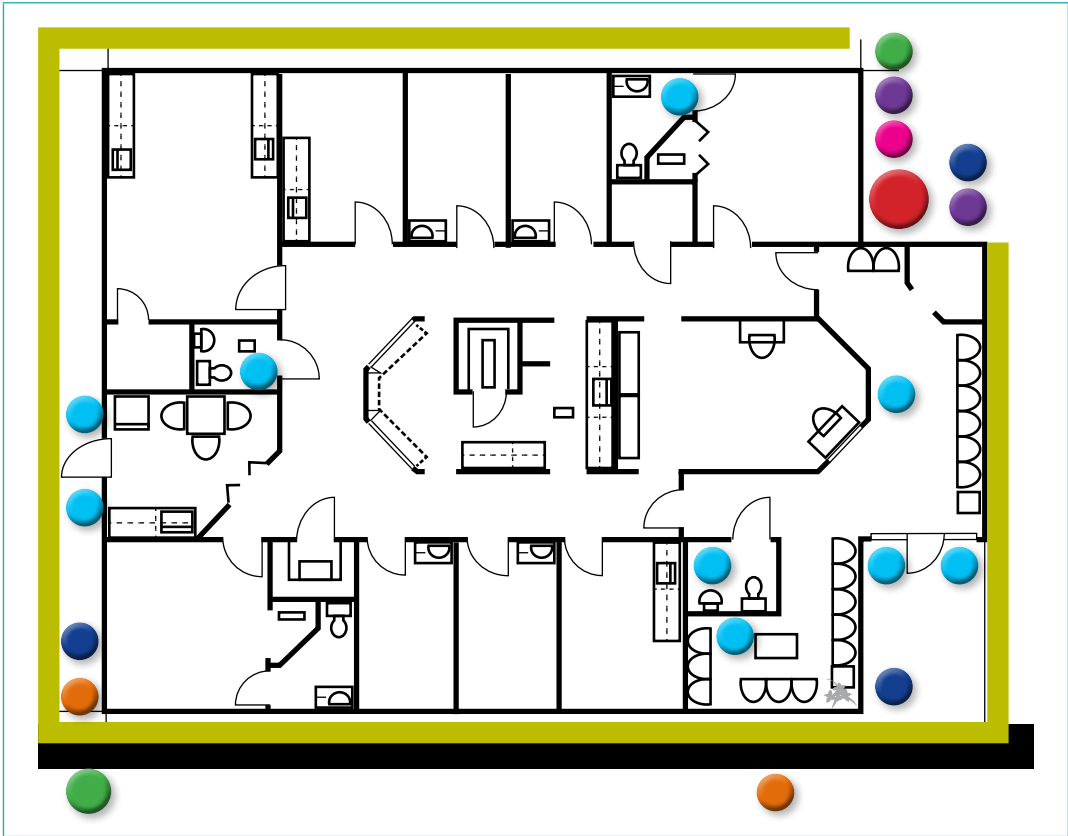
Children can see people smoking. Children are exposed to passive smoke because people smoke in most areas.

12. In the areas where people smoke are clients able to see staff smoke and are they exposed to passive smoking?

People are not able to see staff smoking; however, other staff may be exposed to passive smoke if they sit out the back on a tea break.

Comments:

Environmental Scan Key: **EXAMPLE**



Designated Smoking Areas

Designated Non Smoking Areas

'Smoking Signs' Located

'No Smoking Signs' Located

Usual Smoking Areas (Undesignated)

Butt Bins

Garbage Bins

Butts on the Ground

Section 4: Plan for policy development

Now that you have collected information, what do you do with it? A work plan is a good way of working out what you need to do, when you are going to do it and who needs to be involved.

The next step is to sit down with all the staff who are involved in tobacco control at your ACCHS and discuss what should be in your work plan. Having a team involved, with management support to develop and implement the policy, will always be much more effective than one person trying to do it alone.

The people who could be involved are:

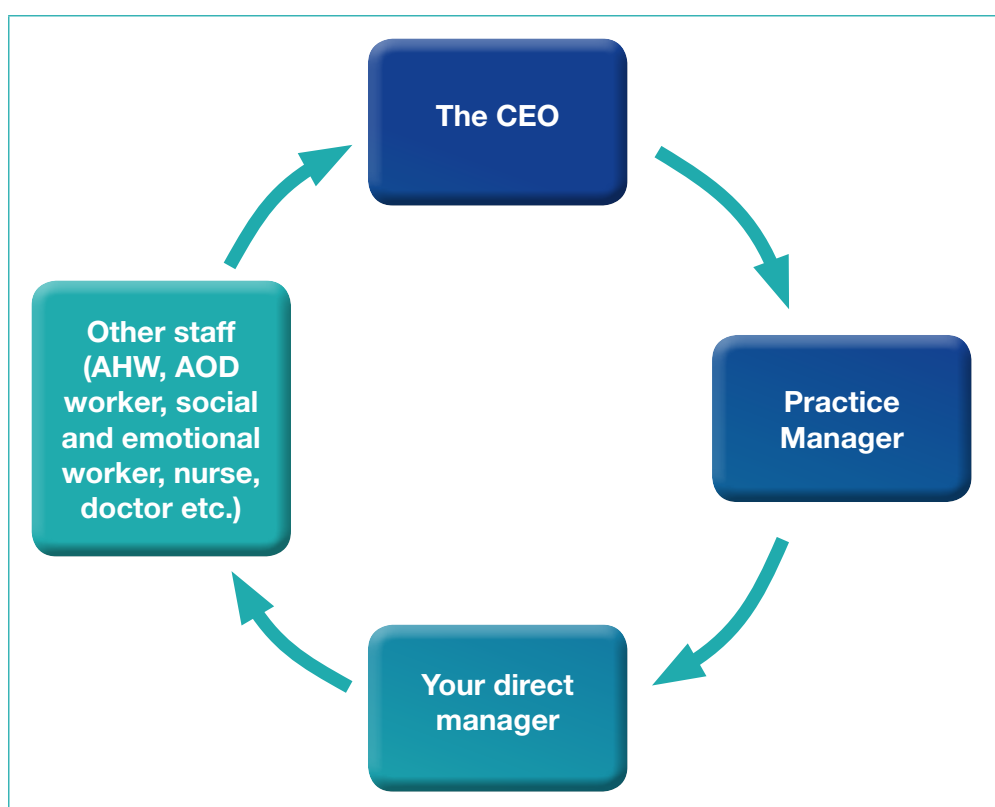


Figure 2 People who should be involved in development of a workplace smoking policy

Using the work plan template as a guide, go through all stages of the policy development and implementation, and decide how you are going to proceed. The environmental scan will help you understand what is happening at your service so you can decide as a team on what the next steps should be. The work plan will need to be a living document, which means that it must be flexible enough to change because things don't always go to plan.

