



# Helping Employees Quit Smoking: A Toolkit for Implementing a Workplace Quit Smoking Initiative

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**Hamilton**  
Public Health Services

## Foreword

Hamilton Public Health Services developed this toolkit in order to make it easier for your workplace to plan, implement and evaluate a workplace quit smoking initiative.

### Inside this Toolkit, you'll find:

- An explanation of the benefits of helping employees quit smoking and a business case for making your workplace smoke-free.
- A step by step approach, with examples of different options, for planning and implementing a comprehensive quit smoking initiative at your workplace.
- Sample communications, such as messages and posters, to help you plan and promote your quit smoking initiative to employees and get them involved.
- Examples of tools, such as employee surveys and smoke-free workplace policies, to adapt or use to support your workplace quit smoking initiative.

This toolkit is intended for use by employers and others who support health and wellness within the workplace. This includes owners and operators, senior leaders and management, human resource staff, union representatives, and workplace wellness or health and safety representatives.

Finally, our Workplace Health Promotion Specialist at the City of Hamilton Public Health Services is available to assist local workplaces interested in implementing quit smoking initiatives. For further information, or to book a workplace consultation with our staff, please contact us by email at [workplace@hamilton.ca](mailto:workplace@hamilton.ca).

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## Why invest in the health of employees?

A growing body of evidence indicates that today's workplace health and wellness programs are no longer just a nice idea, but rather a crucial investment in an organization's long-term success. According to both the Conference Board of Canada<sup>1</sup> and Health Canada<sup>2</sup>, employers should strive to create healthy workplaces that address risk factors, such as tobacco use and smoking behaviour, in order to:

1. Build or maintain good health among employees;
2. Control the financial costs associated with an unhealthy workplace and to gain the benefits of a healthy workplace;
3. Build the organization's profile as a good and socially responsible employer, and comply with or exceed legislation;
4. Enhance employee satisfaction; and
5. Demonstrate legal due diligence towards their employees and avoid litigation.

Supporting employees' physical health and mental wellbeing, whether by providing them with resources and programs to promote healthy living, or by improving workplace culture, is an investment worth its return.

For more information on the benefits of investing in healthy employees through workplace wellness, visit <https://www.hamilton.ca/workplace>.

## Why offer a quit smoking initiative in the workplace?

Beyond poor health<sup>3</sup>, smoking has substantial economic implications for smokers and their employers, too. On average, each smoker costs his or her workplace an estimated \$4,256 due to lost productivity from unsanctioned smoking breaks and absenteeism<sup>4</sup>.

Workplaces are appropriate and effective places to prevent people from starting to smoke and to help people quit smoking<sup>4</sup>. Employers who promote quitting and address smoking behaviour through the workplace can expect to gain additional benefits, including<sup>5</sup>:

- Improved employee health;
- Increased productivity;
- Reduced costs (through savings on employee health benefits, sick days, etc.);
- Enhanced job satisfaction;
- A better corporate image; and

- Fewer losses in terms of skills, knowledge and corporate memory due to premature death, disability, and early retirement due to poor health.

Employers can help their employees quit smoking, as well as protect non-smoking employees from exposure to second-hand smoke, by using a comprehensive approach to workplace health promotion which addresses four components:

**1. Awareness Raising** - To increase employee knowledge, awareness, and/or interest around a particular lifestyle or behaviour change.

- Example: Have quit smoking information accessible to employees within the workplace (e.g. on the intranet or posted on a health and safety board, available in break rooms or health centre, etc.).



**2. Education and Skill Building** - To build knowledge and confidence that a positive lifestyle change can be made and sustained.

- Example: Organize information sessions to encourage employees to try to quit smoking and to understand options available to them in order to successfully quit smoking and help them stay quit.



**3. Environmental Support** - To encourage and support healthy lifestyles through the creation of supportive physical and social workplace environments.

- Example: Promote the use of quit smoking medications available through the employee benefits program. Arrange for an onsite quit smoking program or peer group support.



**4. Policy Support** - To ensure that organizational decisions and practices support, protect, and promote healthy lifestyles.

- Example: Develop and implement a smoke-free grounds policy to reduce employees' exposure to second hand smoke and encourage less smoking and more quit attempts among employees who smoke.



## Preparing for your workplace quit smoking initiative

Workplace quit smoking initiatives are most successful when there is strong senior leadership support, strong workplace smoke-free policies, relationships with external partners to provide services, an integrated wellness strategy, and targeted regular communication about programs<sup>6</sup>.

In order to ensure your workplace can offer a comprehensive quit smoking initiative, it's important to take time to pre-plan your quit smoking initiative and decide what options and activities are feasible to offer within your workplace.

### **Actions:**

- Read this toolkit through and make note of any questions you have or may anticipate from senior management.
- Contact a Workplace Health Promotion Specialist at the City of Hamilton Public Health Services for a consultation and/or to provide you with information or additional tools to help you plan your quit smoking initiative at [workplace@hamilton.ca](mailto:workplace@hamilton.ca)

## Step 1: Determine your workplace capacity

### **Conduct an Organizational Needs Assessment**

Conducting an organizational needs assessment will help you more effectively plan your workplace quit smoking initiative by understanding what resources are available, and at what cost, to your employees through your workplace and in the community.

### **Actions:**

- The goal of completing a needs assessment is to determine the capacity of your workplace to implement a quit smoking initiative, such as: staff, budget, services and supports available through your workplace's Employee and Family Assistance Program (EFAP) or benefits plan, and external services available in the community.
- Check with your EFAP to see if there are opportunities to provide short-term, time-limited access to programs or supports, such as quit smoking counselling or medications.
- Consider using available tools and templates to help you plan and carry out your organizational needs assessment and gather information. Feel free to contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) if you require any of these supports or resources.

## Step 2: Identify your employees' needs

### Coordinate an Employee Survey

To help plan your workplace quit smoking initiative, coordinate an employee tobacco use and exposure survey. The primary focus of the employee survey should relate to employee health risks and smoking behaviours, past quit attempts, preferred quit smoking methods, and levels of interest to participate in quit smoking-related activities.

#### Actions:

Consider what information you will require to develop and implement a workplace quit smoking initiative within your organization. These needs will assist in developing your survey questions. A sample of an employee survey can be found in [Appendix 1](#), or contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) for additional examples.

- By asking all employees to complete the employee survey, you will know the magnitude of smoking behaviour and tobacco smoke exposure at your workplace, including: the percentage and type of smokers, percent of employees exposure to second-hand smoke, perceived employee attitudes and support towards various smoke-free activities, and preferred communication methods.
- Determine how your employee survey will be launched to maximize participation among all staff, including smokers and non-smokers, front-line employees, administration and management.
  - o Questions to consider: Will the survey be accessible online and a link sent out via company email? Will the link be posted to your workplace intranet page? Will hard copies be available to those without computer access?
- Decide if your workplace will offer prizes to encourage employees to complete the employee survey. If so, make sure to include details of these prizes in the promotional materials for the survey and within the survey introduction. For an example of a prize ballot, see [Appendix 2](#)

Promote the employee survey using:

- o Email message #1 – See [Appendix 4](#)
- o Email message #2 – See [Appendix 4](#)

Announce the prize winners, if applicable, using:

- o Email message #3 - See [Appendix 4](#)

## Share Survey Results With Your Employees

Once completed, survey results can help guide the planning and implementation of your workplace quit smoking activities. Use the options for implementation offered in this toolkit to help you develop a plan that will suit your workplace, based on your organizational capacity, leadership support, and the results from your employee survey.

### Actions:

- Share and discuss the survey results with your management team, health and safety, and/or wellness committee members and other stakeholders in order to present your ideas and gain their input and approval.
- Use the results of your organizational needs assessment and the employee survey to help plan activities that your workplace quit smoking initiative will offer and how to promote to employees to encourage participation.
- To build trust, share the survey results with employees, including the actions the workplace is taking to help smokers who want to quit smoking and to protect employees from second-hand smoke exposure. Typically, this is done through a brief written summary (e.g. hand-out, articles/blogs, poster, etc.). At the same time, these promotions can be used to engage staff in upcoming workplace quit smoking activities and address changes to company policies and/or benefits.

