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The Mission of Project ASSIST is to reduce the burden of tobacco use related diseases in the US population, especially lung cancer, heart disease, and chronic lung disease, through proven effective comprehensive, community based smoking and tobacco use control strategies.

Project ASSIST is a partnership at the federal level between the National Cancer Institute (NCI) and the American Cancer Society (ACS). South Carolina is one of 17 states funded by Project ASSIST. When the ASSIST contract ends in September 1999, the Centers for Disease Control and Prevention will continue tobacco prevention funding.

SC Project ASSIST, based at SC Department of Health and Environmental Control (DHEC), funds 13 community coalitions (within 12 of the 13 corresponding districts) and seven community organizations. Some coalitions are more "agency driven" than others and are closely linked with local DHEC health district offices or with other agencies such as the Department of Alcohol and Other Drug Abuse Services (DAODAS) or with non-profit organizations such as the American Lung Association (ALA).

SC ASSIST collaborations also exist with the *USC School of Public Health* (which is working on school tobacco use prevention curricula, a statewide media campaign, and work site policy) and with *MUSC's Hollings Cancer Center*, which is training physicians around the state with NCI's "How to Help Your Patients Stop Smoking" curriculum. ASSIST also works with *Circle Park* to provide a tobacco use prevention track for 15 teams of teens at the Teen Institute each summer.

Coalition membership, in the *best case scenario*, would include representatives from state and local agencies, non-profit agencies, the health care system, schools, law enforcement, political representatives, members of the media, and the local community at-large. Coalition membership should have a good diversity of ages, socio-economic background, gender, and ethnicity. Continued membership recruitment from the community is necessary to establish and maintain coalition strength and diversity.

The goal of this systems change model is to affect policy and create change within populations at the *social and environmental levels* rather than through individual behavior change.

ASSIST strategies include policy and media advocacy related to clean indoor air, smoking in public places, youth access, economic disincentives, and counter advertising.

The four target (most at-risk) populations are youth, blue collar workers, lower income women of childbearing age, and African Americans, populations whose prevalence of tobacco use is highest or is growing most rapidly.

The five channels through which these populations are reached and most ASSIST activities are accomplished are: schools, community organizations, community environment, works sites, and the health care system.

Coalition funding and contracts will continue through September 30, 1998. At that time, new contracts and funding will be negotiated through September 30, 1999.

Specific local coalition activities are determined by each coalition, but must tie into the strategies, target populations, and channels described in each year's SC ASSIST Annual Action Plan.

Many coalition activities "piggy back" onto other events such as Kick Butts Day, World No Tobacco Day, Red Ribbon

Week, Child Health Month, and the Great American Smoke Out. Coalition members often assist in youth tobacco buys. (Activities are not limited to these events).

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January 1999	February 1999	March 1999	April 1999
	 American Heart Month 12 ASSIST Partners Meeting 14 Valentine's Day	16-17 ASSIST Information Exchange Meeting 20 Earth Day (Spring Equinox) www.earthsite.org	5-9 South Carolina Public Health Week 14 Kick Butts Day www.kickbuttsday.org www.tobaccofreekids.org Campaign For Tobacco Free Kids - 1-800-284-KIDS
May 1999	June 1999	July 1999	August 1999
29 World No Tobacco Day World Health Organization - www.who.org	13-18 Teen Institute, Teens N' Tobacco (TATU - Teens Against Tobacco Use) Presbyterian College		
September 1999	October 1999	November 1999	December 1999
	25-29 Red Ribbon Week - www.gfpdrugfree.org SC Project ASSIST Contact: Greenville Family Partnership (864) 467-4099	11-19 Smoking Education Week 18 Great American Smokeout 18 Great American Smokescream In High schools American Cancer Society - www.cancer.org/smokeout/scream.html	

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SOUTH CAROLINA PROJECT ASSIST

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Anderson Oconee Minority Health Coalition

