

TOBACCO-FREE BUSINESS CAMPUS POLICY TOOLKIT



T.E.A.M. TOBACCO
EDUCATION &
ADVOCACY OF THE
MIDLANDS
TEAMTOBACCOFREE.ORG

BE HEALTHY AND PROFITABLE

Adopt a tobacco-free policy.

Thank you for taking the time to consider making your business campus tobacco-free. As you begin this process, you will likely have many questions.

The purpose is:

- To protect the health and well-being of all employees
- Save on tobacco-related healthcare and lost productivity costs.
- Protect all employees, guest and visitors from secondhand smoke exposure.

The overall goal is to provide a safe, clean, socially responsible working environment for all employees.

This toolkit will help to guide you through the process of implementing a tobacco-free policy.



A TOBACCO-FREE WORPLACE LEADS TO HAPPIER & MORE PRODUCTIVE EMPLOYEES

TOBACCO-FREE POLICY

A policy where no form of tobacco use is allowed in the area. This includes cigarettes, pipes, cigars, smokeless tobacco and electronic nicotine delivery systems (ENDS).

Tobacco-free policies:

- Reduce the number of employees using tobacco
- Cut down on absenteeism
- Lower health care costs
- Reduce maintenance costs

A POLICY THAT SAVES MONEY

Employers that allow tobacco use on their premises generally pay higher insurance premiums, make higher workers' compensation payments, have greater absenteeism and more injuries and accidents.

All of which lead to greater overall operating costs.

FREE FROM SECONDHAND SMOKE EXPOSURE

Secondhand smoke is the third leading cause of preventable death in the United States and contains over 400 chemicals. It kills over 53,000 non-smokers each year.

IMPROVE PRODUCTIVITY

The American Productivity Audit, a national survey of over 29,000 workers found that tobacco use was a leading cause of worker lost production time - greater than alcohol abuse or family emergencies.



**A tobacco-free
policy for your
campus makes
good business
sense.**



1

A HEALTHY WORK ENVIRONMENT

Non-smokers who are exposed to secondhand smoke at work increase their heart disease risk by 25-30% and lung cancer risk by 20-30%.

If you can smell tobacco smoke, you are inhaling toxic cancer causing chemicals.

Why make your business campus tobacco-free?

2

HEALTHIER EMPLOYEES

- 70% of smokers say they want to quit.
- Tobacco-free policies increase the rate at which tobacco users attempt to quit.

3

REDUCED OVERHEAD

- Nebraska tobacco related medical costs total \$795 million annually.
- Businesses pay an average of \$2,189 in worker's compensation versus \$176 for nonsmokers.
- Annual smoking related productivity loss in Nebraska is \$605 million.
- Smokers average 2.3 more absent days annually due to illness than nonsmokers.
- An employee taking four 10-minute smoke breaks daily is away from the job more than one extra week compared to a nonsmoking employee.



Sarpy and Cass County residents and businesses support tobacco-free policies.

T.E.A.M. (Tobacco Education & Advocacy of the Midlands) can provide support in the following ways:

FREE ASSISTANCE

Contact T.E.A.M. to get started. Email at: info@TEAMTobaccofree.com or call at: (402) 593-3022. T.E.A.M. can assist you in adopting a tobacco-free policy.

RESOURCES AND ASSISTANCE

T.E.A.M. can provide materials such as sample policies or resolutions. The coalition can also offer assistance in the development of a communications plan to notify company guests and employees of the tobacco-free policy.

SIGNAGE

T.E.A.M. can provide tobacco-free signage.

PRINTED EDUCATION MATERIAL

Educational materials can be made available along with a draft press release for local media and smoking cessation information for the Nebraska Tobacco Quitline.



How to make your business campus tobacco-free.



The first three steps.

1. Understand and identify what the current policy is.
2. Determine who has the power to change this policy or implement new policies.
3. Understand what is and is not covered in the Nebraska Clean Indoor Act.