When ready, promote your future Quit Smoking activities to employees by using:

- o Posters “Coming Soon” – See [Appendix 3](#)
- o Summary: “Survey Says” - See [Appendix 3](#)

## Step 3: Plan your workplace quit smoking initiative

After assessing organizational capacity, available resources, and employee needs, it's time for you to choose and implement activities that will help employees quit smoking and protect employees from exposure to second-hand smoke.

Under the Smoke-Free Ontario Act, smoking is prohibited in enclosed workplaces, including workplace vehicles, and public spaces in Ontario to protect workers and the public from the hazards of second-hand smoke. However, smoking on most workplace grounds and worksites are not covered under this legislation. Workplaces can offer resources and programs, as well as develop additional policies and guidelines, to create a more supportive workplace environment to encourage employee quitting and protection of employees from second-hand smoke.



## 1. Awareness Raising



- 1. Make information and resources on the benefits of quitting smoking, as well as smoking restrictions in the workplace, available and accessible to all employees:** It's important to address the issues of tobacco use, smoking at the workplace, and quitting throughout the year with employees. This provides clear communication around the expectations of the company in terms protecting all staff from second-hand smoke exposure and providing support for employees who want to quit smoking. This can be done by communicating the benefits of adopting a smoke-free workplace policy and highlighting quit smoking resources and options available to employees through workplace wellness or health and safety updates, events, newsletters, blogs, and other workplace channels.
- 2. Promote free or low-cost services available in the community:** Highlighting available quit smoking services in the community not only raises awareness of services among employees but promotes utilization of these services. The more supports that a smoker has access to and uses during their quit attempt, the more likely they are to succeed.

**Smokers Helpline** – Offers free support and information for people wanting to quit, thinking about quitting, have quit, and those that don't want to quit, as well as family and friends wanting to help a smoker quit. Provides help with: making a quit plan, coping with cravings, quitting methods, withdrawal symptoms, managing stress, and finding available services and resources. Available 24 hours a day, 7 days a week at 1-877-513-5333; online & text messaging support through [www.smokershelpline.ca](http://www.smokershelpline.ca).

**Hamilton Public Health Services Tobacco Hotline** – The hotline offers free counselling and Nicotine Replacement Therapy (NRT) support to eligible participants. Call 905-540-5566 to book an appointment with a Public Health Nurse.

**Workplace EFAP Quit Smoking Services** - Many EFAP companies offer quit smoking counselling, resources, services and/or referrals to support employees who are trying to quit using tobacco. Contact your specific EFAP to find out what resources and supports are available to employees and communicate these offerings often to staff to remind them to access these resources.

## 2. Education and Skill Building



- 1. Provide opportunities and programming to support employees interested in quitting smoking:** Provide onsite quit smoking programs or workshops and quit smoking challenges for employees to access at the worksite. Activities and programs should be scheduled at various times of the day to ensure that all employees have access and the ability to participate (e.g. offer in the early morning, during breaks, at lunch, after work, weekends, and during all shifts). Ideally, providing time off to employees to attend quit smoking programs and organizing alternative activities for employees to engage in during breaks (e.g. playing cards, fitness programs, quit smoking groups) are encouraged.

Employee challenges or contests are a fun, relatively inexpensive way to raise awareness of health topics, such as quitting smoking, and to promote new corporate policies, such as a smoke-free grounds policy. See [Appendix 5](#) and [Appendix 7](#) for samples of activities and resources to offer at the workplace.

Suggested employee contests to promote within your quit smoking initiative:

- The Canadian Cancer Society typically runs challenges in February that offer prizes or incentives for smokers who enter and successfully quit smoking. For more information, contact the Canadian Cancer Society's Hamilton Chapter at (905) 575-9220.
- Leave the Pack Behind holds a yearly 'wouldrather' contest open to young adults between the ages of 18-29 living in Ontario, or all registered students at publicly funded post-secondary institutes in Ontario, regardless of age. This six week contest runs annually in December and is an easy, free way to help young adults quit or cut back on tobacco use, or remain tobacco-free. Learn more at <https://www.wouldrather.ca/>
- You can run your own employee challenge. See [Appendix 5](#) for contest and challenge ideas. It is important to include non-smoking employees in such challenges. Tips on how to do so can also be found in [Appendix 5](#).

### 3. Environmental Support



- 1. Promote current quit smoking benefits to employees:** Be informed about what your current benefits coverage provides in terms of quit smoking services and medications, then communicate this to employees to increase awareness and utilization of available quit smoking-related benefits offerings.
- 2. Foster a workplace environment that supports employee health:** Engaged employees play a key role in supporting, promoting, and participating in workplace wellness initiatives. Actively engage employees in quit smoking activities, challenges and discussions related to implementing a smoke-free workplace policy. Introduce a Wellness Champion model to champion your quit smoking initiative with employees, as suggested in [Step 4](#).
- 3. Decrease barriers to participation:** Personal time during or outside of work, and the cost of quit smoking medications, are the two most common barriers cited by employees that discourage or limit participation.

**Time:** Allow for quit smoking initiative activities/programs/contests to take place during work time to make participation more convenient for all employees. Consider holding quit smoking sessions onsite. Ideally, workplaces should consider providing employees time off to attend these quit smoking activities, and offer reminders and activities more than once a year.

**Cost:** Encourage employees to take advantage of opportunities for quitting smoking at little or no cost to them. Promote existing free supports and services offered by your EFAP or local community service providers, including public health.

## 4. Policy Support



**1. Aim to make your workplace smoke-free:** Consider introducing a smoke-free policy within your organization. A well designed, smoke-free workplace policy protects all employees from exposure to second-hand smoke while at work. A smoke-free workplace policy can prevent employees from initiating smoking and encourages quitting by reducing opportunities to smoke at work, allowing longer smoke-free stretches, promoting quit attempts, and supporting former smokers to stay smoke-free. A smoke-free workplace policy can also improve your corporate image, as well as reduce site maintenance and cleanup costs incurred by employers by reducing the amount of cigarette litter disposed of on company work sites.

There are several types of smoke-free workplace policies that an organization may consider introducing:

- **Smoke-free worksite** - restricts smoking on all workplace properties and external worksites occupied and/or used by the company and its employees for work and/or programming purposes.
- **Smoke-free property or grounds** - restricts smoking on all workplace property owned, operated, or leased by the company, including parking lots, facilities, vehicles, and outdoor green space and grounds area.
- **Designated smoking areas (DSA)** - restricts smoking to specific onsite areas, identified by the employer, to reduce and limit other staff and/or the public's exposure to second-hand smoke. Note that DSAs are much less effective at promoting quitting and reducing smoking than stricter, more comprehensive smoke-free policies or bans considered above.
- **Smoke-free entrances and exits** - restricts smoking within a certain distance (e.g. 9-20 meters) of all building entrances, exits and windows, to limit exposure to second hand smoke and restrict tobacco use in public areas.

Implementing a smoke-free policy helps protect the health of all employees and avoids discrimination of smokers by clearly outlining acceptable and/or unacceptable smoking behaviour that applies to the entire workforce.

### Actions:

- If you are interested in or considering implementing a smoke-free workplace policy, review the sample policies in [Appendix 9](#); or contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) for additional examples and/or to provide feedback on your smoke-free policy.

**2. Make changes to your employee health benefits coverage:** Offering new benefits, or enhancing current benefit offerings, is a great way to support employee health and foster a culture of wellness at the workplace. Quit smoking supports are one of the most cost-effective benefits employers can offer. Quit smoking benefits typically include nicotine replacement therapy patches or gum, prescription cessation aids, and/or quit smoking counselling support services. Ideally, workplaces should attempt to offer employee quit smoking benefits without restrictions or lifetime limits, as most smokers require several attempts to successfully quit smoking, given the addictiveness of nicotine.