Cora Williams
P.O. Box 1345
Anderson, SC 29622-1345
Phone: (864) 375-9190
Fax: (864) 375-9267

Florence County Commission on Alcohol and Other Drug Services

Shirley Corbett
PO Box 4881
Florence, SC 29502
Phone: (843) 665-9349
Fax: (843) 667-1615

Reld House of Christian Services

Deloris Green/Virginia King
PO Box 22132
Charleston, SC 29413
(843) 723-7138 Fax: (843) 722-8797

SC Coalition of Black Church Leaders

Pamela Bryant
PO Box 3076
Columbia, SC 29230
(803) 771-0325 Fax: (803) 779-4562

SC Project ASSIST Local Tobacco-Use Prevention Coalitions Contacts

REVISED: January 7, 1999

Coalition for Tobacco-Free Aiken County

Brenda Bentley
PO Box 3751
Aiken, SC 29803
(803) 649-1900 Fax: (803) 643-2926

Coalition for a Smoke-Free Anderson County

Sara Hendrix
220 McGee Road
Anderson, SC 29625
(864) 260-5804 Fax: (864) 260-5676

Coalition for a Tobacco Free Midlands

Greg White
PO Box 5932
Columbia, SC 29250
(803) 779-5864 Fax: (803) 254-2711

Edisto Health Coalition

Beulah Hand
PO Box 1126
Orangeburg, SC 29116
(803) 533-7275 Fax: (803) 536-9118

Greenville Family Partnership

Sharon Sanders
PO Box 10203
Greenville, SC 29603

<http://www.sph.sc.edu/oshe/local.htm>

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(864) 467-4099 Fax: (864) 467-4102

Horry County Coalition to Limit Youth Access to Tobacco

Darlene Skipper
PO Box 136
Conway, SC 29526
(843) 248-6291 Fax: (843) 248-6085

Low Country Wellness Coalition

Rachel Saunders
PO Drawer 1871
Beaufort, SC 29901-1871
(843) 521-5503 Fax: (843) 525-7621

Pee Dee Healthy People 2000

Phyllis Cunningham
2730 Cunningham Ct.
Darlington, SC 29532
(843) 395-9342 Fax: (843) 678-9721

Smoke-Free Lowcountry Coalition

Wehme Hutto
946 Orleans Road, Suite G1 #187
Charleston, SC 29407
(843) 761-8272 x3021 Fax: (843) 719-3025

Spartanburg Coalition for Better Health

Leslie Woppman
219 Independence Drive
Roebuck, SC 29376
(864) 576-6134 Fax: (864) 585-0326

Tobacco-Free Oconee

Crystal Minyard
PO Box 446
Walhalla, SC 29691
(864) 638-4179 Fax: (864) 638-4173

Tobacco-Free Wateree Coalition

Sherry Bullock
PO Box 1201
Sumter, SC 29151
(803) 773-0103 Fax: (803) 773-6366

York County Tobacco/Drug Prevention Partnership

David Sheedy
PO Box 3057
Rock Hill, SC 29732
(803) 324-7521 Fax (803) 366-2671

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SC DHEC Project ASSIST Staff Listing

Tom Gillette, MPH
Project Manager
Phone: (803) 898-0740
Fax: (803) 737-4128
email: GILLETTF@COLUMB61.DHEC.STATE.SC.US



Susan Cate, MPH
Coalition Coordinator

<http://www.sph.sc.edu/oshe/local.htm>

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Phone: (803) 898-0754
Fax: (803) 253-4001
Email: CATESC@COLUMB61.DHEC.STATE.SC.US



Hellen Fellers-Dekle, MEd.
Media/Communications Coordinator
Phone: (803) 898-0726
Fax: (803) 253-4001
Email: FELLERH@COLUMB61.DHEC.STATE.SC.US



