
Keep Your Business Healthy
Utah Tobacco-free Workplace Toolkit

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Introduction

Thank you for your interest in a tobacco-free workplace and helping employees quit tobacco use! Since tobacco use is the leading cause of preventable death and disease in Utah, formally addressing this issue in the workplace demonstrates to employees and their families that your organization is committed to their health and well-being. It also sends a strong message to the community that you are playing an active part in eliminating the harm caused by tobacco.

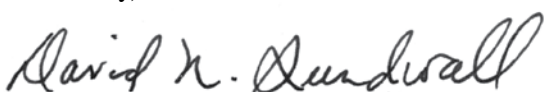
A tobacco-free workplace isn't just good for the health of employees; it's also good for the wealth of your business. Every tobacco user that quits saves your company money in costs associated with absenteeism, smoke breaks, life insurance, healthcare and more.

This guide makes the case for tobacco cessation in the workplace. It also outlines three things that you can do, as an employer, to help employees quit using tobacco and to protect workers from secondhand smoke:

1. Use your company's health plan to help employees and their families quit using tobacco.
2. Encourage use of free tobacco cessation services such as the Utah Tobacco Quit Line **(1.888.567.TRUTH)** and Utah QuitNet (**utahquitnet.com**).
3. Implement and maintain tobacco-free worksite policies.

Doing these three things can put thousands of dollars back into your business and improve the length and quality of your employees' lives. We look forward to working with you on this important issue.

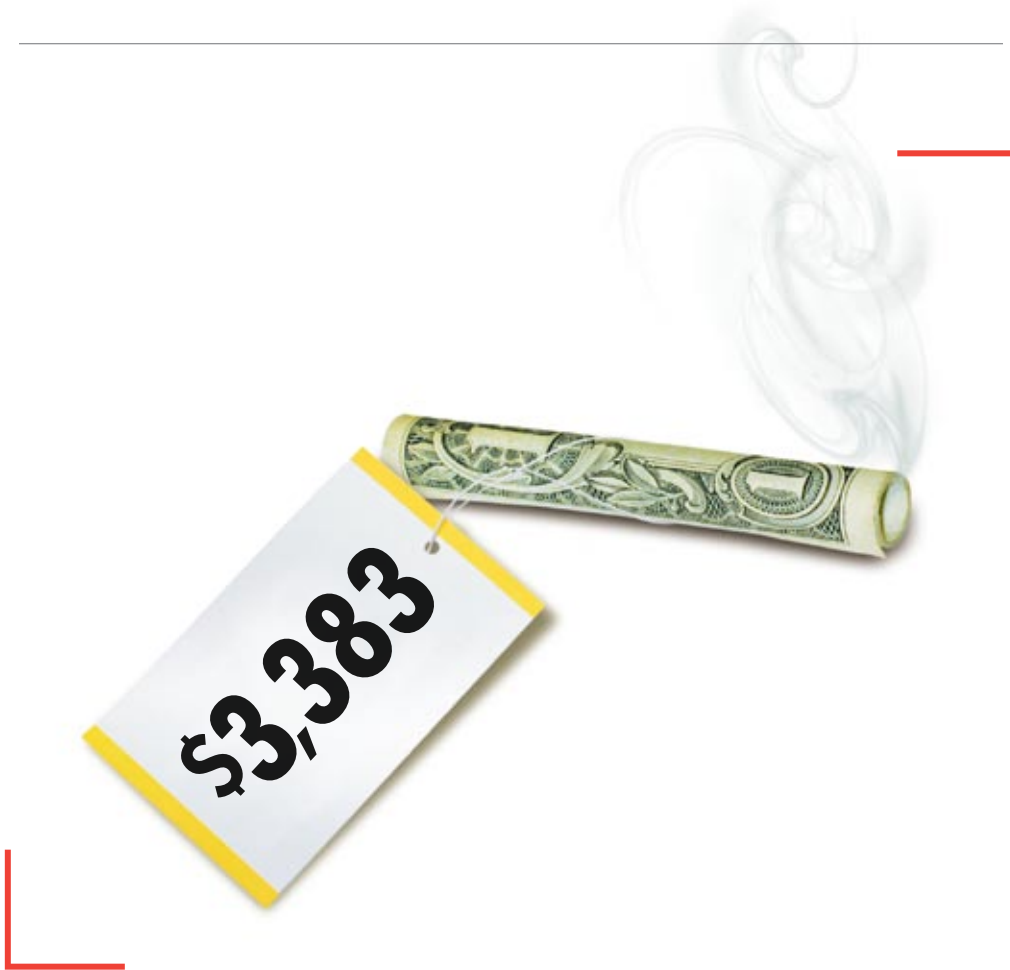
Sincerely,



David N. Sundwall, M.D.
Executive Director
Utah Department of Health

Benefits Of Being Tobacco Free





Are your profits going up in smoke?

\$3,383 a year. That's how much you pocket as a company for every employee who kicks the habit. Or how much you lose in higher health care costs, lost workdays, and time off for smoke breaks if your employees don't quit.

Improve their health and your bottom line by promoting a smoke-free workplace. By calling **1.888.567.TRUTH** or visiting **utahquitnet.com**, your employees will have access to free resources that will get them started. Encourage them today.

The TRUTH™

*“There is no safe level of exposure to secondhand smoke.
Tobacco smoke is deadly.”*

Dr. Richard H. Carmona
U.S. Surgeon General Report
July 2006

Five Ways In Which a Tobacco-free Workplace Will Have a Positive Impact

Promoting and supporting a tobacco-free workplace makes good business sense. The impact of smoking and secondhand smoke on your bottom line can be significant.

1. Lower Your Costs

- Businesses pay an average of \$2,189 in workers' compensation costs for smokers, compared with \$176 for nonsmokers.¹
- Smoking costs employers an estimated \$3,383 per smoker per year, comprised of \$1,623 in direct medical expenditures and \$1,768 in lost productivity.²
- The National Fire Protection Association found that in 1998, smoking materials caused 8,700 fires in nonresidential structures, resulting in direct property damage of \$60.5 million.³
- Fire insurance is commonly reduced 25% to 30% in smoke-free businesses.⁴

2. Reduce Your Liability

- Having a smoke-free workplace reduces the risk of lawsuits being filed by employees who become ill from breathing secondhand smoke.
- Disability claims based on secondhand smoke exposure are eliminated. A smoke-free workplace prevents violation of the Americans with Disabilities Act which can occur when people with respiratory problems have limited access or cannot patronize or work in your business due to tobacco smoke pollution.

More information on secondhand smoke and liability can be found in Attachment A.

3. Protect Your Employees' Health

- Reduce risk of lung cancer. Employees exposed to secondhand smoke on the job are 12% to 19% more likely to get lung cancer.⁵
- Reduce heart attacks. Exposure to secondhand smoke increases the risk of a heart attack by 25% to 35%.⁶
- Reduce heart disease.⁷
- Reduce upper respiratory infections.⁷

4. Reduce Absenteeism

- Smokers, on average, miss 6.2 days of work per year due to sickness compared to nonsmokers, who miss 3.9 days of work per year.⁸

5. Increase Productivity and Morale

- Employees who take four 10-minute breaks a day to smoke actually work about three weeks less per year than workers who don't take smoking breaks.⁹
- A tobacco-free workplace is more attractive to employees, since 90% of Utah adults do not smoke.¹⁰

How Much Does Smoking Cost You?

