

# **TOBACCO-FREE TOOLBOX:** Overview of Key Components

#### Creating an Environment to Help Employees Quit Tobacco

Prevention Partners is dedicated to helping worksites throughout the nation support their tobacco-using employees to quit through stronger policies and better health insurance benefits. According to the U.S. Surgeon General there is no safe level of exposure to tobacco smoke. Therefore implementing a tobacco-free worksite policy protects all employees and supports tobacco-users in their quit attempts. You can build a comprehensive cessation system for your employees and achieve an A in WorkHealthy America by implementing the following key components.

### Tobacco-Free Policy

- Pass and implement a 100% tobacco-free property-wide policy. Include a ban on e-cigarettes, vapor products, and all non-FDA approved nicotine delivery devices as a a part of your policy.
- Post signs, enforce the policy and communicate policy to employees.

## System Approach

• Implement and utilize a systematic-approach to assist tobacco-using employees to quit, either through your organization, your health insurance carrier, or a third party vendor. A systematic approach includes identification, assessing quit interest, referring to quitting resources including medication and counseling, and following-up with those who express interest in quitting and those who have quit\*\*.

# Provide & Promote Benefits

- Provide counseling and FDA-approved prescription medications at a low-cost or no co-pay, as well as over-the-counter nicotine replacement therapies (NRTs).
- Actively communicate the availability of these benefits.

## Provide Incentives

• Provide incentives for those who enroll in a quitting program and those who have successfully quit.

#### **Evaluation**

- Evaluate the impact of your policy and cessation system. For example, track the number of tobacco-free policy violations, tobacco-using employees, those using NRT or prescription medication, and quit rates.
- For small employers, track your efforts through employee satisfaction and health interest surveys, and monitor how many times you communicate about your tobacco-free policy and cessation benefits\*\*.

<sup>\*\*</sup>Note that depending on the size and sector of your organization, a third party vendor or outside organization may be needed to help you confidentially identify and link tobacco-using employees with cessation resources, as well as provide data on healthcare utilization and quit rates for your evaluation efforts.