Barbara Wright-Mallory
Community Organization Coordinator
Phone: (803) 419-0378
Fax: (803) 253-4001
Email: WRIGHTMB@COLUMB61.DHEC.STATE.SC.US



Emily Rines
Graduate Assistant
Phone: (803) 898-0293
Fax: (803) 253-4001
Email: RINESE@COLUMB61.DHEC.STATE.SC.US

Address for all:
Division of Community Health
Department of Health and Environmental Control
P. O. Box 101106
Columbia, SC 29211

Project ASSIST Community Partners

MUSC - Professional education objectives

Daniel Hoskins
Project ASSIST Contact Coordinator
Hollings Cancer
Medical University of South Carolina
Charleston, SC 29425
Phone: (843) 876-1947
Fax: (843) 876-1963

USC - School objectives, work site objectives, media objectives

Dr. John Ureda
Project ASSIST Principle Investigator
Department of Health Promotion and Education
School of Public Health
University of South Carolina
Columbia, SC 29208
Phone: (803) 777-5887
Fax: (803) 777-4783

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SOUTH CAROLINA Public Health Districts

Appalachia I
(Anderson, Oconee)
Angela Manley, CHES
864-260-5802

Appalachia II
(Greenville, Pickens)
Eleanor Dunlap
864-467-8861

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Appalachia III
(Cherokee, Spartanburg, Union)
Veda Harrell
864-596-3418

Catawba
(Chester, Lancaster, York)
Tracey Garrell
803-324-7521

Edisto
(Banberg, Calhoun, Orangeburg)
Beulah Hand 803-533-7275

Low Country
(Beaufort, Colleton, Hampton, Jasper)
Jerrie Parham, MA
803-525-7696

Lower Savannah
(Aiken, Allendale, Barnwell)
Meg Jordan
803-643-4014

Palmetto
(Fairfield, Lexington, Newberry, Richland)
Sharon Racliff
803-929-6512

Pee Dee
(Chesterfield Darlington, Dillon, Florence, Marion, Marlborough)
Susan Goldstein, MPH, RD
803-661-4830

Trident
(Berkeley, Charleston, Dorchester)
Cindy Ogier
803-740-0846

Upper Savannah
(Abbeville, Edgefield, Greenwood, Laurens, McCormick, Saluda)
Sara Jo Moore
864-942-3619

Waccamaw
(Georgetown, Horry, Williamsburg)
Aristotle Kirkland
803-368-3126

Wateres
(Clarendon, Karshaw, Lee, Sumter)
Sherry Bullock
803-773-0103

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Worksite Smoking Policy

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I. Introduction

A Resource Guide for Smoke free Worksites

Employers are taking another look at the issue of smoking in the workplace in the 1990's. No longer is Environmental Tobacco Smoke (ETS) merely an issue of annoyance. Since 1993 ETS has been classified by the Environmental Protection Agency (EPA) as a Group A carcinogen, a classification used only for substances proven to cause cancer in humans. ETS is now both a health and a liability issue for employers. Designated indoor smoking areas that expose nonsmokers to ETS should now be thought of as designated areas of liability.

Most employers would like to provide a healthy workplace, but many are apprehensive about implementing new smoking policies. With some standard procedures, the process of going smoke free can be relatively painless.

This manual contains resources to be used in conjunction with workshops offered by Project ASSIST for work sites in South Carolina. It is not intended to be comprehensive. Health issues, liability issues, and the economic aspects of ETS are topics not within the purview of this manual but are subjects to be offered in the workshop presentations. Cessation programs, as well, will be discussed in these programs. The American Stop Smoking Intervention Study is a 7 year project (1991-1998) to prevent and reduce tobacco use. South Carolina is one of 17 states chosen to participate in this community based effort. It is a partnership of the National Cancer Institute and American Cancer Society, along with state and local health departments and voluntary organizations. ASSIST's free resources are available to the entire

state. Contact the USC School of Public Health for information (803-777-6256 or 777-7096).