Work Plan: **EXAMPLE**

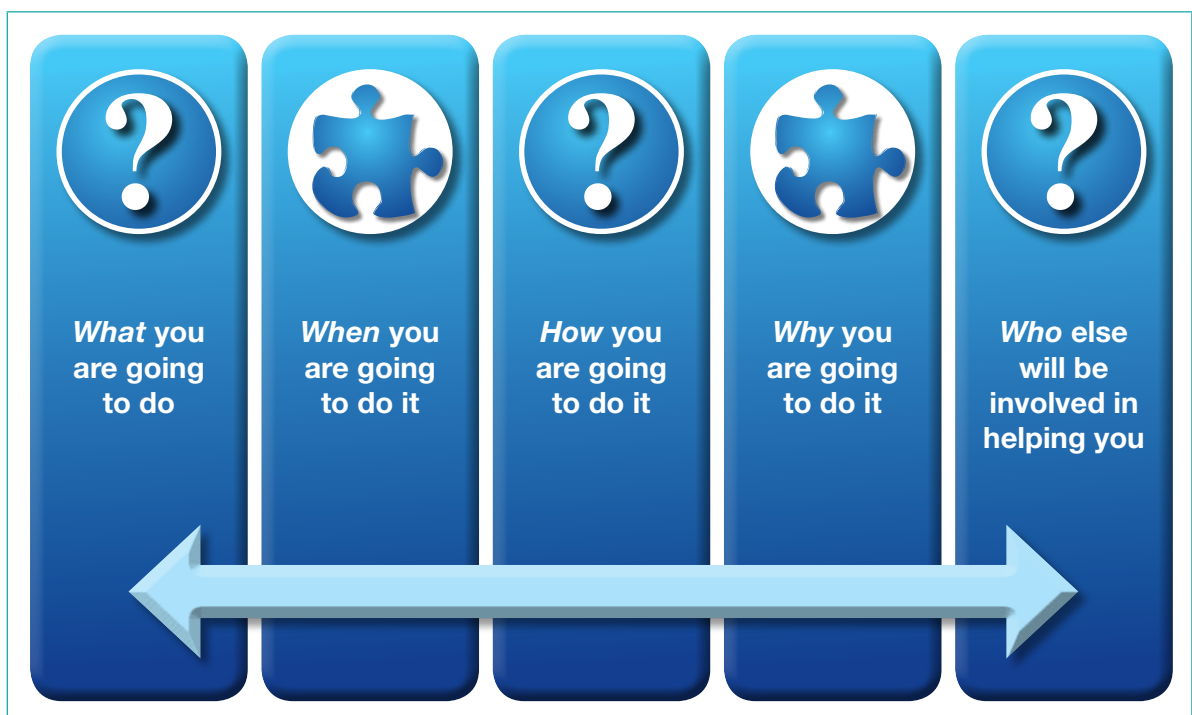
What	When	How (examples of what you may include)	Why	Who
Planning	Week 1-5	- Develop work plan - Develop survey - Advertise Yarn 1	Planning everything before you start will make it easier undertake all the activities	- You - CEO - Practice Manager - Staff involved with Tobacco Control
Yarn 1: Talk about smoking attitudes in the workplace	Week 6	- Advertise the Yarn via email, posters and through word of mouth - A morning tea or afternoon tea where people can talk about how they feel smoking habits are at their service	True consultation allows people to have buy-in to the policy, which means that it should be much more effectively implemented	- You - Manager rep - Any staff/clients who are interested
Conduct a survey of attitudes about tobacco at the ACCHS	Week 7-10	www.surveymonkey.com - Using PDAs - Paper surveys	- When you know what staff think is appropriate, it will help you understand what might be achievable in the policy - It will allow people a confidential way of expressing their views	- You: develop survey and circulate it to the team for feedback before sending it out to all staff - Clients should have the option of completing survey
Yarn 2: What should be in the policy?	Week 11	- The yarn should involve both staff and clients who were never smokers, as well as ex-smokers and current smokers - Advertise the Yarn via email, posters and through word of mouth - A morning tea or afternoon tea where people can talk about what a policy might look like	If people have input into the content of the policy they will be more inclined to follow it	- You - Manager rep - Any staff/clients who are interested
Draft a policy and circulate it to people who attended the meeting for feedback	Week 12-15	- Email the policy - Post the draft policy on staffroom wall - Put a copy of the policy in people's pigeonholes or on their desks	- This shows people that you are taking their feedback on board - It will tell you if you have understood what people are telling you	- You: develop policy - Manager to give support - Staff/clients to provide feedback
Managers Yarn 1	Week 16	- A morning tea or afternoon tea where people can talk about how they feel smoking habits are at their service Or - At a manager meeting	- Managers are the ones who will be responsible for making sure the policy is implemented, so getting them on board is vital - They may not have had time to come to the initial meetings	- CEO - Managers - You