#### **Step 4: Recruit Wellness Champions (optional)**

Through personal conversations and reminders, wellness champions can connect with employees to provide information about, and encourage participation in quit smoking activities offered at the workplace. The role of employee Wellness Champions is to promote the quit smoking initiative and other health and wellness opportunities in the workplace to co-workers. The success of this model thrives on the benefits of peer-to-peer communication.

#### **Actions:**

- Refer to [Appendix 6](#) for more information on how to recruit, train and utilize Wellness Champions to support your workplace quit smoking initiative and other health and wellness programs.
- To receive a full copy of the Toolkit for Implementing a Wellness Champion Model resource, email [workplace@hamilton.ca](mailto:workplace@hamilton.ca).

#### **Step 5: Promote your workplace quit smoking initiative**

The success of your workplace quit smoking initiative depends on your ability to reach, engage, and encourage your employees to participate in and support your quit smoking activities. Even if your workplace can only offer one quit smoking activity per year, consider regularly promoting available quit smoking supports to employees to allow opportunities for them to quit on their own.

## Actions:

- Clearly and regularly promote any changes you make to workplace policies or additions you make to create a more supportive workplace environment. For example:
  - If you are able to make quit smoking supports part of your benefits plan and/or EFAP offerings, relay this often to staff to make sure employees know about these supports and how they can access these through the workplace.
  - When introducing or communicating changes to policies, emphasize their value in supporting the health of all employees.
  - Regularly remind employees of quit smoking supports available in the community.
  - Reinforce your workplace's interest in promoting employee wellness by having senior leaders and management show support for these initiatives.
- Promote your workplace quit smoking activities using appropriate channels to reach employees within your workplace, for example:
  - Posters: "You can quit, we can help", "When are you planning to quit smoking?" and "How Smoking Impacts Your Health" – see [Appendix 3](#)
  - Email blasts: Messages #5, 6 – see [Appendix 4](#)
  - Ask managers to address during workplace meetings.
  - Have Wellness Champions spread the word to employees.
- Provide a variety of activities to raise awareness about your quit smoking initiative and promote employee participation
  - Hand out 'Quit Kits' – These are specially-designed kits to help smokers occupy themselves during their normal smoke break. Quit kits include items such as chewing gum, playing cards, word searches, a 'tangle' or Rubik's Cube, a water bottle, and/or games. This helps distract them from their cravings and help them break the habit of going out for a smoke break. See a sample kit in [Appendix 7](#)
  - Hold a launch event – see launch event ideas in [Appendix 8](#)
  - Consider other interactive activities to engage employees and support participation, such as those found in [Appendix 7](#)
- Roll out activities and/or promote programs throughout the year to encourage quitting among employees year-round.
  - Colder weather tends to encourage people to consider quitting smoking. Take advantage of this by promoting quitting from October to December.
  - A new year brings a new set of resolutions, and many smokers try to quit smoking as result. January is a good time to run activities that help support employees who are trying to quit.

- September is the second most popular time of year for smokers to try to quit. The end of summer offers smokers the opportunity to change their behaviours by adopting a new routine. Workplaces can take advantage of this by planning quit smoking activities that encourage employees to rethink their smoking behaviour and provide them resources and supports to quit smoking.

## Step 6: Evaluate your workplace quit smoking initiative

It is important to plan an evaluation of your quit smoking initiative, including all offered services and activities, as part of your planning process. Evaluation is important to undertake with any workplace health and wellness initiative and will allow you to gain valuable information by:

- Assessing the outcome of your quit smoking initiative
- Determining the impact of your quit smoking activities

Public Health Services' Workplace Health Promotion staff can help you design an evaluation to suit your workplace's specific needs and help determine successes and areas of improvement for any future quit smoking initiative offerings or activities. Email [workplace@hamilton.ca](mailto:workplace@hamilton.ca) if you would like tailored support in this area.

### Actions:

- Evaluate your quit smoking initiative: An evaluation plan should address at least some of the following: staff awareness, what worked or didn't work, what requires improvement, what more can be done, and the impact or results of the initiative.

Evaluation Questions to consider:

Did employees change their behaviour? How did they change their behaviour (e.g. did they quit or reduce their smoking; by how much; for how long)? What assisted them to change their behaviour? What barriers did they face that did not support their quit smoking effort? How do employees rate the quit smoking activities offered? How likely they are to participate in future quit smoking activities? How aware are they of other quit smoking or health and wellness activities offered in the community? What else would they like to say about the quit smoking initiative or activities implemented through the workplace?

- Conduct an employer process evaluation: work with your wellness committee members, management, and wellness champions (as relevant) to assess what program activities and communication strategies went well, where improvements or changes could be made, what resources were used and not used, and what capacity the workplace has to offer and sustain quit smoking activities, in future.
- Assess the information collected through employee and employer evaluations to report on the outcomes of the employee quit smoking initiatives.
- Share the final results of the employer process evaluation and the employee post-project survey, as well as the next steps for your workplace, using Email message #7 in [Appendix 4](#).

## Step 7: Next steps

The City of Hamilton Public Health Services is available to help workplaces develop and expand their workplace wellness programs, and to provide support to increase the success of your workplace health and wellness offerings. At any time during your planning, implementation or evaluation of your quit smoking initiative, consider linking with the Workplace Health Promotion Specialist to help you review, plan, or develop the next phase of your workplace quit smoking initiative.

Finally, the Workplace Health Promotion Program would like to recognize employers and workplaces that are supporting health and promoting wellness within their organizations. If you would like to be recognized with a Certificate of Achievement, contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) and be prepared to provide documentation that highlights the processes taken, activities offered, and outcomes and results of your workplace quit smoking initiative.



## Appendix 1: Sample Employee Tobacco Use and Exposure Survey

Add a note at the beginning of the survey: All answers to the survey below will be kept anonymous and confidential. Participation is voluntary. All employees should feel free to fill out this survey, both smokers and non-smokers. Your answers will help create and tailor a quit smoking initiative within your workplace. If you have any questions about this initiative, please contact your workplace wellness representative [insert contact info].

1. What is your job title? ( **Check ONE that applies**)  
**[Tailor these options to your particular workplace job titles and/or roles]**
  - Front-line staff
  - Office or administration staff
  - Management
  - Other, please give details \_\_\_\_\_
2. What is your job status at this workplace? ( **Check ONE that applies**)  
(Note: staff should be aware of benefits provided to staff, based on job status)
  - Full-time permanent
  - Full-time temporary (seasons, term or contract)
  - Part-time permanent
  - Part-time temporary (seasonal, term or contract)
  - Casual/other (full-time or part-time)
  - Other, please specify \_\_\_\_\_
3. What is your typical work schedule? ( **Check ONE that applies**)
  - Business hours (Monday- Friday 9:00-5:00)
  - Shift work, please give details \_\_\_\_\_
  - Weekend work, please give details \_\_\_\_\_
  - Other, please give details \_\_\_\_\_
4. What is your age? \_\_\_\_\_ years old [OPTIONAL and should not be included if you aren't interested in exploring difference in opinions based on age]

5. What is your gender? [OPTIONAL and should only be used if you are unaware of your workplace population or interested in difference in opinions based on gender]
- Female
  - Male
  - Other: \_\_\_\_\_
  - Prefer not to answer

## Workplace Wellness

The following questions ask about quit smoking initiatives at work. Please check your answer  or write your answer in the spaces provided.

