



## Best Practice Compliance Checklist

To effectively implement and enforce a tobacco-free worksite and support people in successfully quitting, the following policies, procedures and communication are recommended.

- Tobacco-free property-wide policy
- Employees clock-out or obtain supervisor's permission for leaving the property; employees may only use tobacco off-site on unpaid meal time
- Employees cannot smell of tobacco, nor can they trespass, litter, and/or loiter on adjacent properties
- Visible corporate support (e.g. CEO approaching visitors, CEO sending periodic communication to employees and managers)
- Total employee workforce involvement encouraged, supported, and rewarded; employees encouraged to serve on compliance teams; recognize employees who help with enforcement and outreach to community
- Visitors offered information cards upon entering the worksite
- Communicate policy and quitting support via email, newsletters, etc.
- Comprehensive cessation support is available at no cost or low cost, including wide distribution of NRT gum and patches
- Reduction of health insurance premium for non-tobacco using employees
- Train human resource or equivalent personnel to inquire about tobacco use, advise employees to quit, use the fax referral form to the Quitline, and discuss other benefits available to help employees quit