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II. Ten Steps to Success

How to Plan and Implement a Smoke free Policy

Establishing a workplace smoking policy requires careful planning. Here are ten steps that will help lead you to success.

1. Research the Issue
2. Gain Management and Key Decision maker Support
3. Gain Employee Support
4. Gain Union Support
5. Develop the Policy
6. Prepare a Timeline
7. Announce the Policy
8. Implement and Enforce the Policy
9. Evaluate Policy Success
10. Maintain the Policy

How to Plan and Implement a Smoke Free Policy

1. Research the Issue

Find out as much as you can about the following topics:

- o Health effects of ETS
- o History of complaints and smoking behavior among your employees (see page 16)
- o City and county smoking ordinances
- o Union contracts, insurance coverage, fire laws, existing ventilation systems, existing smoking policy, and any other contracts or regulations that might be affected by change
- o Current costs of smoking in your workplace in terms of health care, loss of productivity, and legal liability
- o Liability cases, if any, brought against your business or other South Carolina businesses
- o Examples of businesses with successful smoking policies

2. Gain Management and Key Decision maker Support

Identify the organization's key decision makers, and solicit their support for the policy.

Present logical, concrete arguments; stress health, liability, and economic issues.

3. Gain Employee Support

- o Determine employee attitudes and interest levels concerning smoking policy
- o Establish an employee committee (include smokers and nonsmokers) to make recommendations about the policy
- o Use staff meetings to discuss the proposed policy


4. Gain Union Support (where applicable)

Contact union leaders, and stress the importance of protecting the health of all employees. It may be necessary to handle the issue with collective bargaining. Ideally, a consensus can be reached through this process. The following are some key points to emphasize with union leaders:

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- o Reduction of occupational hazards
 - o Worker representation
 - o Worker motivation
5. **Develop the Policy**
Include management, unions, and employees, both smokers and nonsmokers. The process of policy development should foster a sense of teamwork and commitment to the policy, thus insuring future compliance.
6. **Prepare a Timeline** Create a timeline that allows for a transition period. Ideally, the announcement should be made six months prior to the policy's effective date to allow smokers to prepare for changes and to permit any facility changes that need to be made. Examples of facility changes include necessary ventilation modifications, removal of cigarette vending machines, removal of ashtrays, and the placement of signs that designate areas as "Smoke free". Cessation support should be offered at the time of this first announcement.
7. **Announce the Policy**
Give a written copy of the policy to each employee. Include a letter of support from the CEO. Give the policy exposure in the company newsletter, on bulletin boards, and in meetings.
8. **Implement and Enforce the Policy**
Encourage management to take a firm stand in establishing enforcement of the policy. When dealing with repeated violations, management may choose to take the following actions: 1) verbal warning, 2) written warning, 3) suspension. Consistency in enforcement is vital to the success of the policy.
9. **Evaluate Policy Success**
Short term:
- o Monitor employee comments, both positive and negative, verbal and written
 - o Monitor employee disciplinary records to determine compliance
 - o Conduct a follow-up survey of employee attitudes toward the policy (see page 17)
 - o Monitor employee illness and absenteeism rates
 - o Monitor enrollment in cessation programs
- Long term:
- o Monitor health insurance claims to evaluate the long-term effects of the policy
 - o Monitor employee disciplinary records to determine compliance
 - o Monitor employee smoking cessation rates
 - o Conduct follow-up survey to determine employee attitudes
 - o Maintain the Policy

A designated employee should handle any complaints and should be responsible for maintaining the policy.

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III. Basic Requirements for Policies

- Discuss reasons for having a policy: health risks, company morale, etc.
- Be specific about to whom the policy applies: employees, visitors, volunteers, contract service employees, customers/clients.
- Be specific about when the policy applies: during and after business hours and on weekends.
- State explicitly where smoking areas are located (unless the company has an entirely smoke free

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- campus).
- Give a specific date for policy initiation and include about six months transition time.
- Offer cessation help for smokers who want to quit.
- Discuss the need for team effort.
- Outline the enforcement policy.
- Give all employees a copy of the policy.
- Plan an annual evaluation of the policy; consider changes that may need to be made.