Redraft policy and circulate it to management for feedback	Week 17-19	- Email the policy - Post the draft policy on staffroom wall - Put a copy of the policy in people's pigeonholes or on their desks	- This shows people that you are taking their feedback on board - It will tell you if you have understood what people are telling you	- You: redraft policy - Manager to give support - Managers to provide feedback
Staff Yarn 3:	Week 20	Get people together for a yarn either during morning tea, lunch or afternoon tea	- Allows people to have one last say - Final feedback from all staff/clients	- You - Manager rep - Any staff who are interested
Redraft policy and circulate it to all staff	Week 21-23	- Email the policy - Post the draft policy on staffroom wall - Put a copy of the policy in people's pigeonholes or on their desks	- This shows people that you are taking their feedback on board - It will tell you if you have understood what people are telling you	- Project officer to develop policy - Manager to give support - Staff to provide feedback
Managers Yarn 2	Week 24	Discuss how to implement policy at a manager meeting	- Buy-in is vital to the success of the policy - One person cannot do it all by themselves	- Project officer to develop policy - Manager to give support - Managers to provide feedback
Show final policy to all staff/clients and get CEO or board sign off	Week 25-27	- Email - On staffroom walls - Clinic walls - Newsletter	Allows everyone to be comfortable with the change	- Board and/or CEO - You - Management
Prepare to implement the policy	2-3 months before the policy is implemented	- Build designated smoking area - Put up posters - Train people in how to move clients on - Order resources - Count down the weeks till the policy is implemented in a public place for both clients and staff to see	- People are made aware of the changes slowly, which helps them get more comfortable with the changes - Gives the service time to make the required changes	- CEO - Management - You
Implement the policy	2-3 months after final draft has been circulated	Unveil the policy at a staff meeting	Reminds people the policy change is now happening	- CEO - You
Review the policy	12 months after implementation	- Redo the environmental scan - Resurvey staff - Talk to staff one-on-one about how they feel the policy is working and what isn't working	Will let you know what works and what might need to be changed	You

Section 5: Work plan for policy development

A work plan is where an individual or a group outlines the part they will play in developing the Workplace Smoking Policy. A work plan contains the specifics about how you are going to be involved in the policy's development. Things don't always go to plan, so it will be a living document, which means that it will always need to be flexible.

It tells both you and your management:



It is a good idea to work with your management on the work plan so that both of you are happy with what is going to happen.

Section 6: Consultation

Consultation gives people an opportunity to express their views. A Workplace Smoking Policy can be a sensitive topic for both staff and clients. For your policy to be effective it is always best to give everyone an opportunity to express themselves and their concerns in a safe and comfortable environment.

Consultation can take a long time but the effort is worth it. If a policy is supported by most staff, clients and managers, it is more likely to be successfully implemented!

There are many ways to consult people who might have input into a workplace smoking policy, including CEO, staff and community, such as:

- A survey
- A group yarn
- Talking to people one-on-one, either in person, over the phone or via email

Examples of the methods above are in this section, and templates are in the final section of this module. Refer to the *Getting to know your community: data collection module* for more information on the strengths and weaknesses of the different methods for collecting data.

TIP: The most important thing is to make sure that everyone – smokers, non-smokers and ex-smokers – all feel that they have the right to have their say in a comfortable and safe manner.

Why do a survey?

Strengths: A survey is a good way to get information confidentially. Some people may not feel comfortable talking one-on-one or in a group because they might feel judged, they might be shy or they just don't like talking in front of other people. A survey helps to overcome these barriers.

Weaknesses: There are two main weaknesses to doing a survey: people don't always return them and you can't ask people for more information if they say something interesting. To overcome these problems you can always use other methods of consultation alongside the survey, such as a group or one-on-one yarn. Surveys can take a lot of staff time to develop, administer and analyse. You may need to find additional funding to pay for experts, e.g. statisticians to analyse the data you collect.

Why talk to people in a group?

Strengths: Talking to people in a group is quicker than talking to people one-on-one, and it may generate a more interesting conversation because people often feed off other people's ideas.

Weaknesses: Some people tend to dominate a conversation so quieter people don't get an opportunity to say as much as they would like to. You can overcome this by splitting the group into small groups for discussions. As for interviews, you can record focus groups, but transcribing them is time consuming.

Why talk to people one-on-one?

Strengths: Some people feel more comfortable and safer talking to someone without other people around. You may also find that you can ask people more detailed questions if they say something interesting, which you don't always have the time for in a group yarn.

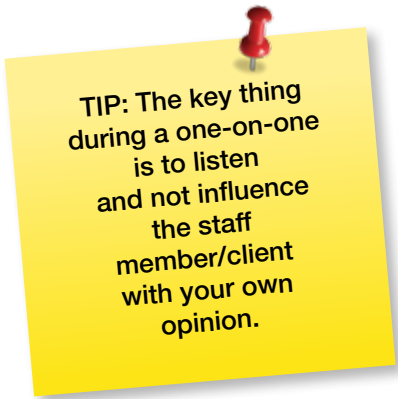
Weaknesses: One-on-one yarns can be time consuming, especially if you have a large group of staff and clients. You can overcome this by interviewing a select number of people, such as people who may not have participated in the group yarn or people who you feel would have valuable input. If you decide to record these interviews, the interview would need to be transcribed (written down) which can be time consuming and expensive.

You may choose to use all three methods or just one. Whatever you decide will depend on the dynamics of your service. As a team, work out what will be the most effective and efficient way of finding out what staff and clients think should be in the policy.

Semi-structured questions for a one-on-one interview

One-on-one interviews should be reasonably informal. If you keep the conversation informal and relaxed you are more likely to get open and honest answers.

The semi-structured questions listed below offer a guide to what you should ask a client or a staff member during a one-on-one interview. You don't have to ask them in the order as outlined below, and some answers may come up naturally during conversation. If you are running out of time, don't stress. Simply ask the questions you think are the most important. If the person you are interviewing says something that you would like to know about in more detail, it is ok to prompt them to tell you more.



TIP: The key thing during a one-on-one is to listen and not influence the staff member/client with your own opinion.

Semi-structured questions: **TEMPLATE**

Name of interviewee: Date:

Name of interviewer:

1. Are you a smoker?

.....
.....

2. How much do you smoke?

.....
.....

3. How do you feel about your smoking?

.....
.....

4. How comfortable do you feel about smoking in the workplace?

.....
.....

5. What would you like to see in a Workplace Smoking Policy?

.....
.....

6. What do you feel the barriers are to implementing a Workplace Smoking Policy

.....
.....

7. How do you feel we can overcome those barriers?

.....
.....

8. What else would you like to add?

.....
.....

On the next page is an example of a survey that could be circulated to staff as part of the process of developing a workplace smoking policy.