Smoking costs a business an estimated \$1,760 in lost productivity per smoker per year. In addition, each smoker incurs an estimated \$1,623 in smoking-attributable annual medical expenditures. Factors in estimating these costs include:²

- Increased absenteeism (six days/year for smokers vs. four days/year for nonsmokers)
- Work time spent on smoking breaks (18 – 22 days/year)
- Higher life insurance premium costs
- Greater risk of occupational injuries
- Costlier disability payments
- More disciplinary actions

Do The Math

<input type="text"/>	x	9.8%	=	<input type="text"/>
Total No. of Employees		2006 Utah Adult Smoking Rate		No. of Smokers*

Your Total Cost Per Year

<input type="text"/>	x	\$1,760	=	<input type="text"/>
No. of Smokers		Estimated Lost Productivity Costs (U.S.)		Total Lost Productivity Costs

** If known, enter the number of employees who smoke.*

Three Steps To Making Your Worksite Tobacco Free





She's being worked to death.

But it isn't long hours, heavy work, or demanding customers. It's secondhand smoke taking years off her life. And unlike other potentially dangerous work environments, there's no regulation on this carcinogenic exposure.

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Three Steps To Making Your Worksite Tobacco Free

1. Use your company's health plan to help employees and their families quit using tobacco.
2. Encourage use of free tobacco cessation services such as the Utah Tobacco Quit Line (**1.888.567.TRUTH**) and Utah QuitNet (**utahquitnet.com**).
3. Develop and maintain a successful tobacco-free policy.

Any smoker will tell you that it is hard to quit. Many tobacco users make seven to eight quit attempts before they are successful in overcoming their addiction. As strategies are developed for the three steps listed above, ensure that they are based on an understanding of tobacco use as an addiction and avoid an approach that stigmatizes tobacco users. The workplace should be a place that is supportive of employees who are trying to quit.

A worksheet for implementing these three steps can be found in Attachment B.



Three Steps To Making Your Worksite Tobacco Free

Step 1: Use Your Company's Health Plan To Help Employees and Their Families Quit Using Tobacco





“My employee said it was because of me that he quit. Ah, shucks.”



If you own your own business, isn't it time you help your workplace go smoke free? It improves your employees' health as well as your bottom line. For free resources and support, contact the Tobacco-free Resource Line at 1.877.220.3466.

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“We received a 37% reduction in health insurance premiums after we shared our tobacco-free policy plans with our insurer. Something economically good came out of this ... everyone will pay a lower premium because of this decision.”

Joe Hudak
Fresenius Medical Care
Ogden, Utah

Step 1: Use Your Company’s Health Plan To Help Employees and Their Families Quit Using Tobacco

Nearly 80% of adult smokers in Utah want to quit and 60% have made a quit attempt in the past year.¹⁰ Research shows that the most effective tobacco dependence treatment includes medication and coaching/counseling. In fact, tobacco users are two to three times more likely to quit when they can access effective services to help them.¹¹ Businesses that have included a tobacco cessation benefit in their health plan report that this coverage has reduced total tobacco consumption, increased the number of tobacco users willing to undergo treatment, increased productivity, and increased the percentage of those who successfully quit.¹²

Are Cessation Health Benefits Cost-effective?

- Tobacco cessation is more cost-effective than most other common and covered disease prevention interventions, such as treatment of hypertension and high cholesterol.¹¹
- It costs between 10 and 40 cents per member per month to provide a comprehensive tobacco cessation benefit (costs vary based on utilization and dependent coverage).^{13, 14}
- Cost analysis has shown tobacco cessation benefits to be either cost-saving or cost-neutral. Overall, costs/expenditures to employers equalizes at three years and benefits exceed costs by five years.^{15, 16}

Questions to Ask Health Plans

When reviewing current health plans or bidding for a new one, benefits managers can incorporate some or all of the following tobacco dependence treatment questions into written specifications:¹⁷

- How does the health plan identify and document tobacco users and tobacco cessation interventions?
- What tobacco cessation medications are covered? How frequently are these offered, and for what period annually? Are multiple medications covered? Are multiple quit attempts covered in one 12-month period?
- What type of counseling (e.g. in person, online, telephone) is covered, how often is counseling covered annually, and for what period (e.g. 90 days twice per year)?



“And it just hit me one day. If I’m working so hard toward my retirement, I should probably be around to enjoy it.”

Wade Perkins
Cargill
Tooele, Utah

-
- Describe the plan design for tobacco cessation (e.g. co-pay, etc.). Is the co-pay similar to other medications?
 - Are over-the-counter medications, such as nicotine patches and gum, covered? Is there a co-pay?
 - Who is eligible for tobacco cessation benefits? Are dependents covered? Does this include all covered individuals or only those with a drug benefit?
 - What other education or counseling materials are provided (e.g. hard copy, online, other)?
 - How does the plan motivate healthcare providers to provide tobacco cessation counseling (e.g. bonuses)?
 - Is the benefit promoted to employees? How?
 - How is the percentage of tobacco users who have received treatment assessed? How is the success of the tobacco cessation initiatives evaluated?

Health Benefit Design

Tobacco cessation benefits that have been found most effective cover all of the following:

- Counseling and medications
- FDA-approved medications, including both prescription and over-the-counter
- Counseling services, including telephone and individual counseling (While classes are also effective, few smokers attend them.)¹⁸
- Several counseling sessions offered over a period of several weeks

Show your employees you want to help them quit and understand the chronic nature of tobacco dependence by designing a benefit that makes it easier for them.

- Eliminate co-pays or require employees to pay no more than the standard co-payment. Data show that smokers rarely use cessation services inappropriately and are much more likely to quit when no co-payment is required.¹³
- Provide at least two courses of treatment, both medication and counseling, per year.¹⁹

Support for Employees Who Use Tobacco

People are ready to quit at different times, and the average smoker tries several times before quitting. That can be discouraging – for smokers, their families, their co-workers, and their employers. A person who resumes smoking after trying to quit may be discouraged from trying again. That is why it is important to assure employees that treatment options are available when they are ready to quit.

Tobacco Treatment Options

Programs consisting of several treatment components have proven to be successful. The most successful and highest recommended treatment option is physician/healthcare provider support and monitoring along with medication and counseling.

- 1. Healthcare Provider Counseling:** Healthcare providers play a critical role in tobacco treatment by counseling patients about tobacco addiction, monitoring their progress, providing information about medications, and following up to reduce relapse.
- 2. Medications:** Nicotine replacement therapies, as well as bupropion SR and varenicline help the tobacco user fight the physical addiction.
- 3. Utah Tobacco Quit Line (1.888.567.TRUTH):** The quit line provides telephone-based counseling, support materials, and referrals to additional assistance. All services are free and confidential.
- 4. Utah QuitNet (utahquitnet.com):** Utah QuitNet provides quitting guides, peer support through message boards and e-mail, expert advice, and other services to help people quit using tobacco. These services are also free and confidential.
- 5. Local Services:** Contact your local health department for a list of cessation services in your area. Or, view a statewide cessation resource directory at: http://www.tobaccofreeutah.org/utah_tobacco_cessation_resource_directory-introduction-1.htm

A person who resumes smoking after trying to quit may be discouraged from trying again. That is why it is important to assure employees that treatment options are available when they are ready to quit.