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IV. Additional Options to Include in Policies

- Mention (if applicable) that smoking may be harmful to equipment in the work environment and may be a safety hazard.
- Make specific references to smoke free areas about which there may be confusion for example, parking garages, sky walks, and tunnels that connect buildings.
- Address smokeless tobacco in the policy.
- Include guidelines for proper maintenance and cleanliness of the area, as well as the right of management to eliminate the smoking area at its discretion if the guidelines are not met.
- Mention (if applicable) the removal of cigarette vending machines from company grounds.

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V. Three Classifications of Smoking Policies

Version I

Smoke free Campus

The best method of protecting individuals from the dangers of ETS is to create a totally smoke free environment inside company building(s) as well as outdoors on company grounds. This is the easiest and least expensive policy to implement and maintain.

Version II


Smoke free Building

Creating a smoke free environment inside company buildings eliminates the majority of employees' exposure to ETS and creates a healthy working environment.

Version III

Separately Ventilated Rooms

ETS is reduced in the workplace by restricting smoking to rooms inside the building that are separately ventilated and meet specified EPA requirements.

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VI. Version I: Smoke free Campus

(ABC Company) is dedicated to providing a healthful, comfortable, and productive work environment for all of its employees.

As reported by the Environmental Protection Agency (EPA) in 1993, Environmental Tobacco Smoke (ETS) is responsible for 53,000 deaths per year in nonsmokers. In addition, the U.S. Surgeon General's 1986 report, *The Health Consequences of Involuntary Smoking*, concluded the following: Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of the nonsmoker to ETS.


In light of these findings, (ABC Company) shall become entirely smoke free, effective (date).

Smoking will be strictly prohibited within business owned or leased vehicles, in buildings, and on the grounds. This applies to offices, hallways, waiting rooms, rest rooms, lunchrooms, elevators, meeting rooms, community areas, and all grounds and property of (ABC Company). This applies to all employees, clients, contractors, and visitors. The policy is in effect during and after working hours.

Copies of this policy will be distributed to all employees. "Smoke free Area" signs will be posted throughout the company campus. This policy will be introduced over a period of six months to provide a smooth transition to a smoke free workplace. Employees who smoke and would like to quit are invited to participate in smoking cessation programs offered by the (ABC Company).

The success of this policy depends upon the thoughtfulness and cooperation of everyone. All employees share the responsibility of following and enforcing the policy. Any problems should be referred to the appropriate supervisor. Employees who do not comply with this policy will be subject to the same disciplinary actions accorded violations of other business policies. Contact (Name) if you have questions (number).

Chief Executive Officer/Date

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VII. Version II: Smoke free Buildings

Purpose of Policy

It is the philosophy of (company name) to provide its employees with a work environment that offers the opportunity and resources to optimize their personal health and well being. Since Environmental Tobacco Smoke (ETS) has been declared to be a Group A (known human) carcinogen and since it causes 53,000 deaths annually in nonsmokers, it is this company's intent that all facilities maintain a smoke free

environment.

Extent of Policy

The smoke free policy will apply to all facilities owned or leased by this company and to all company owned/leased vehicles.

Smoking is permitted on company grounds provided that it occurs beyond 50 feet of any building entrance or in the external designated smoking areas. Employees who choose to smoke within the permitted areas must do so on their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. Each employee is expected to abide by the terms of the Smoke free Workplace Policy, both during and after working hours. This policy applies to all visitors as well.

Implementation

A transition time will be in effect for six months prior to implementation date. During this time all employees will receive copies of the policy. Company will provide appropriate smoking cessation resources to interested employees.

