



Smokefree Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

Rational

Within <Workplace> the WorkWell Organisational Profile (collated in December 2012) identified that there was a smokefree policy, however the policy had not been renewed in four years. It also identified that no support for employees who want to quit smoking was offered.

Within the Staff Survey (conducted in January 2013), it was identified that 38% of employees are current smokers, and of this, 82% would like to stop smoking. Those who would like to stop smoking all responded 'yes' to attending smoking cessation counselling if it was offered and subsidised by <Workplace>.

In addition to the information gathered in the staff survey, there have been complaints from non-smoking employees regarding an external entrance area where smokers congregate. Complaints include the unwanted exposure to second hand smoke when entering/exiting the building and the unsightly prominence of cigarette butts on the ground.

Non-smoking staff have also stated that they feel it unfair to continue working while smokers take 'cigarette breaks' throughout the day; this has also been identified as a problem by management who have acknowledged the loss of productivity associated with frequent breaks.



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Smokefree						
Objective: e.g. Increase/decrease in number of staff reporting X behaviours						
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.
Organisational Change	Redevelop a workplace smokefree policy	<ul style="list-style-type: none"> Form smokefree subgroup Review current smokefree policy to ensure it is up to date with current legislation Consult with all staff Collate feedback and amend draft Draft smokefree policy Obtain management approval Finalise policy Launch policy, communicate to all staff 				
	Ensure tobacco control is included as a key activity in all <Workplace> documents and activities	<ul style="list-style-type: none"> Recruitment material to promote <Workplace> as a smokefree place to work Induction package to promote smokefree position and available support All <Workplace> communications to promote smokefree message 				
Physical Environment	Position smokefree signage within the buildings, around the grounds/external areas of the buildings and within/on the cars of <Workplace>	<ul style="list-style-type: none"> Obtain smokefree signs and stickers Consult with staff and legislation enforcement officers to determine the appropriate placement of signs/stickers Position signs and stickers in agreed locations 				



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Individual Change	Provide support to employees who want to quit smoking	<ul style="list-style-type: none"> • Investigate the option of providing Quitcard training for at least one employee • Contact smoking cessation provider • Negotiate costs for cessation coaching • Consult with all staff • Develop criteria for involvement • Propose programme costs/details to management and gain approval • Implement programme • Access smokefree resources for displays 				
Evaluation Strategies: <ul style="list-style-type: none"> • Organisational Profile – availability and awareness of workplace smokefree policy and cessation support • Staff survey – number of staff reporting to be smokefree and number of staff requiring cessation support • Staff survey - number of referrals to local cessation providers • Staff survey – number of reported breaches of the workplace smokefree policy • Evidence of activities actioned 						