Tobacco Dependence Treatment Medications

Type	Form	Common Brand Name(s)	Availability
Nicotine Replacement Therapy	Gum	Nicorette™	Over-the-counter
	Patch	Nicoderm™ Habitrol™ Prostep™ Nicotrol™	Over-the-counter & Prescription
	Inhaler	Nicotrol™	Prescription
	Nasal Spray	Nicotrol™	Prescription
	Lozenge	Commit™	Over-the-counter
Bupropion SR	Pill	Zyban™	Prescription
Varenicline	Pill	Chantix™	Prescription

Three Steps To Making Your Worksite Tobacco Free

Step 2: Encourage Use of Free Tobacco Cessation Services
Such as the Utah Tobacco Quit Line and Utah QuitNet





Hook, line and big-time sinker.

to get unhooked, call **1.888.567 TRUTH** or visit **utahquitnet.com**

The TRUTH™

Step 2: Encourage Use of Free Tobacco Cessation Services Such as the Utah Tobacco Quit Line and Utah QuitNet

Quitting tobacco isn't easy. Businesses can provide critical support to employees by establishing a policy to refer all tobacco-using employees to cessation programs proven to work. Utah has free services available for your employees. Coupled with cessation coverage available through your company's health plan, employees who use the Utah Tobacco Quit Line and Utah QuitNet are more likely to kick the habit once and for all.

The Utah Tobacco Quit Line

English: 1.888.567.TRUTH (8788)

Spanish: 1.877.629.1585

TTY: 1.877.777.6534

Hours of operation: Monday-Sunday, 6:00 AM-10:00 PM

Research shows that telephone counseling is one of the most effective ways to help people quit smoking or chewing tobacco. Also, telephone-based support is more likely to be used than other types of quitting services. In contrast to in-person counseling, it eliminates the need for transportation or childcare, as a person can access services from wherever there is a telephone. Scheduling conflicts are also eliminated, since the service can be used nearly all day every day, including weekends (see hours above). With the Utah Tobacco Quit Line, help can be had on the person's own timetable and terms. It puts critical assistance no farther away than a person's phone.

When a person calls the Utah Tobacco Quit Line, they will:

- Be connected with a trained Quit Coach who will help them develop a personalized quit plan, and guide them through the quitting process.
- Receive up to five individually tailored sessions with their Quit Coach.
- Get a quit kit, printed materials, and information about other local resources and classes.
- Receive information about how to help a friend or family member to quit.
- Be able to discuss options for medications, including free Nicotine Replacement Therapy to eligible callers.

Quit line services are available in English and Spanish, and translation is available into more than a hundred other languages. All services are free and completely confidential.

For more information about the Utah Tobacco Quit Line, go to:
<http://www.tobaccofreeutah.org/quitline.htm>

Utah QuitNet

utahquitnet.com

Utah QuitNet is a free, internet-based service designed to help individual tobacco users through the quitting process. Its interactive tools and features can be used round the clock: 24 hours a day, seven days a week, for as long as needed. At any time, tobacco users can log on and be surrounded by the world's largest online community of smokers and ex-smokers helping each other to quit and stay quit.

Utah QuitNet members can take advantage of:

- Tools to help them through the process of selecting a quit date
- Smoking cessation tips and answers to frequently asked questions
- Access to medication guides
- Interaction with quitting experts

All services are convenient, anonymous, and free to Utah users. Utah QuitNet can be used alone, or used in combination with other services, like the Utah Tobacco Quit line, for added support.

Free Promotional Materials

The Utah Department of Health's Tobacco Prevention and Control Program has a variety of free materials to help you promote cessation services with employees and visitors. Materials such as posters and business cards with information about the Utah Tobacco Quit Line and Utah QuitNet are available in English and Spanish. You can promote the Utah Tobacco Quit Line and Utah QuitNet by advertising these services through your company's intranet, newsletters, break room, or with payroll staffers. View and order these materials at: <http://www.tobaccofreeutah.org/truthart-worksitesite.htm>, or call 1.877.220.3466.

Three Steps To Making Your Worksite Tobacco Free

Step 3: Develop and Maintain a Successful Tobacco-free Policy





*"I didn't make my employee quit.
But I'd like to think I helped."*



If you own your own business, isn't it time you help your workplace go smoke free?
It improves your employees' health as well as your bottom line. For free resources
and support, contact the Tobacco-free Resource Line at 1.877.220.3466.

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Step 3: Develop and Maintain a Successful Tobacco-free Policy

A tobacco-free workplace makes good business sense and creates a supportive setting for employees who want to quit using tobacco. To successfully transition to a tobacco-free environment, develop a written policy and ensure that all employees and visitors are aware of it.

Developing Your Tobacco Policy

Establishing a successful comprehensive worksite tobacco policy hinges on seven key elements:

1. Form a policy work group.

Determine the types and number of managers and employees that are optimal for your company, agency, or organization to develop the tobacco-free policy. Getting input from as many areas and people (including those who use tobacco) as possible is crucial to success.

2. If any employees are union members, involve union representatives from the beginning.

When developing or revising your organization's tobacco policy be sure to include unions that represent your employees. Historically, unions were reluctant to implement tobacco policies at the workplace. More recently, a number have become actively involved in developing new policies or revising existing ones. Developing these policies addresses an area in which management and unions have a common interest—the safety and health of the employee. By including union representation, your company or organization may also gain an additional ally in promoting a tobacco-free environment for your employees.

3. Include all forms of tobacco.

All forms of tobacco (spit tobacco, cigars, pipes, etc.) are dangerous. Though some tobacco products may be less risky than others, all tobacco products are cancer-causing and addictive. Tobacco cannot be considered safe in any amount or form.²⁰

4. Consider the extent of the policy.

Your company's policy can range from meeting minimum legal requirements or prohibiting tobacco anywhere on the worksite. Start by making sure your policy covers all Utah Indoor Clean Air Act statute and rule requirements. For help in determining this, go to Attachment C and/or <http://www.tobaccofreeutah.org/uicaaastat&rule.html>. Beyond these basic requirements your company or organization may want to consider additional policy stipulations such as no tobacco use on company property, no smoking in open parking structures, etc.

5. Communicate the policy.

Employees need to be kept well informed about changes to company policy, changes to health plan coverage, and the availability of services to help them quit tobacco use. The approaches you use to get the word out will depend on the size of your organization and the amount of education needed. You may also need to use different methods for different groups of employees.

Begin first by using your company's standard communication channels. Also consider some of those listed below:

- Intranet
- Payroll stuffers (brochures, relevant articles, flyers)
- Articles in the company newsletter
- Posters, displays
- Presentations
- Information kits
- Brown bag lunches
- Employee orientations, staff, and management meetings

Plan to continue educational efforts beyond just the initial implementation period. Employees will benefit from continual reminders of the policy, consequences for violating the policy and available resources to help them quit using tobacco.



“Our CEO decided that establishing a tobacco-free workplace would give employees an opportunity to better their lives. We’re already seeing a difference in the lives of those who have quit and are trying to quit.”