Supervisory Responsibility

Although the policy requires the cooperation of the entire company, management and supervisory staff will be responsible for ongoing compliance with the Smoke free Workplace Policy within their work areas. They are expected to adhere to standard practices in resolving issues of nonconformance and in maintaining expected levels of productivity within their work groups. Policy violation will result in disciplinary action.

Executive Officer/Date

Chief



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VIII. Version III: Separately Ventilated Rooms

ABC Company is dedicated to providing a healthy, comfortable productive work environment for our employees, clients, and visitors. The US Environmental Protection Agency (EPA) concluded in its 1993 report entitled Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders that Environmental Tobacco Smoke (ETS) is a Group A (known human) carcinogen and is responsible for 53,000 deaths annually among nonsmokers. The EPA recommends that to effectively protect nonsmokers from involuntary exposure to tobacco smoke, smoking should be prohibited indoors or limited to specially designed rooms that prevent smoke from escaping to other areas of the building.

In light of these findings and to accommodate individuals who smoke, ABC Company will prohibit smoking throughout company buildings except in the smoke allowed room located on the ____ floor, room ____ . With the exception of this smoking allowed room and the designated smoking area outside, ABC Company will be smoke free, effective (date). There will be a six month transition period prior to implementation. Cessation classes will be offered during transition and after implementation.


Great care and resources have been used to protect nonsmokers from ETS. As recommended by the EPA, the smoking allowed room is designed to meet the following guidelines:

- The room is not used by non-smokers;
- It is an enclosed room with a self closing door;
- It maintains a negative air pressure, so that air flows from the rest of the building into the room;
- It is separately ventilated and directly exhausted to the outside to prevent re-circulation of ETS through the ventilation system to the rest of the building; and
- The smoking room must be certified for compliance with the above criteria before smoking may be permitted there.

Noncompliance with this policy will be treated in the same manner as violations of other company policies. Supervisors will be trained in dealing with complaints about violations. The cooperation of all employees is essential to successful policy implementation and maintenance.

Chief

Executive Officer/Date

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IX. Pros and Cons of Smoking Policies

SMOKE FREE (Versions I and II):

Smoking is not allowed inside any building or company vehicle. Smoking is entirely prohibited or occurs only at designated outdoor locations.

PROS

- Complies with all laws and ordinances
- Reduces ETS exposure for all employees
- Provides best health and safety benefits for employees
- May reduce the number of cigarettes smoked by employees; may encourage employees to quit smoking
- Decreases maintenance costs
- Sends a clear message to employees
- Allows for the easiest administration and enforcement
- Requires minimal costs for implementation

CONS

- May incur costs if outdoor smoking shelters are constructed
- Impacts the image of the company when employees smoke at building entrances (unless the entire campus is smoke free)
- Inconveniences employees who smoke
- May result in smokers being disproportionately absent from work stations

SEPARATE VENTILATION (Version III):

Smoking is allowed only in dedicated smoking rooms. In addition to being separately ventilated and

exhausted to the outside, these rooms must also maintain negative air pressure.

PROS

- Complies with most laws and ordinances
- Reduces nonsmokers' exposure to ETS
- Allows smokers to stay indoors

CONS

- May have adverse effects on the health of employees who smoke
- Incurs costs to build and maintain separately ventilated lounges
- Sends mixed health message



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X. Key Principles of Successful Smoke free Policy Implementation