6. What is the best way to hear about quit smoking information and support at your workplace? ( **Check all that apply**) [**Tailor these choices to your workplace**]
- Bulletin board
  - Supervisor/manager/wellness champion/peers
  - Posters (for example: cafeteria walls, washroom)
  - Paystub attachment
  - Newsletter
  - Email
  - Website
  - Intranet
  - Other \_\_\_\_\_
7. Why might you not participate in a Quit Smoking Initiative offered through your workplace? ( **Check/Number your TOP THREE reasons**)
- Not enough incentive to participate
  - Cost to quit
  - Work schedule
  - Family is not able to participate
  - Inconvenient location
  - Lack of childcare
  - Lack of time to participate at work
  - Lack of support from my workplace
  - Motivation
  - I'm not ready to quit /I'm afraid to quit
  - Other \_\_\_\_\_

## Exposure to Second-hand Smoke

8. How often are you exposed to second hand smoke at work? (**Check ONE that applies**)

- Daily
- Occasionally (less than 7 days/week but at least once a week or more)
- Seldom (less than once a week)
- Not at all

9. Where are you exposed to second-hand smoke? (**Check ALL that apply**)

a. At entrances/exits to buildings

- Daily
- Occasionally
- Seldom
- Not at all

b. In workplace vehicles

- Daily
- Occasionally
- Seldom
- Not at all

c. At entrances/exits to worksites

- Daily
- Occasionally
- Seldom
- Not at all

d. On workplace property (includes both onsite and offsite)

- Daily
- Occasionally
- Seldom
- Not at all

e. Other (please specify) \_\_\_\_\_

- Daily
- Occasionally
- Seldom

## Smoke-Free Workplace Policy Support

10. How supportive of you for [workplace name] to implement a smoke-free policy?  
(Circle most appropriate)

1      2      3      4      5      6      7      8      9      10  
Not at all supportive      somewhat supportive      extremely supportive

11. Would you be more likely to try to quit smoking if you couldn't smoke at your workplace?

- Yes
- No
- Unsure

## Smoking Behaviour

The following questions ask about cigarette smoking. We want information from people that consider themselves non-smokers as well as from smokers. Please check your answer  or write your answer in the spaces provided.

12. At the present time, how frequently do you smoke cigarettes or use other tobacco products? (Check ONE that applies)

- Daily
- Occasionally (less than 7 days/week or less than 1 cigarette/day)
- Not at all

13. Have you ever smoked cigarettes or used tobacco products in the past?

- Yes, I regularly smoke or use tobacco products
- Yes, I am a recent quitter (smoke-free less than a year)
- Yes, I am a former smoker (smoke-free over a year)
- No, I have never smoked or used tobacco products

**(Non-smokers, Former Quitters, and Recent Quitters stop HERE)**

14. How many cigarettes and/or tobacco products do you currently smoke per day on the days that you smoke?

→ Number smoked each day (please specify): \_\_\_\_\_

15. Are you planning to quit smoking or using tobacco products? (**Check ONE that applies**):

- Yes, in the next month
- Yes, in the next 6 months
- Sometime in the future beyond 6 months
- I am not planning to quit smoking

16. What type of support would you be interested in having available through work? (**Please check ALL that apply**)

**[Tailor these choices based on the types of supports your workplace is making available and/or capable of offering]**

- Self-help materials
- Quit smoking website
- Information sessions
- Telephone counselling (e.g. Smoker's Helpline)
- Contests/challenges to quit smoking
- Group support
- One-on-one support
- Advice from a health professional (e.g. nurse, doctor, dentist, pharmacist)
- Nicotine Replacement Therapy (NRT) (e.g. patch, gum)
- Quit smoking medications (e.g. Zyban, Champix)
- Reminders and communications re: available quit smoking supports
- None. Why not? \_\_\_\_\_
- Other, please specify \_\_\_\_\_

17. In the past 6 months, have you ever stopped smoking or using tobacco products for one day or longer because you were trying to quit?

- No
- Yes

18. How many times within the past 6 months have you tried to stop smoking or using tobacco products for one day or longer? \_\_\_\_\_ times

19. How likely are you to participate in a quit smoking initiative if it was offered through your workplace? **(Please check ONE that applies)**

Very unlikely

Unlikely

Likely

Very Likely

Not sure

20. Any comments you would like to share:

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**Thank you for your participation!**

You have completed the survey. [IF OFFERING INCENTIVES provide ballots or include the following: Complete a ballot form to enter and win one of our survey prizes]

## Appendix 2: Employee Survey Prize Ballot

### Sample Prize Ballot

Thank you for completing the [workplace name] employee tobacco use and exposure survey. This is a prize ballot to entered into a draw for a chance to win one of X gift cards valued at (\$XXX).

By completing and returning this ballot, your name will be entered within the prize draw. Good luck!

**Please print clearly.**

**Name:**

**Phone / Extension:**

**Email:**

Submit this ballot to [contact person's info] once your survey is completed.

## Appendix 3: Promotional Posters

Posters are an excellent way to promote and advertise your workplace quit smoking activities. Posters can be placed around the workplace, in lunch and break rooms, on information and bulletin boards, within employee change rooms and washrooms, etc. to advertise upcoming activities or to inform of changes to workplace policies.

Please note that the following are samples of workplace posters developed for quit smoking activities. These posters can be altered for your workplace. Please contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca).

### Sample Employee Survey Summary

You answered ... we listened! The [workplace] employee wellness survey results are in!

X % of staff are exposed to second-hand smoke at the workplace

X % of staff were interested in [quitting smoking, reducing their smoking

X % of staff wanted to participate in a quit smoking program workplace

Based on these results, starting [insert date], [insert workplace] is moving forward with a no-smoking policy and offering a \*free\* employee quit smoking program to staff

Find out more by [insert details – hyperlink to page, email address, etc.)

Sign up by [insert date] to participate by contacting [insert email, link]



**Poster 1: You can quit, we can help.**

You Can Quit...



...We Can Help!

CONTACT A WELLNESS CHAMPION FOR INFORMATION  
ON HOW OUR WORKPLACE CAN SUPPORT YOU  
QUITTING SMOKING

**Poster 2: When are you planning on quitting?**

When Are You Planning on Quitting Smoking?

- Tomorrow
- Next Week
- Next Month
- TODAY!**

You can quit! We can help.  
Contact your Wellness Champion for  
information on how to get support for  
quitting smoking.



### Poster 3: How smoking impacts your health (from the Canadian Cancer Society)

After your last cigarette:

 <b>20</b> MINUTES	Your blood pressure and pulse rate will return to normal.	 <b>8</b> HOURS	You'll notice that you can breathe easier. Your oxygen levels will be back to normal and your chance of having a heart attack will go down.
 <b>24</b> HOURS	Your lungs will start to clear out the mucus. All that coughing will be a good sign.		
 <b>48</b> HOURS	You'll be nicotine-free. Your senses of taste and smell will improve so you'll probably start to enjoy food more.	 <b>72</b> HOURS	You'll have more energy. Your lung capacity will increase and your bronchial tubes will relax, so breathing and exercising will get easier.
 <b>1</b> YEAR	Your risk of having a heart attack will drop by 50%.		
 <b>10</b> YEARS	Your risk of dying from lung cancer will be cut in half.		
 <b>10-15</b> YEARS	Your risk of coronary heart disease will be the same as the risk for someone who has never smoked.		

## Poster 4: Quit and Win contest



**QUIT AND WIN**

**Make a Quit Attempt before Valentine's Day and enter to win!**

**PRIZES**

**One Grand Prize: \$500**  
**Two Secondary Prizes of: 1. \$200, 2. \$100**  
**Three Support Buddy Prizes: \$50 each (when applicable)**

People who get support from friends and family are more likely to quit. Participants are encouraged to sign-up with a support buddy. **Support buddies will also be eligible for prizes.**

**WHO**

Staff who regularly use tobacco, want to quit and attend the **Staff STOP session** on **January 15<sup>th</sup>, 2015**.