Garrett Olson
CO Building Systems and Company
Ephraim, Utah

6. Determine early who will be responsible for enforcement and the authority they will have to maintain compliance.

It is imperative that whoever is going to be responsible for enforcement of the policy also be given the full authority to do so. A well-written policy should be very clear on the consequences for violating the policy. Consequences should be similar to those for violations of similar types of organizational policies. This process can be reinforced during employee orientations and updates.

Resources to help you develop or revise your tobacco-free policy can be found in the following attachments:

- Utah Indoor Clean Air Act Compliance Checklist (Attachment C)
- Tobacco Policy Checklist (Attachment D)
- Employer Tobacco Policy Survey (Attachment E)
- Employee Tobacco Survey (Attachment F)
- Signage and Tobacco Observation Logs (Attachment G)
- Template and Sample Policies (Attachment H)
- Tobacco Policy Issues and Solutions (Attachment I)
- Your Local Health Department (Attachment J)

7. Comply with the Utah Indoor Clean Air Act.

The Utah Indoor Clean Air Act (UICAA) Administrative Rule 392-510-3 imposes a duty on a building owner, agent, or operator, each independently responsible to assure compliance with enforcing UICAA statute and rule requirements. To help determine if your worksite is complying with Utah Indoor Clean Air Act requirements, a checklist can be found in Attachment C. For additional assistance, contact the Utah Department of Health at 1.877.220.3466 or your local health department.

Enforcing Your Tobacco Policy

Minimize the need for direct enforcement by carefully developing a plan to publicize the tobacco-free policy via employee meetings and signage. However, even in the best of circumstances, it is important to have a plan to address possible policy violations promptly and effectively.

A good policy needs to be very clear on who will enforce it, under what circumstances, and what the consequences will be for employees or visitors who violate it. Policy enforcement occurs on two levels:

1. Enforcement by company or organizational designees

Your company's internal procedures or human resource personnel will determine how your internal enforcement will proceed. The Utah Indoor Clean Air Act requires that a person smoking in a building that is smoke-free be asked to extinguish the lit tobacco product. If the person refuses, the person must be asked to leave the premises (Utah Code 26-38-7).

2. Enforcement by local and state government agencies

The state and local health departments are authorized by the Utah Indoor Clean Air Act (UICAA) to enforce its requirements. The UICAA was passed by the legislature to protect Utahns and visitors to the state from exposure to the toxic effects of secondhand smoke. If the state or a local health department receives a complaint about secondhand smoke, an inspection to determine compliance with the law will be conducted. If a violation is detected, an order to correct the situation will be issued. Failure to comply with the Utah Indoor Clean Air Act may result in significant monetary and criminal penalties. However, these penalties can be avoided easily by reviewing and/or revising your current tobacco policy to make sure all Utah Indoor Clean Air Act requirements are met.

It is important for those who are going to enforce the policy to be up-to-date on both legal and company requirements. To help your company or organization understand what is expected, resources are available at <http://www.tobaccofreeutah.org/uicaastat&rule.html>.

Maintaining Your Tobacco Policy

It is important from time to time to review and, if necessary, revise your tobacco policy. Are there additional areas where tobacco use should be banned? Are there changes in insurance or cessation services available? Have changes in state or local laws occurred that require changes in the current policy? These are the types of questions that need to be addressed. Establish set times (e.g. every six months or annually) to conduct your review. Doing so will help you protect your employees while decreasing the economic impact of tobacco use on your company or organization.

Attachment A
Legal Implications of Secondhand Smoke at the Workplace





Why do smokers go to smoke-free clubs like The Red Door?

Because they think secondhand smoke is irritating.

Many smokers dislike secondhand smoke as much as non-smokers. That's why more and more of them are going to The Red Door and other smoke free establishments and stepping outside when the urge strikes.

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A simple and inexpensive way for businesses to avoid costly litigation is to develop comprehensive smoke-free policies.

Attachment A

Legal Implications of Secondhand Smoke at the Workplace

In 1976 the first reported secondhand smoke lawsuit took place. Since then the number and scope of suits has increased. By implementing tobacco-free policies, companies, government agencies, and other organizations can avoid lengthy and expensive litigation and penalties associated with secondhand smoke exposure by employees and visitors. A list of various federal, state, and local legal issues is provided below.

Smoking Laws In Utah

- **Utah Indoor Clean Air Act (UICAA)**
This is a statewide law that prohibits smoking in almost all public and private buildings. Assume smoking is prohibited in all indoor locations until otherwise determined. Only very few indoor places are exempted under the law.
- **Local Community Outdoor Smoking Bans**
Many communities, including Salt Lake City, ban smoking in outdoor places.

Other Legal Issues Related To Smoking

- **Workers' Compensation and Disability Benefits**
In recent years nonsmokers have been awarded workers' compensation and disability benefits as a result of being harmed by secondhand smoke while on the job.
- **Americans With Disabilities Act (ADA)**
Individuals with breathing sensitivities are protected under the ADA. As such, employers may be required to provide no-smoking accommodations for employees and others who frequent their establishments.



“It’s important to be involved and spread the word about going smoke free, because it is possible for individuals to create change—for themselves and their communities.”

Patrick Dunlavy
Tooele City Mayor
Tooele, Utah

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- Occupational Safety and Health Act of 1970 (OSHA)
The main federal law covering threats to workplace safety is the Occupational Safety and Health Act of 1970 (OSHA). OSHA requires employers to provide a workplace that is free of dangers that could physically harm employees. Although OSHA does not regulate tobacco smoke as a whole, it limits employee exposure to several of the main chemical components found in tobacco smoke. More information can be found at: http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9991
 - Rehabilitation Act of 1973
It is unlawful for the federal government, federal contractors, and recipients of federal financial assistance to engage in disability discrimination. Employees have filed lawsuits alleging employer failure to prohibit or limit workplace smoking or accommodate their respiratory affliction was unlawful discrimination.

Attachment B
Timeline Worksheet





His dinner was to die for.

The food was healthy. Unfortunately the air was not. Secondhand smoke in private clubs contributes to heart disease, strokes and other ailments in employees and patrons. If you must smoke, take it outside.

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Attachment B Timeline Worksheet

Benefits or Services We Provide			
Benefit	Insurance Provides	Employer Provides	Co-Pay/Deductible
Medications Type:			
Counseling Number of Sessions			
Other			