Staff Survey: **EXAMPLE**

Stuff about you and your smoking

1. Are you male or female?

- ✓ ☐ Male
☒ Female

2. How old are you?

- ✓ ☐ 18-24
☒ 25-34
☐ 35-44
☐ 45-54
☐ 55-64
☐ 64+

3. Do you manage staff?

- ☐ Yes
☒ No

4. What statement best fits you and your smoking?

- ✓ ☒ I smoke
☐ I smoke but not regularly
☐ I don't smoke now but I used to (skip to questions 8)
☐ I've never smoked (skip to questions 8)
☐ Don't know (skip to questions 8)

5. Do you now smoke cigarettes, cigars, pipes or any other tobacco products...

- ✓ ☒ Daily
☐ At least weekly (not daily)
☐ Less often than weekly
☐ Don't know/can't say

6. How many do you smoke a day (including pipes, cigars and cigarettes)?

- ✓ ☐ Less than 5 a day
☒ Between 5-10 a day
☐ Between 10-15 a day
☐ Between 15-20 a day
☐ More than 20 a day

7. If you are a smoker, would you like to stop smoking?

- ✓ ☐ No thanks, I like smoking
☐ I'm thinking about cutting down
☐ Yes, in the next month
☒ Yes, in the next six months

✓ Some of these questions are standardised questions, which means you can compare these to other tobacco or smoking status surveys, such as the National Household Survey.

This question identifies smoking status of the person answering the survey.

This question helps you understand the level of nicotine addiction.

This question helps you identify the person's stage of change.

Smoking in the workplace...

8. Do you think (the name of your workplace) should be supporting staff who want to quit smoking?

- ☒ Yes
- ☐ No

9. Do you think staff should take smoke breaks outside of the normal break times?

- ☐ Yes
- ☐ No
- ☒ Maybe

10. Where do you think staff and visitors should NOT be allowed to smoke?

- ☒ Company cars
- ☒ Near the front door
- ☒ Near the back door
- ☒ Near any door
- ☒ Near air vents
- ☒ Near children
- ☒ Other (please specify).....

11. Do you think (the name of your workplace) needs to have a designated smoking area? If yes, where do you think would be a good spot?

Near the back fence

12. How do you think (the name of your workplace) should support staff to stop smoking?

- ☒ Free NRT (nicotine replacement therapy)
- ☒ Time off to talk to a health professional
- ☒ An incentive to give up the smokes
- ☒ Nothing
- ☒ Other (please specify) Hypnotherapy

13. Do you know whether (the name of your workplace) has a smoking policy?

- ☒ Yes
- ☐ No

14. Would you like to be involved in reviewing/developing a Workplace Smoking Policy?

- ☒ Yes
- ☐ No

15. If (the name of your workplace) is to redevelop its policy, how much warning do you feel staff and clients need before the policy comes into practice?

- ☐ 1 month
- ☒ 1-3 months
- ☐ 3-6 months
- ☐ Not sure

16. Is there any thing else you would like to add?

.....

.....

.....

.....

.....

.....

.....

The next template can be used to record semi-structured interview with staff when planning a workplace smoking policy.

Focus group questions: **TEMPLATE**

Name of interviewee:..... Date:.....

Name of interviewer:.....

1. Are you a smoker?

.....

.....

2. How much do you smoke?

.....

.....

3. How do you feel about your smoking?

.....

.....

4. How comfortable do you feel about smoking in the workplace?

.....

.....

5. What would you like to see in a Workplace Smoking Policy?

.....

.....

6. What do you feel the barriers are to implementing a Workplace Smoking Policy

.....

.....

7. How do you feel we can overcome those barriers?

.....

.....

8. What else would you like to add?

.....

.....

Having a Yarn with Staff and Clients (Focus group)

A yarn or focus group involves talking to staff and clients in a group. You can use yarns to explore staff, client and managers' opinions to help you develop a workplace smoking policy. We have used an example of a series of yarns to consult with people as you develop your policy.

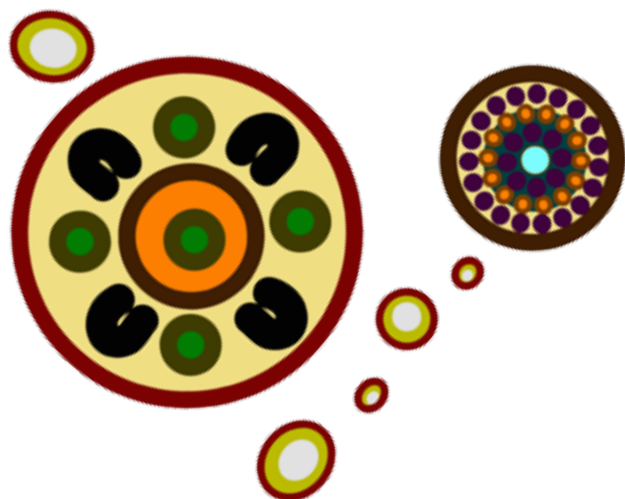
It is a good idea to plan what you would like to know from the focus group. Writing down some questions which you can ask throughout the yarn as a way of making sure you get the information you need. The questions may be answered before you ask them so the idea is for the questions to be a guide. The focus group questions, on the previous page, can be used as a guide for staff, clients or managers.

Staff and client Yarn 1 (1hr-1.5hrs)

The purpose of this yarn is to allow people to feel comfortable enough to talk about their own smoking status, experiences, feelings and expectations around smoking in the workplace. As facilitator you should guide the discussion without expressing your own opinion.

The facilitator should:

- Think about putting on a morning tea, lunch or afternoon tea as a way of encouraging people to come and to say "thank you" for taking up their time.
- Help to initiate conversation among the group.
- Let the conversation develop naturally. You never know what valuable information might come out.
- Be careful not to influence people's opinions by voicing your own.
- Listen and take notes on a whiteboard so people can see how you're interpreting their comments.
- If someone says something interesting ask them more questions to explore further.
- Don't mention "policy" unless someone else in the yarn does.
- After the yarn, circulate feedback notes to all staff and make them available for all clients.



Staff and client Yarn 2 (1hr-1.5hrs)

This yarn is a good opportunity to talk specifically about policy. By the end of this yarn you would hope you will have enough information about what people want in a policy.