One year from the date you want to go tobacco-free:

- Organize a committee to collect information about the impact to employees.
- Provide information on the benefits and reasons for this change.
- Gather input from the employees.

Nine months from the date you want to go tobacco-free:

- Communicate with employees about the policy through email, meetings, bulletin boards and newsletters.
- Make policy revisions based on employee input.
- Print and post the tobacco-free policy, highlighting the implementation date.
- Promote tobacco cessation resources.
- Provide in-service training to management and other key employees.

Two months from the date you want to go tobacco-free:

- Put up prominent tobacco-free signage.
- Highlight the availability of the Nebraska Tobacco Quitline (800) QUIT-NOW (784-8669) as well as other tobacco treatment counseling and medication options.

On implementation day:

- Remove all outdoor tobacco receptacles.
- Implement and enforce the policy.
- **GO TOBACCO FREE!**

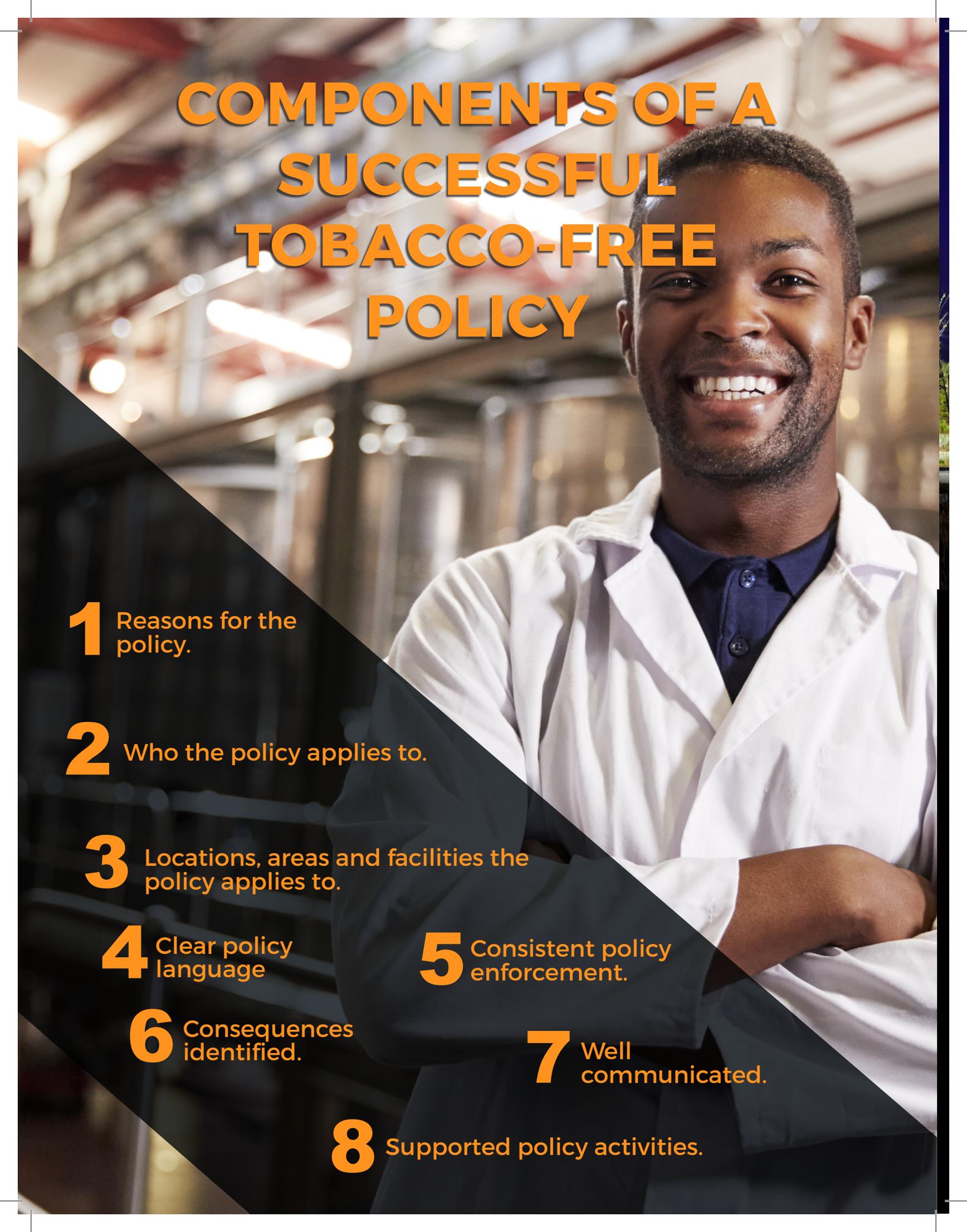
After you have gone tobacco-free:

- Follow-up with employees and evaluate the success of your tobacco-free policy.
- Continue to promote tobacco cessation resources.
- Be positive with all employees.
- Enforce the policy vigorously.

Measures of success?

Over time, employers should experience the long-term outcomes of:

- Reduced number of employees using tobacco.
- Reduced absenteeism.
- Reduced healthcare costs.
- Reduced maintenance costs.



COMPONENTS OF A SUCCESSFUL TOBACCO-FREE POLICY

1 Reasons for the policy.

2 Who the policy applies to.

3 Locations, areas and facilities the policy applies to.

4 Clear policy language

5 Consistent policy enforcement.

6 Consequences identified.

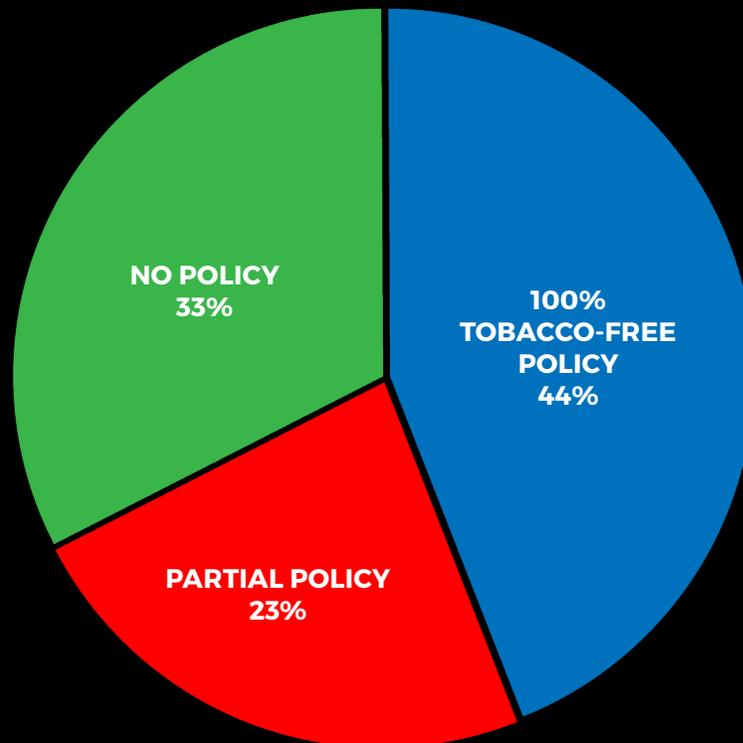
7 Well communicated.

8 Supported policy activities.

COMPREHENSIVE TOBACCO-FREE CAMPUS POLICIES ARE A GROWING TREND IN SARPY AND CASS COUNTIES



268 Businesses Surveyed Between 2013-2017



POLICY ENFORCEMENT

START WITH YOUR TOBACCO-FREE BUSINESS CAMPUS POLICY.

Put it in writing and give to employees:

- Where tobacco use is allowed and where it is not.
- That the tobacco-free policy also applies to visitors and guests.
- Consequences for violators.

SIGNAGE

Have signs posted at the entrance of the parking lot and doors to buildings.