Continued To Next Page

Policy Development

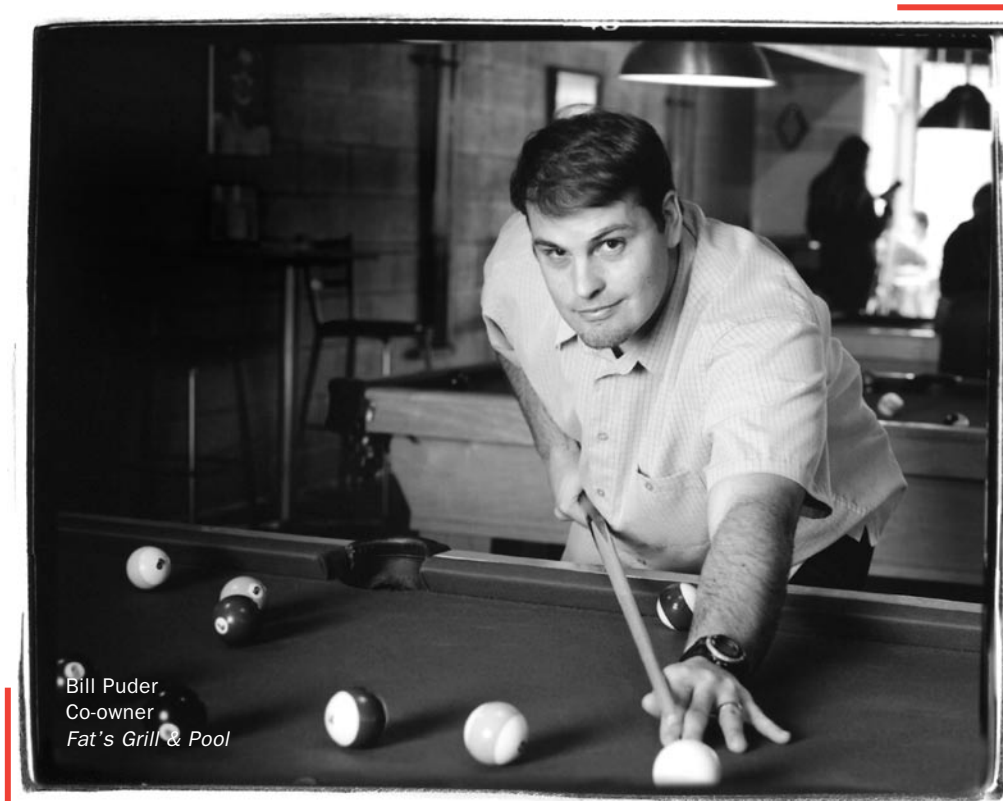
Task	Activities	When
Assessment 1. Form work group or designate primary coordinator 2. Review existing policy		
Development 1. Develop policy components or modify existing policy 2. Seek approval of draft from management 3. Modify as indicated by reviews		
Policy Implementation 1. Launch policy/modified policy 2. Review the policy in all employee orientations 3. Remind employees of policy at least two times per year.		
Policy Adjustments 1. After several months review impact of policy. 2. Make adjustments in signage, announcements, etc.		

Promotion Strategies

Promotion	Who Will Do It	When
Posters Identify Locations:		
Company Newsletters		
Fliers/Postcards		
Website		
Payroll Stuffers		
Table Tents		

Attachment C
Utah Indoor Clean Air Act Compliance Checklist





Why are we smoke free?

Because we're cued into what our customers and employees want.

When NYC went smoke free, its clubs and bars worried about losing money. Their profits are up nearly 10% for the year. Just imagine how much they'd be up in your city.

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Attachment C

Utah Indoor Clean Air Act Compliance Checklist

Current to May 2008

The Utah Indoor Clean Air Act Compliance Checklist was developed to highlight key points that business managers, supervisors, and employees particularly need to be aware of. It is not designed to replace or supersede requirements stated in §26-38-1 to 9 or Administrative Rule 392-510-1 to 14. It helps identify key aspects of the statute and rule that must be addressed. If you need additional assistance, state and local health department contact and website information is listed below.

Note: **There is no requirement that smoking must be allowed**, even in areas that are exempted in the Utah Indoor Clean Air Act. §26-38-2(1) (o) and R392-510-4

1. _____ Smoking is prohibited in all enclosed indoor places of public access. “Public access is any enclosed indoor place of business, commerce, banking, financial service, or other service-related activity, whether publicly or privately owned..., to which persons not employed at the place have general and regular access or which the public uses.” (Includes buildings, offices, shops, elevators, restrooms restaurants, shopping malls, arenas, theaters) §26-38-3(1), §26-38-2(1)
2. _____ Smoking is not allowed in any publicly owned buildings and offices. (Libraries, courthouses, etc.) §26-38-2(1)
3. _____ Outside smoking designated areas are not allowed within 25 feet of building entrances, exits, air intakes, or windows. (e.g.- Ashtrays placed closer than 25 feet from these locations are signed “No Smoking,” “For extinguishing cigarettes only- No Smoking”, or similar and a reference to the 25 foot prohibition.) R392-510-9(1) and (2)
4. _____ There is a policy in place that prohibits employees from smoking within 25 feet of building entrances, exits, air intakes, or windows. R392-510-9(3)
5. _____ Smoking may not be allowed in vehicles used for work if any ex or nonsmokers are present in the vehicle. R392-510-6(4)

-
6. _____ In a place where smoking is prohibited entirely, a sign using the words “No Smoking is permitted in this establishment” or a similar statement, which includes a universal no-smoking symbol, must be posted. Signs must be easily readable and unobscured. The words “No Smoking” must be not less than 1.5” in height. R392-510-12
 7. _____ If smoking is permitted, (only allowed if section §26-38-3(2) (a), (b), (c), (d), (e), or (f) or section § 26-38-3.5 conditions are met), smoking areas must be clearly indicated by appropriate signage, HVAC, and other requirements for those areas. §26-38-3 and 4, R392-510-6, 7, 8, and 12
 8. _____ Private clubs and taverns may allow smoking according to the following schedule:
 - a. Class A and C private clubs – Smoke-free since January 1, 2007
 - b. Class B private clubs licensed on or before May 15, 2006 or that were licensed on or before May 15, 2006 and undergo a change in ownership so long as no one under 21 is allowed unless active military – January 1, 2009
 - c. Class D private clubs licensed on or before May 15, 2006 or that were licensed on or before May 15, 2006 and undergo a change in ownership – January 1, 2009
 - d. Taverns licensed on or before May 15, 2006 or that were licensed on or before May 15, 2006 and undergo a change in ownership – January 1, 2009. §26-38-3(2) (c), (d), and (e)
 9. _____ Smoking permitted areas are designed and operated to prevent the drift of smoke outside the area. (If you can smell or see tobacco smoke outside the area, assume drift is occurring). R392-510-6(1), 7, and 8
 10. _____ Smoking may be allowed in guest rooms of lodging facilities but smoking is prohibited in the common areas of these facilities, including dining areas, lobbies, laundry facilities, club houses, etc. Air handling systems must not allow air from the smoking-allowed areas to mix with air of nonsmoking areas. §26-38-3(2) (b); R 392-510-6(2) (a), (b), (c)
 11. _____ Smoking is prohibited at all times in public and private elementary or secondary school buildings and the property on which those facilities are located. §26-38-2(1) (k)
 12. _____ Smoking is prohibited at all times at buildings operated by social, fraternal, or religious organizations when used solely by the organization members or their guests unless they meet one of the exemptions in #8 above. §26-38- 2(1) (l)
 13. _____ Smoking is prohibited at any facility rented or leased for private functions from which the general public is excluded and arrangements for the function are under the control of the function sponsor. Examples include wedding parties, conventions, and trade shows. §26-38-2(1) (m)
 14. _____ Where child care is provided, smoking is not allowed when any child, other than the child of the provider, is present. §26-38-2(1) (j) (i) and (ii)

-
15. _____ An employer does not discriminate or take adverse action against an employee or applicant because: that person has sought enforcement of provisions of law (Title 26, Chapter 38, R392-510), and/or the smoking policy of the workplace, and/or otherwise protested the smoking of others. R 392-510-14

*This checklist is designed to answer general questions that commonly arise and to help businesses, government agencies and other organizations comply with the Act. It does not list all requirements of the statute and rule. For more specific and detailed information refer to the Utah Indoor Clean Air Act Statute §26-38-1 to 9 and Rule 392-510-1 to 14.

