

A Checklist to Implement a Smoke-Free Environment

The University of Michigan Health System's Tobacco Consultation Service in Ann Arbor created this checklist for hospitals that want to become 100% smoke-free. It also offers a CD free of charge to assist hospitals in creating a smoke-free environment. It is available at www.med.umich.edu/mfit/tobacco/requestSFE.htm.

- 1. Announce top management's commitment to create a smoke-free environment.**
- 2. Assign responsibility and authority for coordinating the implementation of the SFE to an appropriate member of senior management.**
- 3. Create a task force to plan implementation of the new smoke-free environment.**
 - Include people who smoke, nonsmokers, former smokers and representatives of any officially recognized employee organization.
- 4. Develop a timetable. Set a specific date to be smoke-free.**
- 5. Gather information, including:**
 - The medical, economic, and social effects of smoking.
 - Smoke-free policies implemented by other organizations.
 - Facilities (e.g., physical constraints or leases with other organizations that may influence policy decisions).
 - Employees (percentage of nonsmokers and smokers, level of enthusiasm).
 - Existing smoking policy.
 - Legal issues (legislation, regulation, union contracts, and other contracts).
- 6. Draft the implementation plan to phase in the smoke-free environment. Have it reviewed and refined by the appropriate individuals and groups.**
- 7. Announce the policy and implementation plan to all employees through a letter from the chief executive officer.**
- 8. Educate employees, patients and guests:**
 - Training sessions for managers
 - Feedback sessions for employees
 - Company newsletter, paycheck inserts, all staff e-mails
 - Signs, displays, leaflets
 - Fliers in patient appointment reminders
 - Fliers/posters in waiting areas
 - Notices in present designated smoking areas
 - News releases to local media
- 9. Offer smoking cessation programs to employees and their families at least six months prior to implementation day.**
- 10. Obtain insurance coverage of at least one cessation drug.**
- 11. Have the pharmacy carry cessation pharmaceutical inventories.**
- 12. Make changes to facilitate the smoke-free environment.**
 - Install "Smoke-free Area", "Smoke-free Environment — No Smoking in this Outside Location", or "No Smoking" signs.
 - Remove ash receptacles.
- 13. Enforce the policy from day one.**
- 14. Evaluate and refine policy.**
- 15. Be flexible and patient.**