PROMOTE CESSATION

T.E.A.M. can provide information for employees wanting to quit. For a list of all the cessation classes across the state go to: QuitNow.NE.gov. You can also use [Nebraska Tobacco Quitline](http://NebraskaTobaccoQuitline.org) (800) QUIT-NOW (784-8669) as a resource.

POLICY COMMUNICATION

Remind employees about the policy in a positive way helps them comply with it.

Have regular reviews with your staff about what is working and what can be improved upon.

CELEBRATE SUCCESS

If you have a newsletter or other ways you communicate with your employees, highlight your policy and the number of days your company has been tobacco-free (without violations or with fewer violations of the policy).

HANDLING VIOLATIONS

Consistently document each violation and follow up with the employee involved. Have a form for employees to complete that provides date/time/place of complaints.

THE BOTTOM LINE

A photograph of four diverse workers in a brewery. They are wearing dark blue polo shirts and are standing in front of large, shiny stainless steel brewing tanks. The workers are smiling and looking towards the camera. The man on the far left is holding a small object, possibly a tool or a sample. The woman on the far right is holding a tablet computer. The background shows the intricate details of the industrial brewing equipment, including pipes, valves, and large cylindrical tanks.

Adopting a tobacco-free policy can lower the risk of fires and accidental injuries which can lead to lowered insurance costs.

Tobacco-free policies help reduce cleaning and maintenance costs.

A tobacco-free environment means workers are healthier, have less absent days, are more productive and have lower health care costs.

There is no safe amount of secondhand smoke. Even occasional exposure can significantly increase your health risks. For every eight smokers who die, one nonsmoker dies from secondhand smoke exposure. In Nebraska, approximately 242 adults, children and infants die each year from others who smoke.

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To support the implementation of a Tobacco-Free Park Policy
Attachment A; sample of sign below



Contact T.E.A.M. for additional information.
info@TobaccoFreeTEAM.org
(402) 593-3022

T.E.A.M.

TEAMTOBACCOFREE.ORG

Business Survey

Your feedback and opinions regarding a tobacco-free workplace will help us better advocate for you and your coworkers in working with your company to adopt a tobacco-free policy.

1) Please tell us a little about your business.

Your name: _____

Job Title: _____ Company Name: _____

Work Street Address: _____ City, State, & Zip Code: _____

Work Phone: _____ Work Email: _____

2) How many employees are on your campus: _____

3) Does your workplace have a policy for smoking/tobacco use outdoors? Yes

No

If yes, when was it implemented? _____ If no, skip to question #8.

4) What is your workplace's policy on smoking/tobacco use outdoors?

100% smoke free

Smoking is allowed in designated areas only

E-cigarettes are allowed in all outside areas

5) What does your policy include? *Please check all that apply.*

Employees Entrances Parking lot Non-cigarette tobacco (smokeless tobacco, pipes)

Other nicotine products (electronic nicotine delivery systems eg. e-cigarette type devices)

Vehicles Visitors & guests Other



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6) How are employees & visitors informed of the smoke/tobacco free policy?

Please check all that apply.

- Employee handbook
- Employee orientation
- Signs
- Other

7) Would you like to be added to our list of smoke/tobacco-free business in Sarpy and Cass County? Yes No

8) Which of the following has your business done in the last 12 months?

Please check all that apply.

- Offered incentives to employees to quit tobacco
- Offered employees who use tobacco products, a quit tobacco program or any other help to quit tobacco
- Offered free nicotine replacement therapy to employees who use tobacco products to help quit
- None of the above

9) Is your workplace considering implementing or expanding a smoke/tobacco free policy? Yes No

10) Would you like to be added to T.E.A.M.'s email list for quarterly updates? Yes No

8) Please feel free to add any additional comments.