**HOW**

To sign up for the **Quit and Win contest** you must attend the **Staff STOP session** on **January 15<sup>th</sup>, 2015** at 2pm at Good Shepherd Square. Register for the **Staff STOP session** by calling the **Tobacco Hotline: 905-540-5566 (option 1)**.

**WHAT**

What is the **Staff STOP session**? An education session where you can receive 5 weeks of **free nicotine patches**, set your quit date and sign up for the **Quit and Win contest**. Support buddies are welcome to attend too.

**For more information, or to sign up, contact**  
**<insert name and contact information of staff, champion, website>**

  
**Hamilton**  
Public Health Services

**Note:** Choose a timeline and date to run a Quit and Win that works best for your employees and your workplace.

The Canadian Cancer Society regularly runs free quit smoking contests, such as the **First Week Challenge**, and offer specialized paid quit smoking programs, such as **Run to Quit**, that offer participants additional tools to quit smoking, incentives to quit, and a chance to win prizes. For more information, date of contests, and to receive promotional posters and online banners to use at your workplace, contact Monica Bennett, Regional Coordinator – Central West, through the Smokers Helpline at 905-387-4322 ext. 5644 or visit the following websites:

[www.FirstWeekChallengeContest.Ca](http://www.FirstWeekChallengeContest.Ca) or [www.Run2Quit.ca](http://www.Run2Quit.ca)

## Appendix 4: Communications

### Sample Email Messages

#### 1) Before the project starts:

**Message #1:** Coming Soon: The [Insert Workplace Name] Quit Smoking Initiative

(Workplace name) is partnering with the City of Hamilton Public Health Services to provide a Quit Smoking Initiative at our workplace. The initiative aims to decrease employee smoking rates in our workplace. You will be asked to complete an employee survey, where we will be asking you a few questions about your workplace, your exposure to second hand smoke, your smoking behaviour, and what resources smoker's would like to see available to help you quit smoking. The survey is open to all employees, including non-smokers, former smokers, and current smokers.

**Message #2:** Survey Says: You Could Win!

Do you want your workplace to go smoke-free? Do you want to quit smoking soon? If so, what quitting smoking resources would you like made available for employees at work? We are asking all employees – non- smokers, former smokers and current smokers - to complete an online Employee Survey to hear from you on this issue.

The survey will take about 10 minutes to complete.

The survey is completely voluntary. Your answers will be confidential and anonymous. Your workplace and the City of Hamilton Public Health Services will use your input to make changes in the workplace to assist employees interested in quitting smoking. All employees who complete the online survey will be entered into a draw to win (insert what, if any, incentives are being offered – e.g. \$10, \$25, and/or \$50 gift card).

You can complete the survey by clicking the link.

## 2) Before Implementation Begins

**Message #3:** And the winners are...

Thank you to all those who participated in our tobacco use and exposure survey for our quit smoking initiative.

The prize winners are (insert winner names).

## 3) After Employee Survey but Before Implementation

**Message #4:** It's Here! The Quit Smoking Initiative

The Quit Smoking Initiative is here! Based on your survey feedback here is what will be happening with our workplace in the next few weeks/months/year [determine timeline specific to your workplace plan]:

- Interactive workplace features such as pledging, staff encouragement boards, contests and free giveaways.
- Ask your HR Staff/Manager/Wellness Champion (insert name) to tell you more about the initiative.

## 4) During Implementation

**Message #5:** Time to Quit

Did you know that every cigarette you smoke takes 11 minutes off of your life? On average, smokers die 6.5 years sooner than their non-smoking colleagues.

The effects of tobacco smoke are many and include:

- High blood pressure and heart rate, which can damage your heart
- High pressure in the blood vessels in the skin, resulting in a drop in skin temperature
- Poor circulation in general, and specifically to fingers and toes
- Lower oxygen carried by the blood and organs (e.g. heart, brain, kidneys)
- 'Stickier' blood, which is more likely to clot and lead to heart issues and stroke.
- Damage to arteries, which contributes to atherosclerosis (the build-up of fatty deposits on the artery walls) and heart disease
- Increased risk of stroke and heart attack due to blockages of the blood supply.

And that's just one of several of the body's systems that's affected by smoking!

It's time to make a change!

Every cigarette smoked matters!

Calculate your smoking risk here:

[http://www.medindia.net/patients/calculators/ciger\\_smoke.asp](http://www.medindia.net/patients/calculators/ciger_smoke.asp)

To get started with your quit attempt check out Smokers' Helpline booklet:

[http://smokershelpline.ca/docs/pdf/osaat-smokers-who-want-to-quit-2013-en.pdf?](http://smokershelpline.ca/docs/pdf/osaat-smokers-who-want-to-quit-2013-en.pdf?sfvrsn=0)

[sfvrsn=0](http://smokershelpline.ca/docs/pdf/osaat-smokers-who-want-to-quit-2013-en.pdf?sfvrsn=0) This booklet has quit tips and a quit diary to help you document your quit attempt.

For more information on how our workplace is here to support you in quitting, contact (insert contact).

**Message #6:** Strategies to help you quit smoking.

Here are some strategies to help you quit smoking:

- Pick a quit date – it should be soon in the future and as stress-free as possible. Planning to quit the day before the big presentation? Not the best idea.
- Take a look at your surroundings – remove all ashtrays, lighters and cigarettes.
- Carry a list with you at all times – what are your reasons for quitting? Is it your family? Your own health? Make a list and carry it with you. Take a look at it whenever you are tempted.
- Change your habits – Avoid beverages, places, foods and even people that you associate with smoking. Exercise and developing an active routine can help boost your 'feel good' hormones naturally.
- Reward yourself – You'll be saving money so why not put it aside for something that you really want?

Take part in our workplace quit smoking initiative to quit smoking for good!

For more tips on quitting and to track your progress with an app visit:

<http://breakitoff.ca/>

## 5) After Implementation

### **Message #7: Quitting: What's Next?**

Thank you to everyone who helped make the Quit Smoking Initiative at (insert company name) a great success!

The health and wellness of our employees is incredibly important. Launching the Quit Smoking Initiative was just one step on the road to creating a healthier workplace environment for all of us. Moving forward we will be exploring new policies that clearly outline our commitment to employee health including how we provide support for employees to quit smoking.

We will be asking for employee input into the creation of such policies. In the meantime, please continue to be involved in our workplace health and wellness initiatives.

## Appendix 5: Employee Contests and Challenge

### **Sample Employee Quit Smoking Contest and Challenge Ideas**

#### **1. Employee Quit and Win contest**

Have employees who smoke and want to quit enter into a Workplace Quit and Win contest. Have a clear deadline for setting quit dates and run the contest for a month. Those who have quit and stayed quit for the month are eligible to win prizes. This contest will depend heavily on the budget allocation capacity of your workplace as prizes in these contests tend to be significant in order to spark and maintain employee interest. There is a possibility that Hamilton Public Health Services may be able to partner with your workplace on a Quit and Win contest but we cannot guarantee we will have the resources to do so. Please contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) to discuss your workplaces' options.

Sample Quit & Win evaluation form – [See Appendix 10](#)

Sample Quit & Win promotional poster - [See Appendix 3](#)

## **2. Introduce the ‘Buddy System’:**

To include non-smoking employees in a quit smoking contest you can introduce a ‘Buddy System’– where non-smoking employees partner with a smoking employee and acts as their motivator during their quit attempt. Both participants are entered into draws for prizes and/or employee recognition. This combats any feelings among non-smoking employees that they are being unfairly excluded from an organizational promotion.

## **Appendix 6: Tips for Implementing A Wellness Champion Model**

### **What is the Wellness Champion Model?**

- A Wellness Champion model has employee volunteers take on the role of communicating wellness opportunities and workplace policies regarding employee health to their co-workers.
- These volunteers act as the point of contact for other employees wanting to learn more about workplace health and wellness supports. They promote wellness opportunities by posting announcements and flyers and sending email updates.
- Wellness Champions are recruited, trained and supported by their employer.