A printer-friendly copy of this checklist can be obtained by going to:
<http://www.tobaccofreeutah.org/uicaachecklist.pdf>.

State and Local Contacts

- Tobacco Prevention and Control Program, Utah Department of Health
1.877.220.3466 or 801.538.6260
- Office of Environmental Sanitation, Utah Department of Health
801.538.6754
- Local Health Department Contacts
Check local phone listings

On the Web

For more information about the Utah Indoor Clean Air Act, developing tobacco policies, or cessation resources go to the Utah Tobacco Prevention and Control Program website at:

Utah Indoor Clean Air Act – <http://www.tobaccofreeutah.org/uicaastat&rule.html>

Developing Tobacco Policies – <http://www.tobaccofreeutah.org/shsguide.html>

Cessation Resources – <http://www.tobaccofreeutah.org/quit-1.html>



Attachment D
Tobacco Policy Checklist





Smoking kills your profits even faster than it kills your employees.

Smoking is a big negative in the lives of smokers and their families. But it also takes a toll on your business. When your employees quit smoking, you win big with lower health care costs, fewer lost work days, and less smoke breaks. It can add up to \$3,383 a year in the bank for every person who kicks the habit.

So to improve the health of your employees and your bottom line, promote a smoke-free workplace. By calling **1.888.567.TRUTH** or visiting **utahquitnet.com**, your employees will have access to free resources that will get them started. Encourage them today.

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Attachment D

Tobacco Policy Checklist

A comprehensive tobacco policy protects the health of employees and the economic bottom line of the organization that implements it. Developing a new tobacco policy or revising an existing policy requires determination and a means to judge progress. The following checklist may help.

1. _____ Determine if the existing policy is out-of-date, ineffective, or if there is no existing policy.
2. _____ Enlist management support to develop/revise a tobacco policy.
3. _____ Establish a work group with an appropriate mix of smokers, nonsmokers, employees, managers, and union representatives, and clearly delineate their roles and authority. (In the case of small businesses, government agencies, or other organizations there may not be enough staff to form a work group. In this case, assign one person to carry out the development or revision of your policy with management guidance.)
4. _____ Create a timetable for developing and revising the policy.
5. _____ If there is an existing policy, review it and identify gaps.
6. _____ Review the existing policy in conjunction with Utah Indoor Clean Air Act statute and rule. Identify any parts of the policy that need to be updated to comply with requirements of the law (e.g. a smoking-permitted room may be desired but not allowed by law).

-
7. _____ Gather relevant information about smoking effects and policies as well as information about your specific business, including input from employees, management, and, if possible, customers, to determine their needs and to involve them in the process. Information may include:
 - The economic, social, and health impact of smoking.
 - Samples of policies in place in similar businesses, agencies, or other organizations.
 - Employee smoking status (smokers, nonsmokers, ex-smokers).
 - Employee questions and concerns about smoking at the worksite.
 - Current agreements and legal issues (e.g. leases) that may influence the policy.

 8. _____ Draft a revised or new tobacco policy and submit the document for appropriate legal review and final management approval.

 9. _____ Publicize the policy and implementation date.
 - Develop training sessions for managers.
 - Conduct employee orientations and staff meetings.
 - Use posters, newsletters, paycheck stuffers, etc.
 - Post highly visible signs with clear wording about the tobacco policy at all locations where it is in effect. (If the premises are tobacco free, it may be necessary to erect signage at entrances to the property.)
 - Remove ashtrays and do not allow replacements in smoking-prohibited areas.
 - Remove cigarette vending machines. (If providing vending machines is contemplated for smoking-permitted areas, be aware that Utah Code 76-10-105.1 strictly regulates if and where they can be placed.)

 10. _____ Offer tobacco cessation programs or refer employees to statewide resources.

 11. _____ At set times, evaluate and refine the policy as needed.

Attachment E
Employer Tobacco Policy Survey





With this ring you are hereby pronounced

Addicted.

to quit, call **1.888.567 TRUTH** or visit **utahquitnet.com**

The TRUTH™



Attachment F
Employee Tobacco Survey





He's a real lady killer

He might think his cigarette makes him look manly to his date, but a real gentleman would take his habit outside. Secondhand smoke contains thousands of harmful chemicals and increases the risk of heart attack by up to 60%.

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Attachment F Employee Tobacco Survey

1. Is there an official policy that restricts tobacco use at your worksite?

Yes No Not Sure

2. Which of the following statements BEST describes your attitude toward your workplace tobacco policy?

- I don't know my company's workplace tobacco policy.
 I would prefer a less restrictive workplace tobacco policy.
 I would prefer a more restrictive workplace tobacco policy.
 I am satisfied with the current policy.

3. During the past two weeks, has anyone smoked in the area in which you work (indoors or outdoors)?

Yes - Please List The Location(s): _____

 No

4. Do you think that it is okay for a person to smoke around nonsmokers in the following settings:

A. Close to the entrance of businesses and public buildings?

Yes No

B. In outdoor work areas?

Yes No

C. In company vehicles?

Yes No

5. Do you now smoke cigarettes every day, some days, or not at all?

Every day Some days Not at all

6. Do you currently use any other tobacco products such as cigars, pipes, or spit tobacco?

Yes No

7. Does your employer offer a quit tobacco program or any other help for employees who want to quit using tobacco?

Yes No Not sure

8. Do you use less tobacco each day because of your workplace tobacco policy?

- I don't use tobacco
 I use tobacco but am not aware of my company's workplace tobacco policy
 Definitely yes
 Probably yes
 Probably not
 Definitely not

9. Would you like to stop smoking tobacco?

I don't smoke No
 Yes Not sure

10. Would you like to stop using spit tobacco?

I don't use spit tobacco No
 Yes Not sure

11. If you do use tobacco, which of the following are you MOST interested in to help you quit? (Please check one box only)

- I don't use tobacco
 I use, but am not interested in quitting
 Counseling/coaching
 Cessation classes
 Medications (e.g. Chantix™)
 Rebate/incentive program
 Other: _____

12. Have you ever been diagnosed with a chronic respiratory disease such as asthma, chronic obstructive pulmonary disease, or chronic bronchitis?

Yes
 No

Attachment G
Signage and Tobacco Observation Logs





Smelling like a human ashtray stinks.

to quit, call **1.888.567 TRUTH** or visit **utahquitnet.com**

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Attachment G Signage and Tobacco Observation Logs

When asked about compliance with company or organization policies, employers are often at a loss to describe the current level of compliance. The Tobacco Observation Log is a simple but effective means to gather valuable information to determine whether the current policy is effective. It also can help highlight situations that need to be addressed. Observations should be conducted on multiple days and shifts. Assessments should also be conducted without the prior knowledge of anyone other than staff involved in the policy effort. Make copies of the following log as needed.

