

MAKING YOUR
WORKPLACE
SMOKEFREE

A DECISION
MAKER'S GUIDE

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention
Office on Smoking and Health

Wellness Councils of America
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PREFACE

As scientific evidence documenting the health hazards posed by environmental tobacco smoke (ETS) continues to mount, workplace decision makers have more reason than ever to protect employees from exposure to ETS on the job. The U.S. Environmental Protection Agency concluded in January 1993 that each year ETS kills an estimated 3,000 adult nonsmokers from lung cancer and that the workplace is a significant source of ETS. In a recent study, nonsmoking employees exposed to ETS at work but not at home had significantly higher levels of a nicotine metabolite in their blood than did nonsmoking workers with no work or home exposure to ETS. Levels of exposure to ETS are lowest in smokefree workplaces.

Even before these recent studies were available, the U.S. Surgeon General had determined in 1986 that ETS is a cause of disease, including lung cancer, in otherwise healthy nonsmokers. The Surgeon General also reported that the simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of nonsmokers to ETS. In 1991, the National Institute of Occupational Safety and Health of the Centers for Disease Control and Prevention recommended that “all available preventive measures should be used to minimize occupational exposure to ETS.”

Health issues provide ample justification for restricting ETS exposure at the worksite. But there are other good business reasons. Instituting smokefree work environments can reduce costs for cleaning and maintaining facilities and equipment and improve employee morale. “Smokefree” does not mean “anti-smoker.” Policies that restrict or eliminate smoking may provide incentives for employees to stop smoking altogether. You can demonstrate your commitment to employees who smoke by offering to help interested smokers quit.

In brief, that’s the “why” for companies and organizations to go smokefree. This handbook, *Making Your Workplace Smokefree: A Decision Maker’s Guide*, provides the “how.” This up-to-date guide draws on years of research and first-hand experience, and it offers practical and proven strategies for implementing successful policies in a variety of work settings. As you will see in this guide, with a little planning an effective workplace policy is easy to implement. We hope that workplace decision makers will use this handbook as a blueprint for action in promoting the health and safety of all workers.

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ABOUT THIS GUIDE

GOAL: Provide a 100% smokefree workplace environment.

- *Protect all employees from exposure to environmental tobacco smoke.*
- *Provide cessation support to smokers who want to quit smoking.*

This guide provides you, the worksite decision maker, with information on how to design, implement, and evaluate environmental tobacco smoke (ETS) policies and related activities. Ideally, to protect all persons from exposure to ETS, companies will implement policies that require a smokefree environment in company buildings and other enclosed places and provide significant smoking cessation support for their employees and covered dependents.

Chapter One provides the background information you need to make the decision to implement policies and related activities to eliminate ETS in the workplace.

Chapter Two highlights legal, scientific, human resource, facility, image, and economic reasons to reduce ETS in the workplace.

Chapter Three provides a model smoking policy and additional options to help companies and other organizations design policies to fit their needs.

Chapter Four helps the company develop smoking cessation activities to ensure help is available for employees who want to quit smoking.

Chapter Five provides step-by-step instructions in designing policies and related programs to meet the needs of the company.

Additional resources, sample policies, and a list of organizations with smokefree workplaces are included in the Appendices.