### **Benefits of a Wellness Champion Model to Employers and Employees**

- Helps to enhance employee awareness of health and wellness initiatives being done by Human Resources and/or Occupational Health staff
- Contributes to a comprehensive approach to workplace health promotion
- Employees benefit from peer-to-peer education
- Ensures employees are kept up-to-date on health and wellness initiatives available in the workplace
- Helps to create a culture of health in your workplace
- Provides employees with credible health information and promotional materials through Hamilton Public Health Services and the employer
- Keeps employees engaged in the available workplace health and wellness initiatives
- Gives participants a sense of leadership in their workplace and a feeling of fulfilment through helping others



## Implementing the Model

### Recruit:

- Wellness Champions are recruited in a variety of ways depending on the size, structure and nature of the workplace. Posters, emails, payroll attachments, and meeting announcements are some of the ways to recruit Champions.
- Hamilton Public Health Services can provide employers with recruitment resources.

### Train:

- Training clarifies the role of Wellness Champions and provides tips on how to effectively promote workplace health and wellness initiatives and policies to their co-workers.
- Employers should provide training to Champions on new and existing employee health initiatives/policies so that they can relay the information to co-workers accurately.
- Hamilton Public Health Services can assist employers in 'packaging' this information and can provide resource materials on a variety of topics for Wellness Champions to hand out to their colleagues. Contact [workplace@hamilton.ca](mailto:workplace@hamilton.ca) .

### Support:

- Ensure that all employees are aware that the Wellness Champion model is employer supported and not individuals acting on their own to promote health and wellness to others.
- Express appreciation for the role Wellness Champions play in the 'big picture' of the organization.
- Provide a workplace contact for Wellness Champions to direct questions they can't answer to (e.g. HR staff, Occupational health & safety staff).
- Recognize Wellness Champions with employee recognition awards for their dedication to the workplace health and wellness.

**Promote:**

- Promote the role of Wellness Champion amongst staff using posters, emails, payroll attachments, website promotion or a combination of all of these – whatever is most appropriate to get the word out to all staff.
- Have those interested formally apply to add legitimacy to the role.
- Ensure all employees know who their Wellness Champions are and their role

**Evaluate:**

- Check-in with Wellness Champions periodically (e.g. once a month) to see how the model is functioning.
- Hamilton Public Health Services can provide employers with a template for survey questions for both the Champions and other employees.
- Make changes to the Wellness Champion model based on formal and informal feedback from the Wellness Champions and employees.

## Appendix 7: Additional Activities

### 1. 'Take the Pledge'

Employees write their commitment to quit smoking and/or their quit date on one of the pledge forms below and attach it to a bulletin board located in a common area (lunch room or main staff areas).

Materials needed:

- Bulletin board mounted in lunch room/staff room of workplace
- Push pins for attaching pledges to the board
- Pledge forms, posters and email messages available to HR or Wellness

Champion workplace representatives (see below).

Sample pledge email message:

#### **Subject: What will you pledge?**

You've got what it takes to quit smoking and support others to quit smoking too. You can start by contacting your Wellness Champion for more information on quitting smoking and by taking part in our workplace quit smoking pledge.

Fast Fact:

One pack of cigarettes is approximately \$12.

That's \$84 a week

\$336 a month

\$4,368 a year

And \$43,680 in 10 years!

#### **What will you pledge?**

Start your road to quitting now. You can start by setting a quit date using one of the pledge forms available.

Get your pledge form today from (insert contact).

<You can insert a copy of the pledge form or posters – see below>

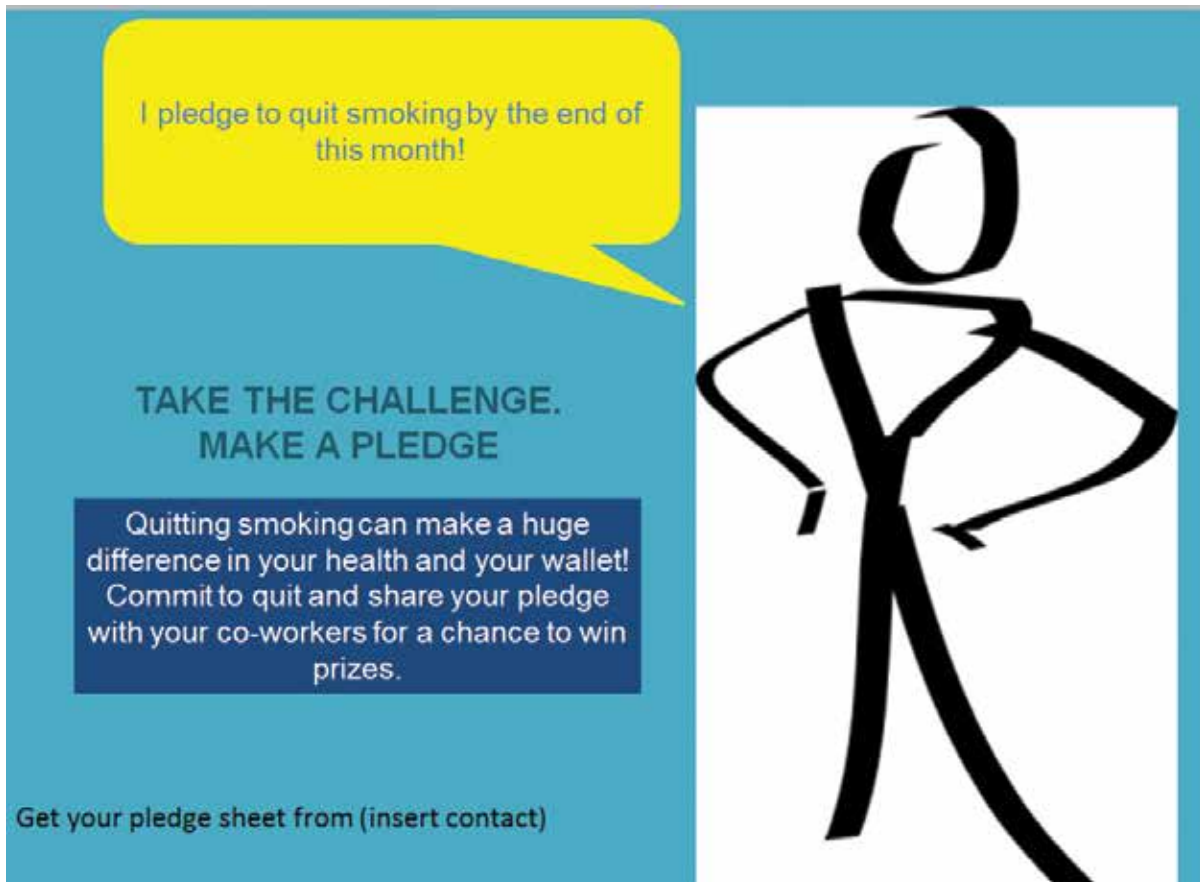
**Sample Pledge Posters:**

Contact Hamilton **Public Health Services** for posters that can be modified for your workplace.

Poster 1: What will you pledge?



**Poster 2: Take the challenge. Make a pledge.**



I pledge to quit smoking by the end of this month!

**TAKE THE CHALLENGE.  
MAKE A PLEDGE**

Quitting smoking can make a huge difference in your health and your wallet! Commit to quit and share your pledge with your co-workers for a chance to win prizes.

Get your pledge sheet from (insert contact)


## Sample Pledge Form:

**Take the Pledge:**  
You've got what it takes to Quit!

Name:

Date:

I Pledge to Quit Smoking by (date):



## 2. Staff Encouragement Boards

Employees write supportive comments to other staff quitting smoking at work. Motivational comments are posted to a bulletin board or white board located in a workplace's common area for all employees to see. Consider monitoring for appropriate content.

