

Smoking benchmarks

To be recognised for this health priority area, workplaces must meet the benchmarks in the green boxes. Below each benchmark are strategies to help achieve it. The strategies in the blue boxes are mandatory, while the white boxes contain suggested strategies.

Healthy culture

The organisational culture promotes a smokefree environment through supportive leadership, employee participation and shared decision-making.



Policies are in place to support a smokefree workplace and those who want to quit smoking. These should be consistent with and reference other relevant policies e.g. Occupational Health and Safety and Mental Health and Wellbeing.

An effective policy should:

- reinforce requirements to prohibit tobacco use in workplaces (smokefree enclosed workplace as per legislation¹)
- include measures to reduce harm to employees from secondhand smoke exposure and help to denormalise smoking, such as:
 - banning smoking in company or hire vehicles
 - insisting employees who smoke do so away from building entrances, windows and ventilation ducts
- have provisions in place to support employees wanting to quit²
- be developed in consultation with employees
- be promoted to all employees, including contractors and consultants (e.g. through induction to ensure that new employees are aware of the policy and procedures in relation to smoking)
- be implemented across the organisation
- be regularly monitored and reviewed.

Employees and managers are jointly involved in supporting smokefree environments and quitting smoking.

For example:

- working together to develop ideas for supporting quitting smoking and being smokefree in the workplace
- ensuring staff inductions include information on how smokefree and quitting smoking is being encouraged and promoted
- encouraging employees who want to quit smoking to seek advice, support, information and treatment referral.

1. Tobacco Act 1987

2. For example seeing their GP for quit smoking advice, referral to individual, group or telephone counselling programs (e.g. peer support, on-site Quit groups, Quitline 13 78 48, Employee Assistance Programs, access to nicotine replacement therapy (NRT) (e.g. Patches and gum). Patches are subsidised on the Pharmaceutical Benefits Scheme. For more information see: http://www.pbs.gov.au/info/publication/factsheets/shared/Extension_of_the_listing_of_nicotine_patches

Healthy culture *continued...*

Management supports employees by:

- not providing any materials that facilitate smoking such as lighters, or ashtrays in smokefree areas³
- promoting key smokefree messages through forums and meetings
- ensuring that individuals' choices to smoke or not smoke outside of work requirements are respected and not stigmatised.

Healthy physical environment

The workplace is a smokefree environment.



The organisation addresses the physical environment to ensure workers and visitors are not exposed to second hand smoke. For example:

- smokefree enclosed areas are maintained as per legislative requirements³
- this may include designated smoking areas or a totally smokefree environment
- 'No Smoking' signage is displayed prominently to reflect the policy requirements.

Health and wellbeing opportunities

Resources, information and opportunities are provided to increase knowledge and skills about quitting smoking and being a smokefree environment.



Relevant information about quitting smoking (e.g. quitting methods and coping strategies) and relevant workplace policies is accessible in suitable locations (e.g. noticeboards), relevant formats (e.g. multiple languages) and at suitable times (e.g. recruitment and induction).

Local support services are promoted to employees and their families and they are encouraged to access these services.

Opportunities for education and skills development to encourage and support quitting smoking are provided for employees where possible.

For example:

- how to provide advice and support to others (e.g. employees, colleagues and family members) who want to quit smoking
- time allocated for:
 - group or individual counselling sessions
 - online or telephone counselling.

3. Tobacco Act 1987

Healthy community connections

The organisation engages with the wider community to support smokefree initiatives.



Ensure social opportunities are inclusive of employees' families and are smokefree.

The workplace and workforce participate in awareness raising events consistent with policies to support a smokefree workplace and those who want to quit smoking (e.g. World No Tobacco Day).