Signage Observations		
Date of observation		
Number of entrances		
How many building entrances have signs indicating that no smoking is allowed within 25 feet of the entrance?		
How many building entrances have ashtrays located within 25 feet of building entrances?		
How many ashtrays located within 25 feet of the entrances are marked with "for extinguishing purposes only" or similar language?		
Are all smoking and nonsmoking areas designated with signs?	Yes	No
Is the "No Smoking" language at least 1.5 inches high and do the signs contain a universal no-smoking symbol?	Yes	No
If no for either of above, which areas need signs?		

Continued To Next Page

Tobacco Observations

Repeat the following observations at regularly scheduled intervals.

Date of observation		
Time of Observation:	a.m./p.m. until	a.m./p.m.
Do you see tobacco-related litter (cigarette butts, empty cigarette packets) in indoor nonsmoking area?	Yes	No
Do you see tobacco-related litter (cigarette butts, empty cigarette packets) in outdoor areas within 25 feet of windows or doorways?	Yes	No
Do you see tobacco-related litter (cigarette butts, empty cigarette packets) in other outdoor nonsmoking areas?	Yes	No
Do you see smoking or smell tobacco smoke in nonsmoking areas?	Yes	No
If yes, where do you see smoking or smell tobacco smoke?		
How many people do you see smoking?		
How many people do you see using spit tobacco?		
How many of the tobacco users are employees? Visitors?		

Source: Utah Department of Health, Tobacco Prevention and Control Program.²³

Attachment H
Template and Sample Policies





**I sing all night long,
so I'll voice my opinion:**

You can't beat a smoke-free gig.

Eric loves his smoke-free gig at The Tavernacle. Without clouds of carcinogens clogging up his lungs, he can sing four hours straight, no problem. Plus, secondhand smoke isn't contributing to an early finale.

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Attachment H

Template and Sample Policies

The following template and two sample policies are presented to help you determine the best style for your company or organization.

Sample policies shown represent a range from general, as indicated by Sample Policy I, or comprehensive, as indicated by Sample Policy II. You may find that combining elements of more than one of the following policy styles best meets your organization's particular needs.

Template for a Model Tobacco-free Policy

1. Rationale

Statement of Intent: Background Information

This should briefly explain why the company/organization is introducing a formal approach to tobacco in the workplace and some key data and facts about the company/organization's previous stance (if any) and the dangers of smoking. Include the date that the policy will be introduced (or reintiated).

2. Objectives (of the policy)

- To minimize exposure of employees to tobacco smoke while in the workplace or while engaged in the organization's business.
- To consider the welfare of all employees.
- To provide a consistent approach to break entitlements for smokers and non-smokers.

3. Application of the policy

Clearly, state that the policy applies to all employees, sub-contractors, and visitors.

4. Smoking provision

Clearly indicate where (if at all) smoking is permitted on company sites, including buildings, car parks, company vehicles, and other external areas. Also state when smoking is permitted during the work day—for example on designated breaks.



“For 36 years, my smoking habit controlled my life. With the support of my sister, friends, and utahquitnet.com, I quit smoking—cold turkey. In fact, my sister and niece decided to quit along with me. And that made all the difference.”

Rose Fryer
Antique and Import Shop Owner
Moab, Utah

5. Employee welfare/cessation support

Outline how cessation support will be available to staff either internally or externally, and how it can be accessed.

6. Failure to comply

Indicate the process for dealing with employees who breach the policy.

7. Review

Set a date for formal review and state this in the written policy. Formal reviews should take place every 12-18 months.

Source: Tobacco in the Workplace: Meeting the Challenges, A Handbook For Employers.²⁴

Sample Policy I. Model Tobacco Policy for a Tobacco-Free Workplace

_____ Company Name _____ No Tobacco Policy

_____ Company Name _____ is dedicated to providing a healthy, comfortable, and productive work environment for our employees.

Smoking harms nearly every organ of the body, causing many diseases and reducing the health of smokers in general (*The Health Consequences of Smoking: A Report of the Surgeon General, 2004*). Use of spit tobacco, cigars, pipes, and other tobacco products also lead to disease and death (*American Cancer Society*). There is no safe level of exposure to secondhand smoke (*The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General, 2006*).

In light of these findings, _____ Company Name _____ shall be entirely tobacco free effective _____ Date _____.

Tobacco use will be strictly prohibited within all company work areas. Tobacco use is prohibited within 25 feet of building entrances, open windows, or air intakes. This policy applies to all employees, clients, contractors, and visitors.

Copies of this policy shall be distributed to all employees. Signs shall be posted at all building entrances.

This policy is being announced three months in advance in order to facilitate a smooth transition. Those employees who smoke or use spit tobacco and would like to take this opportunity to quit are invited to participate in the cessation program being offered by this company.

The success of this policy will depend upon the thoughtfulness, consideration, and co-operation of tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing this policy. Violations of this policy will be handled through the standard disciplinary procedure.

Signature of CEO or President

Source: Adapted from Americans for Nonsmokers' Rights.²⁵

Sample Policy II. Model Tobacco-Free Policy

Policy

Due to the acknowledged hazards arising from exposure to secondhand smoke, it shall be the policy of _____ to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of _____.

Continued To Next Page

Definition

1. There will be no use of tobacco products (e.g. cigarettes, pipes, cigars, spit tobacco) within the facilities at any time.

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoke areas will be located at least 25 feet from the main entrance, other exits and entrances, open windows, or air intakes.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoke area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

[For a policy that extends to include company property, substitute the following: There will be no use of tobacco products within the facilities or on the property of _____ at any time.]

2. There will be no tobacco use in _____ vehicles at any time.

There will be no tobacco use in personal vehicles when transporting persons on _____ authorized business.

3. **Breaks:** Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

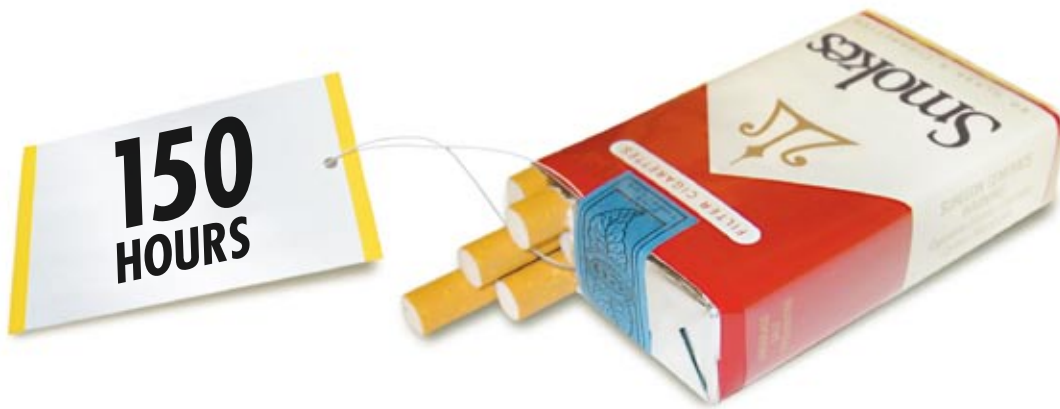
Procedure

1. Employees will be informed of this policy through signs posted in _____ facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and their host will explain it.
3. The _____ will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

Source: Making Your Workplace Smoke-Free: A Decision Maker's Guide.²⁶

Attachment I
Tobacco Policy Issues and Solutions





Your employees who smoke take a three-week vacation on your dime.

