

Smoke-free Environment (SFE)

A Checklist for Action

- Announce senior management's commitment to create a SFE.
- Assign responsibility and authority for coordinating the implementation of the SFE to an appropriate member of senior management.
- Create a task force to plan implementation.
 - Include people who are smokers, nonsmokers, former smokers, representatives of any officially recognized employee organization, and at least one member who reports directly to senior management.
- Develop a timetable. Set a specific date to be smoke-free.
- Gather information including:
 - The medical, economic, and social effects of smoking.
 - Smoke-free policies implemented by other organizations.
 - Facilities (i.e., physical constraints or leases with other organizations that may influence policy decisions).
 - Employees (percentage of nonsmokers and smokers, level of enthusiasm).
 - Existing smoking policy.
 - Legal issues (legislation, regulation, union contracts, and other contracts).
 - Budget Costs (how much will building and maintaining these programs cost?)
- Draft the implementation plan to phase in the SFE. Have it reviewed and refined by the appropriate individuals and groups.
- Announce the policy and implementation plan to all employees through a letter from the CEO.
- Educate employees, patients, and guests:
 - Training sessions for managers.
 - Feedback sessions for employees.
 - Company newsletter, paycheck inserts, all staff e-mails.

- Signs, displays, leaflets.
 - Letters to families of employees.
 - News releases to local media.
 - Flyers in patient appointment reminders.
 - Flyers/posters in waiting areas.
 - Notices in present designated smoking areas.
- Offer smoking cessation programs to employees and their families at least 6 months prior to implementation day.
- Group, individual, and telephonic programs for employees and outpatients
 - Inpatient program
 - Nicotine replacement therapy/Zyban
 - Clinician training
 - Collaborative efforts within departments of health system.
- Obtain insurance coverage of at least one tobacco cessation drug.
- Have the pharmacy carry cessation pharmaceutical inventories.
- Make changes to facilitate the SFE.
- Install “Smoke-free Area” or “No Smoking” signs.
 - Remove ash receptacles.
- Enforce the policy from day one.
- Evaluate and refine the policy.
- Be flexible and patient.