Note: You can also consider doing this as an electronic board on your organization's intranet site or have employees submit their words of encouragement to an HR rep/ Wellness Champion and have them sent out in email form to the intended recipient.

Materials needed:

- Bulletin board or magnetic white board mounted in an accessible area of the workplace (e.g. lunch room, meeting room, etc.)
- Push pins or magnets for attaching words of encouragement to the board or dry-erase markers for writing messages on white board
- Post-it notes, pens, string
- Posters and email messages promoting the initiative (see below).

Sample email message:

**Subject: Keep it up!**

Congratulations to all of you who have embraced our Quitting Smoking Initiative. Please feel free to make use of the 'Keep it Up!' board now located in our lunch room. This board allows you to post encouraging words to your co-workers who are also quitting smoking.

Post-it notes and pens are provided.

All you need to do is get writing!

For more information please contact: [insert contact information].

## Sample Board:



Variations on this idea include:

- Have an area to stick 'post it' notes with messages instead of using a magnetic white board or bulletin board
- Encouraging staff to post their favourite inspirational quotes or their quitting smoking experience and goals (e.g. Have one less cigarette on my lunch hour)
- Encouraging staff to add original artwork to the board. Alternatively, you can combine some or all of these ideas and let staff get as creative as possible.



## Sample 'Quit Kit':



This sample Quit Kit includes playing cards, a menu of healthy food options, a skipping rope, a stress/squeeze ball, crossword puzzles, a pedometer, and a bag for storing all the items. These kits can be left in common areas for employees to make use of if they are trying to quit and need something to occupy break time. The items in the kit will vary and can be tailored based on the needs of your employees and resources available within your workplace.

## 4. Sample Quit Diary

This Quit Diary can be folded in the center and distributed to employees who are interested in quitting. It helps to track their smoking, set a quit date and explore their reasons for quitting.

(Source: Smokers' Helpline <http://smokershelpline.ca/docs/pdf/osaat-smokers-who-want-to-quit-2013-en.pdf?sfvrsn=0>)

### Write down your reasons for quitting

Reason 1	Reason 2
Reason 3	Reason 4

### Set a quit date

Day	Month	Year

### Quit plan diary

#	TIME OF DAY	REASON FOR THIS CIGARETTE	WHERE I WAS	WHO I WAS WITH

#	TIME OF DAY	REASON FOR THIS CIGARETTE	WHERE I WAS	WHO I WAS WITH

**5. Sample Quit Plan: Provides employees with an opportunity to plan their quit attempt.**

## Write out a quit plan

**MY QUIT PLAN**

My quit date is:  
\_\_\_\_\_

My support system includes:  
\_\_\_\_\_  
\_\_\_\_\_

The quit aid I will use is:  
\_\_\_\_\_  
\_\_\_\_\_

My main reasons for quitting are:  
\_\_\_\_\_  
\_\_\_\_\_

My main triggers are:  
\_\_\_\_\_  
\_\_\_\_\_

I will cope with these triggers by:  
\_\_\_\_\_  
\_\_\_\_\_

(Source: Smokers' Helpline <http://smokershelpline.ca/docs/pdf/osaat-smokers-who-want-to-quit-2013-en.pdf?sfvrsn=0>)

## Appendix 8: Quit Smoking or Smoke-Free Launch Event

### Sample Launch Event Ideas

A launch event provides you an opportunity to promote your Quit Smoking Initiative on a large scale to reach as many employees as possible. Be creative when designing your launch event and be sure to make it engaging for employees to gain their interest!

1. Consider a media release – contact local media to announce that your workplace is launching a Quit Smoking Initiative to increase employee wellness through the workplace and invite them to attend the launch event. Hamilton Public Health Services can help you draft a media release ([workplace@hamilton.ca](mailto:workplace@hamilton.ca)).
2. Include incentives/prize giveaways – e.g. chewing gum, stress balls, water bottles, healthy snacks, quit smoking brochures etc. for those who attend the launch (while supplies last). More people are likely to attend if they have a chance of winning a prize.
3. Have music/live music in the main area of choice for the launch. Music often draws more people to come see what is happening.
4. Use posters and other promotional materials to let staff know about the event and the initiative it is launching - See [Appendix 3](#)
5. Introduce an employee contest – Use the launch event to kick-off a quit smoking contest, for instance, a Quit & Win contest. See [Appendix 5](#). Display sample Quit Kits, and offer resources to interested employees such as the Quit Diary and Quit Plan sheets found in [Appendix 7](#).
6. Invite all employees to attend the launch, and take shift workers into considering by offering some activities to happen during each shift rotation.
7. Choose a date mid-week to maximize employee attendance.
8. Provide a show of support – Invite Public Health Services representatives to attend and provide recognition/congratulations. In addition, senior management should attend and participate. The Human Resources or Workplace Wellness contact and any Wellness Champions should be present too.
9. Use this opportunity to explain the quit smoking initiative and what your workplace is doing to support their employee's in quitting smoking. See [Appendix 3](#) for a sample promotional poster for the Quit Smoking Launch.

## Appendix 9: Sample Smoke-Free Workplace Policies

### Appendix 9: Sample Smoke-Free Workplace Policies

<b>Sample 1: Smoke-Free Workplace Policy</b> Policy no. <<insert here>>	
<b>Policy Statement</b>	<Workplace Name> is committed to providing a smoke-free workplace.
<b>Purpose</b>	The purpose of this Policy is to: <ul style="list-style-type: none"> <li>• Protect employees from the potential hazards related to direct exposure to environmental tobacco smoke.</li> <li>• Clarify and enforce the legislative requirements of the Smoke-Free Ontario Act, and</li> <li>• Enhance the legislative requirements, where deemed necessary, to protect our employees.</li> </ul>
<b>Scope</b>	This Policy applies to all employees of <workplace name>, including but not limited to regular, temporary and contract employees, and to consultants, volunteers, trainees and students.  This applies in any building or part of a building where one or more employees work and includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>- Employee eating areas, change rooms, washrooms and lounge areas.</li> <li>- Stairwells, parking garages, service bays, loading and receiving areas and warehouses.</li> </ul> This Policy applies to any workplace owned or leased vehicle or motorized equipment and in personal vehicles used for work purposes with other employees present.  This Policy also applies to any outside or offsite worksites where employees are performing their duties.

<p><b>Terms &amp; Conditions</b></p>	<p>The following terms and conditions apply to this policy:</p> <p>1. Smoking is prohibited onsite, including within buildings and workplace shelters, and some outdoor areas:</p> <ul style="list-style-type: none"> <li>- OPTION 1: Smoking is strictly limited to outdoor smoking areas meeting the following criteria: <ul style="list-style-type: none"> <li>- designated by management in consultation with Health and Safety and Wellness Section</li> <li>- located at least X (number) metres from other employees</li> <li>- located at least X (number) metres from any entrance, window, pathway, ventilation area or hazardous material area</li> <li>- all materials used for smoking including cigarette butts will be extinguished and disposed of in appropriate containers</li> <li>- area to be kept clean</li> <li>- not occurring during work activities.</li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• OPTION 2: Smoking is prohibited in the following outdoor areas [outline exact areas, e.g. patios, green spaces, walkways, etc.] owned and/or operated by &lt;workplace name&gt;, excluding: <ul style="list-style-type: none"> <li>- Onsite locations excluded from this policy include [outline exclusions areas, such as designated smoking area, parking lots, etc.]</li> <li>- &lt;Workplace name&gt; or anyone acting on behalf of &lt;workplace name&gt; shall not take any of the following actions against an employee because the employee has acted in accordance with this or has sought the enforcement of this policy or of the Smoke-Free Ontario Act (as it applies to &lt;workplace name&gt;): <ul style="list-style-type: none"> <li>- Dismissing or threatening to dismiss the employee</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- Disciplining or suspending the employee, or threatening to do so</li> <li>- Imposing a penalty upon the employee</li> <li>- Intimidating or coercing the employee</li> </ul>
<b>Responsibilities</b> Shared                 Management/Supervisor	<p><b>4.</b> All employees share the responsibility to ensure a smoke-free environment. The particular responsibilities of management and non-management employees are specified below.</p> <p><b>5.</b> To comply with the Smoke-Free Workplace Policy and requirements under the Smoke-Free Ontario Act.</p> <p><b>6.</b> To respond to and investigate complaints of smoking in the workplace and to take steps to ensure compliance with the Smoke-Free Ontario Act and with this Policy by directing:</p> <ul style="list-style-type: none"> <li>- Employees who are caught smoking in the workplace to stop smoking immediately, and</li> <li>-By disciplining an employee who continues to smoke in the workplace in accordance with this policy and in consultation with the Employee and Labour Relations Unit in the Human Resources Department.</li> </ul> <p><b>7.</b> To provide and post prescribed signs prohibiting smoking in the workplace, including applicable signage required by the SFOA and signage produce and provided by &lt;workplace name&gt;.</p> <p><b>8.</b> To provide education and information to employees about the Smoke-Free Ontario Act and this Smoke-Free Workplace Policy.</p> <p><b>9.</b> To provide information and support to employees who wish to quit smoking.</p> <p><b>10.</b> To ensure that no ashtrays or similar equipment remain in the workplace other than in a vehicle where the manufacturer has installed an ashtray.</p> <p><b>11.</b> To contact City of Hamilton Public Health Services</p>