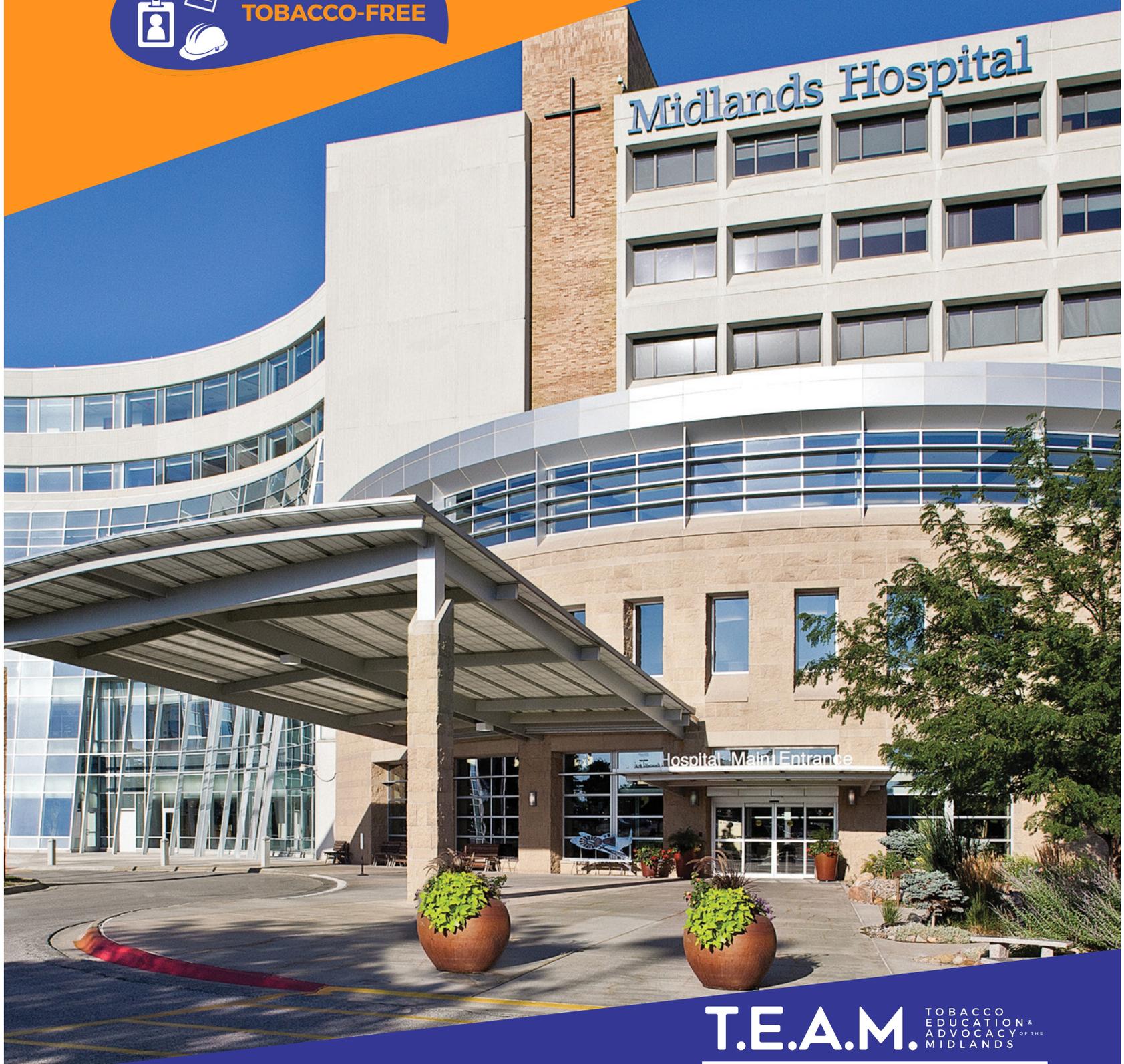


Please mail or email to the address listed below:

**T.E.A.M.
 1111 S. 84th St
 Papillion, NE 68046
 402.593.3022
info@TEAMTobaccoFree.org**

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Midlands Hospital

Hospital Main Entrance

T.E.A.M. TOBACCO
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MISSION:
To educate and advocate for healthy,
tobacco-free communities.

VISION:
To reduce the negative impact of tobacco
in our communities.

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