- Focus on smoke, not on the smoker.
- Focus on health and safety regarding ETS, not individual rights.
- Obtain management commitment and support. This support can be made visible to employees through the use of paycheck stuffers, posters, newsletters, and other company communication channels.
- Provide training for mid level managers and supervisors on policy communication and enforcement.
- Provide real and visible opportunities for employee participation in policy planning and implementation.
- Educate the workplace community about the hazards of combining ETS and materials used in work processes.
- Allow four to six months from the time of the announcement to implementation depending on the size of the organization and the magnitude of the change from the old policy to the new policy.
- Plan to implement the policy in conjunction with national events such as the American Cancer Society's Great American Smokeout in November or around New Year's Day (when people are making New Year's Resolutions).
- Create an environment that celebrates the policy by providing employees with incentives on the official day of implementation. Possible incentives could include any items that are not usually provided by management. These will differ from company to company. such as fresh fruit, bottled water, other refreshments and/or meals, or anything that will generate a more positive response from employees.
- Ensure that restrictions and enforcement are equitable across job categories.
- Offer smoking cessation programs to all employees and their families before and after the policy change.
- Offer incentives in order to enhance employee motivation to stop smoking. The following are some examples:
 - cessation programs at little cost to employees and their families;
 - discounts or rebates on health or life insurance for nonsmokers;
 - cash bonuses for employees who quit smoking;
 - and/or recognition for employees who have quit smoking.

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- Enforce the ETS policy just as any other policy would be enforced. Provide training in enforcement for supervisors. Do not differentiate between smoking breaks and any other kind of break.
- Anticipate unintended effects (e.g., the concentration of smokers in designated areas).
- Continue to provide smoking cessation, educational opportunities, and programs after the policy has been implemented in order to provide continued support for employees and to prevent the relapse of those who successfully quit smoking.
- Work with and involve unions in policy development and implementation when applicable.



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XI. Employee Survey About Smoking in the Workplace

1. Please indicate the extent to which you are bothered by cigarette at work: Frequently bothered Seldom bothered Occasionally bothered Never bothered 2. If you are bothered by smoke at work, in what way are you bothered? (Check all that apply) Eye, nose or throat irritation Concern for long term health Interference with work performance Headaches Pregnancy related health concerns Other: Please specify: _____ 3. What is your opinion of a smoking policy for your workplace? Company grounds should be entirely smoke free The building should be entirely smoke free Smoking should be allowed in rooms (with separate ventilation) dedicated only to smoking Please specify where: _____ 4. Please indicate your current smoking status: Currently smoke cigarettes Currently smoke pipe/cigar Used to smoke Never smoked
For current smokers only

5. Would you attend a company offered program to help you stop smoking?
 Yes No Maybe

5. If smoking were banned at the workplace, how would this affect the amount you currently smoke?
 It would not affect it I would smoke less
 I would smoke more at home I would try to quit

Thank you for your cooperation!

Follow-up Survey of Employee Smoking Attitudes and Behavior

1. What is your current smoking status? Check one: Currently smoke cigarettes Former smoker (stopped before the smoking policy was adopted) Currently smoke pipe or cigar Former smoker (stopped after the smoking policy was adopted) Never smoked 2. What is your opinion of the smoking policy at your workplace? Check one: Not strict enough Reasonable Too strict 3. What is your opinion of Environmental Tobacco Smoke (ETS)? Check one: Definitely harmful Probably harmful Not harmful Not sure
For those who smoked at the time the smoking policy was implemented

4. Have you enrolled in a smoking cessation program? Check one: Yes, I have enrolled No, I have not enrolled 5. How has the smoking policy affected your smoking? Check all that apply: I smoke less overall It has not affected me I smoke less at work I quit smoking I smoke more overall I am trying to quit I smoke more at work I smoke less at home I smoke more at home I only smoke outdoors

Thank you for your cooperation!

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XII. Sources

Is Smoking Affecting Your Workplace? Raleigh, North Carolina: Project ASSIST For a Healthier North Carolina. North Carolina Department of Environment, Health, and Natural Resources; 1994.

100% Smoke free Workplace. San Diego, California: County of San Diego Department of Health Services Tobacco Control Resource Center; 1995.

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733-4670
 919 (4671)
 Susan Crocker, 733-4555
 Prevention Services Consultant
 Project ASSIST
 ext. 270

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<http://www.sph.sc.edu/oshe/assist1.htm>

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