The facilitator should:

- Think about putting on a morning tea, lunch or afternoon tea as a way of encouraging people to come and to say “thank you” for taking up their time.
- One week before the yarn, circulate all the documents that you will be referring to. This will give people the opportunity to read them before coming. Keep in mind that people are busy and may not have had time to read them, but it is always best to give them the opportunity. This can be done over email, copies in people’s pigeonholes, on the wall of the staff room, waiting room, near the front desk, etc.
- Help to initiate conversation among the group.
- Listen and take notes on a whiteboard so people can see how you are interpreting their comments.
- Discuss with them the results of the survey (if you decided to do one).
- Have a copy of the current policy (if you have one) for all people who are attending to refer to.
- Ask people whether or not they knew a policy exists. This might tell you one of the reasons the current policy is or isn’t successful. You might want to use the focus group questions template to guide your discussion.
- Have an example of what is considered best practice to compare to your service’s policy.
- Get people talking about what they feel the strengths and challenges are with your ACCHS’s policy or, if you don’t have one, with implementing a new policy.
- After the yarn, circulate notes to all staff and make them available for all clients.

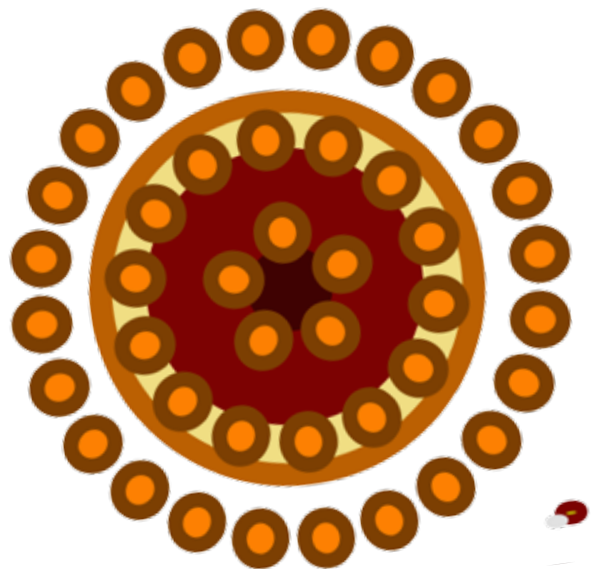


Staff and client Yarn 3 (1hr-1.5hrs)

This yarn is about getting feedback about the draft policy. People may want to discuss what is in the policy and how it is worded. It is important that people are not uncomfortable with the policy, because it will be difficult to implement if people don't want to follow it.

The facilitator should:

- Think about putting on a morning tea, lunch or afternoon tea as a way of encouraging people to come and to say “thank you” for taking up their time.
- Circulate a copy of the draft policy to all staff and make it available for clients a week before the yarn, so everyone has enough time to read it.
- Ask people what they like about the policy and what they see as a barrier.
- After the yarn, circulate feedback notes to all staff and make them available for all clients.



Managers Yarn 1

The managers may not have the time to attend the yarn for staff or may not want to discuss issues in front of staff, which is why it is a good idea to have a separate meeting for them.

This yarn is to get the managers input into the policy, including the strengths and barriers. They will also probably want to discuss the wording. If managers feel that they can implement the policy, they are going to be more supportive of it, so it is vital to have management support for the policy to be a success.

Managers often don't have a lot of time, so you may only get them for 10 minutes or so. Be prepared, so you can maximise the time you do have.

The facilitator should:

- Circulate an agenda to all managers so they know what you are going to talk about. Also send them a draft copy of the policy so they can read it before coming to the meeting.
- Help to initiate conversation among the group about the strengths and barriers of the policy. You might want to use the focus group questions template to guide your discussion.
- Let the conversation develop naturally. You never know what valuable information might come out.
- Be careful not to influence people's opinions by voicing your own.
- Listen and take notes on a whiteboard so people can see how you are interpreting their comments.
- If someone says something interesting, ask them more questions.

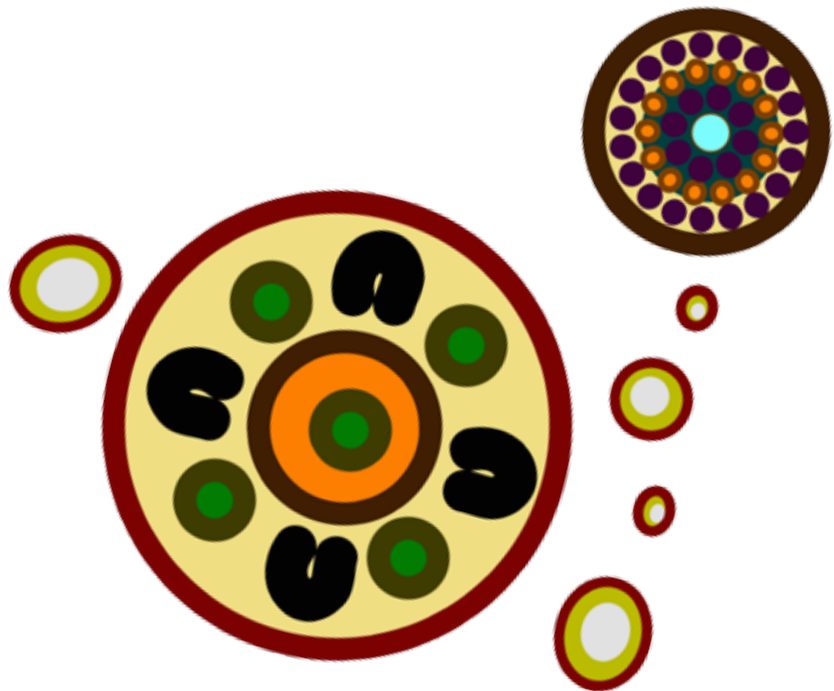


Managers Yarn 2

This is the last stage of the consultation process. The purpose of this yarn is to talk about the implementation of the policy. The important things to discuss in this final yarn are both the strengths of the policy and any barriers to implementing the policy from a manager's perspective.

The facilitator should:

- Circulate an agenda to all managers so they know what you are going to talk about. Also circulate the draft policy so they can read it before coming to the meeting.
- Work with managers on how the organisation is going to promote the new policy.
- Circulate notes after the meeting.



Section 7: What could your policy look like?

Your policy should reflect the needs of your ACCHS, so all policies are going to be different; however, there are some things that most policies contain.