Employee	<p>Tobacco Enforcement Officers via the Hamilton Tobacco Hotline, 905-540-5566, if an employee or member of the public non-compliant with the requirements under the Smoke-Free Ontario Act.</p> <p><b>12.</b> To ensure they are aware of the workplace policy and to follow it, as prescribed.</p>
<b>Compliance</b>	<p>Any employee who is found to have violated this policy may be disciplined according to the severity of the actions, up to and including dismissal. If the smoking violation is counter those written within the Smoke-Free Ontario Act, other penalties, as outlined under the Smoke-Free Ontario Act, may be imposed.</p>
<b>Related</b>	<p>The following related documents are referenced in this Policy:</p> <ol style="list-style-type: none"> <li>1. <a href="#">The Smoke-Free Ontario Act</a></li> </ol>
<b>History</b>	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <ul style="list-style-type: none"> <li>• City of Hamilton Public Health Services</li> <li>• Joint Health &amp; Safety Committee</li> </ul> <p>Original Smoke-Free Workplace Policy was approved by the Corporate Management Team on &lt;date&gt;.</p>
<p>Policy approved: (date) by Management Team.  Policy supersedes policy # (if applicable).  Content Updated: (date)</p> <p>Refer to additional policies that complement this policy: [name, policy #]</p>	



## Sample 2: Smoke-Free Workplace Policy

[Company name] is committed to providing a healthy, comfortable and productive work environment for our employees and everyone visiting our premises. In order to eliminate hazards and ensure a safe, healthy workplace we are committed to making our company entirely smoke-free.

All forms of tobacco use will be strictly prohibited within company buildings.

Smoking is also prohibited on all outdoor property belonging (owned, operated, occupied or leased) to the company. This includes parking lots and green space.\* Suggested, these go beyond requirements of Smoke-Free Ontario Act

All company vehicles will be designated smoke-free, including rental vehicles used for company business.

Copies of this policy will be made available to all employees. Signs will be posted at all building entrances.

All employees, including front-line staff and management, are expected to comply with this policy. Non-compliance will be addressed with the employee by management, and result in:

First offence: written warning from management/HR placed within your HR file

Second offence: sent home from work without pay with write up in HR file

Third offence: termination of employment within the company

To complement this policy, employees who smoke and would like to take this opportunity to make changes to their smoking behaviour are invited to participate in quit smoking activities being offered by our company. \*

The success of this policy will depend on the compliance and cooperation of all staff as we share in the responsibility for adhering to and enforcing this policy.

Conforming to this policy will make our company compliant with provincial legislation, The Smoke-free Ontario Act, and go beyond current legislation to ensure the health and protection of our employees is addressed and a priority.

Signature of CEO or President

## Appendix 10: Sample Project Evaluation Materials

### Sample Quit and Win Contest Evaluation Form

Thank you for participating in {workplace name}'s Quit and Win contest. Please tell us how the contest went. Your answers will be kept confidential and will be used to help shape future workplace health initiatives. Thank you for your time. [Insert information about prize ballots if participants will be eligible to win prizes]

1. How easy was it for you to participate in the quit and win contest?

Very difficult

Very easy

1

2

3

4

5

2. How effective was the quit and win challenge in helping you become smoke-free?

Not effective

Very effective

1

2

3

4

5

3. What changes would you make to the quit and win contest?

---

---

4. How would you like to see our workplace support quitting smoking in the future?

---

---

---

---

5. Any other comments you'd like to share:

---

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---

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Thank you for your time.

Please return completed evaluation {and prize ballot} to [insert contact info].

## Sample Quit Smoking Initiative Evaluation Form

Recently, our workplace introduced a Quit Smoking activity. We'd like to hear your thoughts on how you think it went. Your answers will be kept confidential and will be used to help shape future workplace quit smoking activities. {Insert details about prize ballots if participants are eligible for prizes for completing the survey}

1. Were you aware of the Quit Smoking Initiative happening at our workplace?

- Yes
- No

2. How effective were the promotional materials (posters, emails) in terms of keeping you informed about what was happening with the Quit Smoking Initiative?

Not effective

Very effective

1

2

3

4

5

3. How effective was the Quit Smoking Initiative in helping you become smoke-free?

Not effective

Very effective

1

2

3

4

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4. What changes, if any, would you make to the Quit Smoking Initiative?

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5. How would you like to see our workplace support quitting smoking in the future?

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6. Any other comments around quitting smoking and the Quit Smoking Initiative you'd like to share:

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Thank you for your time. Please return completed evaluation {and prize ballots} to [insert contact info].

## References:

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3. Health Effects of Cigarette Smoking: CDC Factsheet. Available at: [https://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/health\\_effects/effects\\_cig\\_smoking/](https://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/) (Accessed: 16 January 2017)
4. Bounajm Fares, Carole Stonebridge, Louis Theriault. Smoking Cessation and the Workplace: Measuring the Benefits of Workplace Smoking Cessation. Ottawa: Conference Board of Canada, 2013. Available at: [https://www.quitnow.ca/files/QN/files/library/Smoking\\_Cessation\\_and\\_the\\_Workplace\\_Briefing\\_3\\_Benefits\\_of\\_Workplace\\_Programs.pdf](https://www.quitnow.ca/files/QN/files/library/Smoking_Cessation_and_the_Workplace_Briefing_3_Benefits_of_Workplace_Programs.pdf) (Accessed: 16 January 2017).
5. Health Canada. (2008). Smoking Cessation in the Workplace: A Guide to Helping Your Employees Quit Smoking. Ottawa, ON: Government of Canada. Available at: <http://healthycanadians.gc.ca/publications/healthy-living-vie-saine/tobacco-cessation-renoncement-tabac/alt/tobacco-cessation-renoncement-tabac-eng.pdf> (Accessed: 16 January 2017).
6. Elyse Lamontagne and Carole Stonebridge. Smoking Cessation and the Workplace: Smoking Cessation Programs in Canadian Workplaces. Ottawa: The Conference Board of Canada, 2013. Available at: [https://www.quitnow.ca/files/QN/files/library/130624\\_Conference\\_Board\\_of\\_Canada\\_Briefing\\_2\\_Smoking\\_Cessation\\_Programs\\_in\\_Canadian\\_Workplaces.pdf](https://www.quitnow.ca/files/QN/files/library/130624_Conference_Board_of_Canada_Briefing_2_Smoking_Cessation_Programs_in_Canadian_Workplaces.pdf) (Accessed: 16 January 2017).



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