These include:

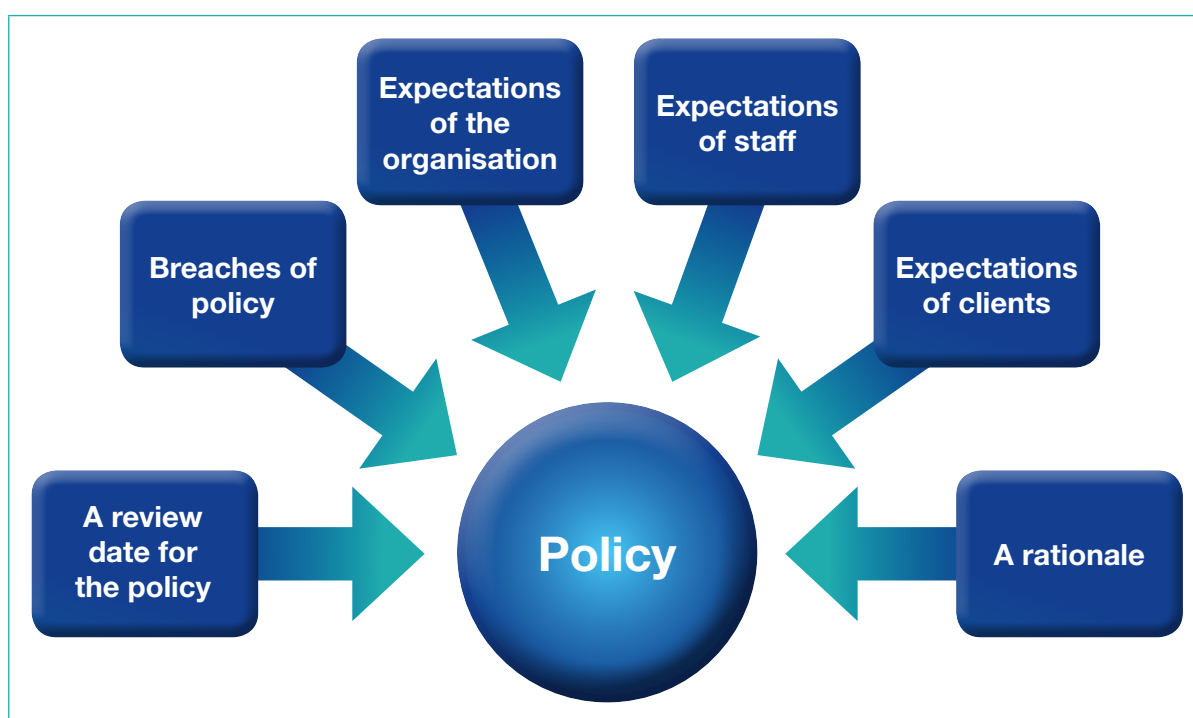


Figure 3 What could your policy look like?

In this module you will find a list of things that you may want to include in your policy. This list is not everything that you could have, just some of the things that many policies contain.

These details should come up through your consultation process. Do not be too disappointed if you are not able to have everything you want in the policy. You don't want to make people so uncomfortable with the policy that they won't stick to it. After awhile people will become more comfortable with policy, so when you review the policy later you may be able to include the things you thought should have been in the initial policy.

TIP: Your policy doesn't need to be what other people consider best practice, it can be best practice for right now. There is always the option of reviewing the policy at a later date.

Workplace Smoking Policy: **OPTIONS**

Rationale

Legislation: Under the *Work Health and Safety Act 2011*, employers are required to ensure the health, safety and welfare at work of employees and others. WorkCover, the agency charged with the administration and enforcement of the Act, interprets this to mean that smoking should be banned in the enclosed areas of workplaces.

- Is it because your service is a health organisation and needs to lead by example, like The World Health Organisation?
- Is it because staff and clients want to go smoke free?

Expectations of clients

- Where can clients smoke? (smoke-free area or completely smoke-free including all of the service's grounds?)
- Where can't they smoke?
- What happens if they breach these rules?

Expectations of staff

- Where can staff smoke? (smoke free area or completely smoke free?)
- Where can't they smoke?
- Can staff smoke in uniform?
- Can staff smoke outside regular breaks?
- Can staff share smokes with clients?
- Can staff smoke with clients?
- Can people smoke in the work cars?

Expectations of organisation

- Is the organisation supporting staff and clients to quit?
- Are they required to put up adequate signage?
- Are they making a commitment to supply quitting information?
- How are you going to inform staff and clients about the changes?
- Is the organisation going to offer incentives to quit – or to people who don't smoke?
- Are you going to include in all job advertisements that your service is a smoke free workplace?

Breaches of policy

- Who is responsible for making sure everyone adheres to the policy?
- What happens if someone doesn't follow the policy? Who is responsible for managing this?

Review

- Is the policy going to be reviewed? If so, when? And by whom?

Section 8: Implementing your policy

To implement the policy you need to make sure that you have everything ready by the time the policy starts. It is a good idea to have time between the policy being approved and the policy actually starting. This gap also allows staff and clients to get used to the new policy without there being any consequences if they don't adhere to it. Staff and clients will see the changes happening around the service and hopefully will be familiar to them by the time it starts.

Some things you may need to prepare are:

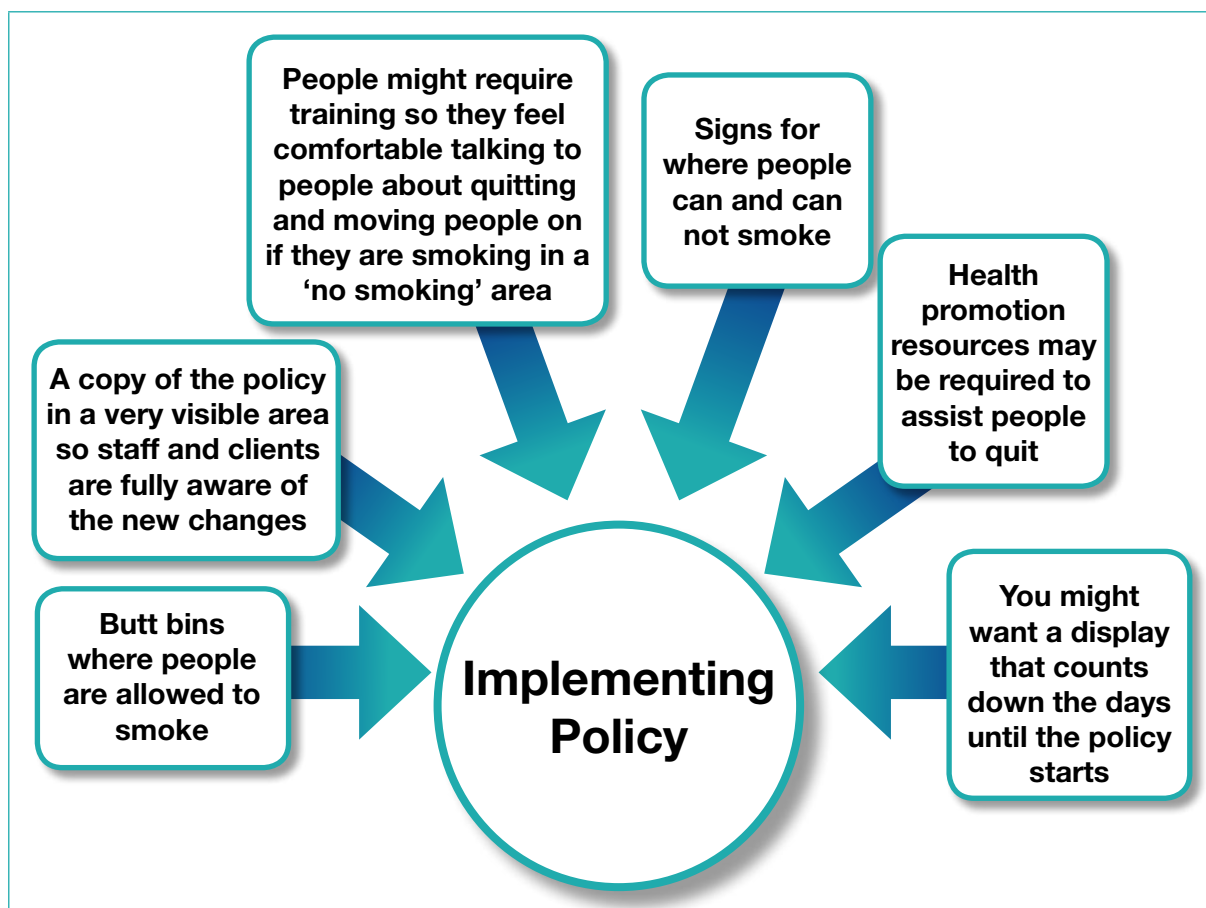


Figure 4 Implementing policy

Section 9: Reviewing your policy

It is always a good idea to set a date to review the policy. This allows you to see what is working and what isn't working; it also refreshes people's memories about the policy. The review process is not as long or as comprehensive as the initial development. You can use the same techniques as the development, but keep them shorter.

Why review the policy?

The information you collect when reviewing the policy can be used in a number of different ways including:

- Evaluation of the policy's success
- For reporting
- Moving the policy closer to what is considered best practice

Section 10: Resource List

Additional Resources

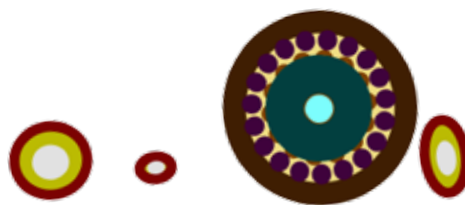
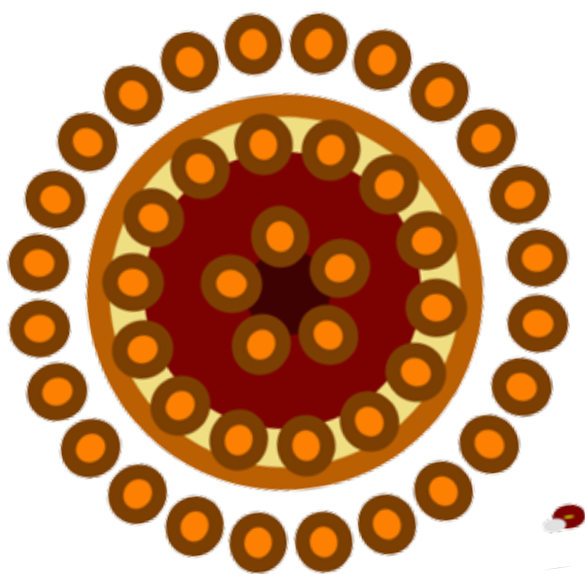
Cancer Council NSW

Going smoke-free: Recommendations for the workplace

The health effects of passive smoking are well documented. Employers who allow smoking in their workplace are at risk of being sued, either by employees or members of the public who suffer ill health as a result of being exposed to passive smoking. This kit outlines the key steps involved in introducing a smoke-free workplace policy.

You can download it from:

<http://www.cancercouncil.com.au/31946/reduce-risks/smoking-reduce-risks/going-smoke-free-recommendations-for-the-workplace/?pp=31946>



Section 11: Templates

This section contains blank templates of all the examples in this module. The templates are designed to be photocopied, but if you want to adapt them, Microsoft Word versions can be found on the USB drive that comes with this kit.



Environmental scan

Organisational policies and procedures

1. Are there any smoking-related policies? If so, how are they implemented?
(Get a copy of any policies. If unsure, check with your HR director or accreditation officer.)
.....
.....
.....
2. Are any smoking cessation initiatives happening at the moment? If so, please describe.
.....
.....
.....
3. How many of the current staff have undertaken smoking cessation training? If so, who, what course and when?
.....
.....
.....
4. Are there any plans to train people in the future?
.....
.....
.....

Location

5. Are there designated smoke-free and smoking areas?
(Plot them on the map using the specified key and photograph where possible.)
.....
.....
.....
6. Are there adequate signs in the designated areas? Are they clearly visible?
(Plot them on the map using the specified key and photograph where possible.)
.....
.....
.....
7. Where are the butts being discarded? Butt bins, garbage bins, the ground?
(Plot them on the map using the specified key and photograph where possible.)
.....
.....
.....

8. Who manages the butts, either on the ground and/or the butt bins?
(Plot them on the map using the specified key and photograph where possible.)

9. If there are butts on the ground, are they in areas where children might be and have access to them? (Photograph where possible.)

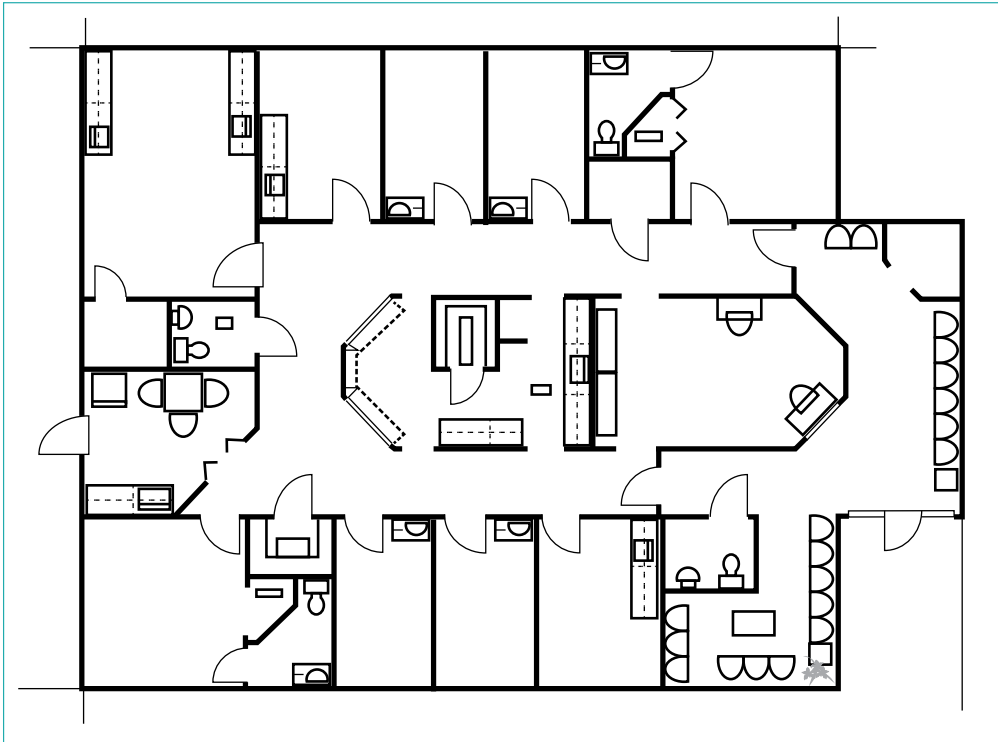
10. If there aren't designated areas, where do people currently smoke?
(Plot them on the map using the specified key or photograph where possible.)

11. Are children able to see people who are smoking? Are they exposed to passive smoke?

12. In the areas where people smoke are clients able to see staff smoke and are they exposed to passive smoking?

Comments:

Environmental Scan Key



-  Designated Smoking Areas
-  Designated Non Smoking Areas
-  'Smoking Signs' Located
-  'No Smoking Signs' Located
-  Usual Smoking Areas (Undesignated)
-  Butt Bins
-  Garbage Bins
-  Butts on the Ground

Semi-structured questions

Name of interviewee: Date:

Name of interviewer:

1. Are you a smoker?

.....
.....

2. How much do you smoke?

.....
.....

3. How do you feel about your smoking?

.....
.....

4. How comfortable do you feel about smoking in the workplace?

.....
.....

5. What would you like to see in a policy?

.....
.....

6. What do you feel the barriers are to implementing a Workplace Smoking Policy?

.....
.....

7. How do you feel we can overcome those barriers?

.....
.....

8. What else would you like to add?

.....
.....

Focus group questions

Name of interviewee: Date:

Name of interviewer:

1. Are you a smoker?

.....
.....

2. How much do you smoke?

.....
.....

3. How do you feel about your smoking?

.....
.....

4. How comfortable do you feel about smoking in the workplace?

.....
.....

5. What would you like to see in a policy?

.....
.....

6. What do you feel the barriers are to implementing a Workplace Smoking Policy?

.....
.....

7. How do you feel we can overcome those barriers?

.....
.....

8. What else would you like to add?

.....
.....

Staff Survey

Stuff about you and your smoking

1. Are you male or female?

- ☐ Male
- ☐ Female

2. How old are you?

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 64+

3. Do you manage staff?

- ☐ Yes
- ☐ No

4. What statement best fits you and your smoking?

- ☐ I smoke
- ☐ I smoke but not regularly
- ☐ I don't smoke now but I used to (skip to question 8)
- ☐ I've never smoked (skip to question 8)
- ☐ Don't know (skip to question 8)

5. Do you now smoke cigarettes, cigars, pipes or any other tobacco products...

- ☐ Daily
- ☐ At least weekly (not daily)
- ☐ Less often than weekly
- ☐ Don't know/can't say

6. How many do you smoke a day (including pipes, cigars and cigarettes)?

- ☐ Less than 5 a day
- ☐ Between 5-10 a day
- ☐ Between 10-15 a day
- ☐ Between 15-20 a day
- ☐ More than 20 a day

7. If you are a smoker, would you like to stop smoking?

- ☐ No thanks, I like smoking
- ☐ I'm thinking about cutting down
- ☐ Yes, in the next month
- ☐ Yes, in the next six months

Smoking in the workplace...

8. Do you think (the name of your workplace) should be supporting staff who want to quit smoking?

- ☐ Yes
- ☐ No

9. Do you think staff should take smoke breaks outside of the normal break times?

- ☐ Yes
- ☐ No
- ☐ Maybe

10. Where do you think staff and visitors should NOT be allowed to smoke?

- ☐ Company cars
- ☐ Near the front door
- ☐ Near the back door
- ☐ Near any door
- ☐ Near air vents
- ☐ Near children
- ☐ Other (please specify)

11. Do you think (the name of your workplace) needs to have a designated smoking area?

If yes, where do you think would be a good spot?

.....

12. How do you think (the name of your workplace) should support staff to stop smoking?

- ☐ Free NRT (nicotine replacement therapy)
- ☐ Time off to talk to a health professional
- ☐ An incentive to give up the smokes
- ☐ Nothing
- ☐ Other (please specify)

13. Do you know whether (the name of your workplace) has a smoking policy?

- ☐ Yes
- ☐ No

14. Would you like to be involved in reviewing/developing a workplace smoking policy?

- ☐ Yes
- ☐ No

15. If (the name of your workplace) is to redevelop its policy how much warning do you feel staff and clients need before the policy comes into practice?

- ☐ <1 month
- ☐ 1-3 months
- ☐ 3-6 months
- ☐ Not sure

16. Is there any thing else you would like to add?

.....

.....

.....

[illegible]