For each employee you help quit smoking, you gain an average of one hundred and fifty hours in productivity that used to be spent on smoke breaks. And by breaking this smoke break habit, you'll put thousands of dollars back into your company's pocket.

Improve your employees' health as well as your bottom line by promoting a smoke-free workplace. By calling **1.888.567.TRUTH** or visiting **utahquitnet.com**, your employees will have access to free resources that will get them started. Encourage them today.

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Attachment I Tobacco Policy Issues and Solutions

The grid below was developed to provide businesses and other organizations with quick solutions to typical issues when developing a comprehensive tobacco policy.

Issue	Why is a tobacco-free worksite important?
Solution	<ul style="list-style-type: none"> • Helps employees and visitors quit tobacco. • Reduces nonsmokers' exposure to secondhand smoke. • Tobacco in all forms (smoking, smokeless and secondhand smoke) kills. • Continuing to allow tobacco use represents a liability. An employer has a responsibility to provide a safe and healthy workplace. • Tobacco policies save money in costs associated with absenteeism, smoke breaks, life insurance costs, and health care.
Issue	Does an employer have the authority to implement a tobacco-free policy?
Solution	<ul style="list-style-type: none"> • Employers are free to set policies and implement restrictions that are necessary to provide a safe and healthy working environment. • The courts have consistently upheld the constitutionality of policies that restrict or prohibit smoking in the workplace.
Issue	How can the need and support for a policy be demonstrated?
Solution	<ul style="list-style-type: none"> • Document any complaints from patrons, visitors, and employees about tobacco use. • Solicit support of the policy from company administration. • Use Attachments D, E, F, and G. • Remember that most company patrons and employees, and most Utahns in general, do not use tobacco.

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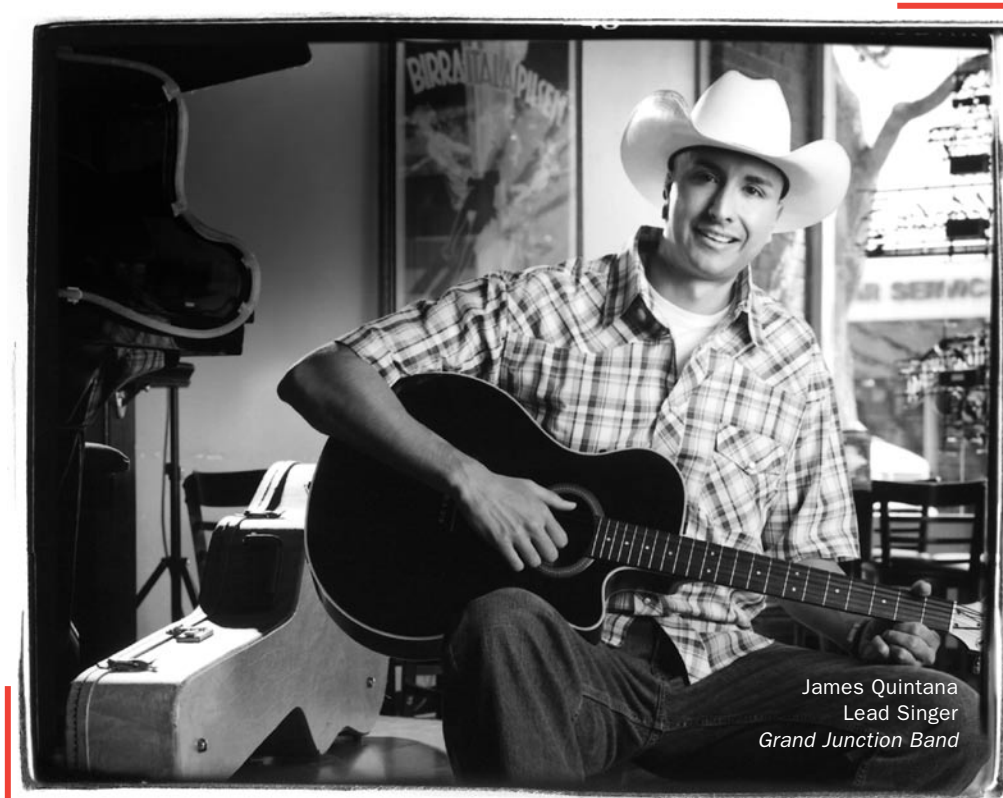
Issue	Why should this policy cover smokeless tobacco?
Solution	<ul style="list-style-type: none"> • There is no safe tobacco product. • The spitting involved with smokeless products is unsanitary and a possible vehicle of disease.
Issue	Will this new policy affect patronage to company services?
Solution	<ul style="list-style-type: none"> • Continuing to allow tobacco use may impact patronage, especially if complaints have been received. • Most company patrons and employees, and most Utahns in general, do not use tobacco.
Issue	Do people have the “right” to use tobacco?
Solution	<ul style="list-style-type: none"> • Smoking is a privilege. “Right to smoke” claims have been consistently rejected by the courts. • The right of access to facilities is protected under the American’s with Disabilities Act for those with breathing and other disorders. • Secondhand smoke policies prevent ex-smokers and nonsmokers from being exposed to the toxic substances in secondhand smoke.
Issue	How can I get information about what the state law requires my business to do?
Solution	<ul style="list-style-type: none"> • Contact the Utah Department of Health at 1.877.220.3466 or go to www.tobaccofreeutah.org. • Contact your local health department. See Attachment J.
Issue	Are there local ordinances that may apply to me, in addition to state laws?
Solution	<ul style="list-style-type: none"> • Possibly. Some local governments have developed ordinances that limit tobacco in specific outdoor places. This could affect company or organization activities that are held at parks, recreation centers, golf courses, etc. • Contact your local health department. See Attachment J.
Issue	What can I do if customers are smoking at entryways to the building?
Solution	<ul style="list-style-type: none"> • UICAA AR 392-510-9 (1) states that there cannot be a designated smoking area within 25 feet of entryways, exits, open windows, or air intakes. • Place highly visible signage at all entries and exits. Signs available by calling 1.877.220.3466. • Place cigarette receptacles 25 feet from entries or exits or place signage on the receptacle indicating it is for extinguishing only.

Issue	What if employees are smoking at entryways and employee entrances to the building?
Solution	<ul style="list-style-type: none"> • UICAA AR 392-510-9 (3) states that employers must establish an employee policy prohibiting smoking within 25 feet of entryways, exits, open windows, or air intakes and enforce that policy. • Train supervisors regarding the new policy and give them the responsibility to educate their employees about the policy and to impose company or organizational sanctions for noncompliance with employee policies.
Issue	Our business or organization has a large out-of-state tourist clientele who seem to smoke a lot. What can we do to let them know that smoking isn't allowed in some of the places they are lighting up, without losing them as customers?
Solution	<ul style="list-style-type: none"> • Other states with high visitor rates, e.g. California, New York, Massachusetts, also have similar laws to Utah's. Many people may already expect your business to provide a smoke-free environment. Posting signs containing the universal no smoking symbol in high-risk areas is another way to kindly remind customers and visitors that smoking is not allowed. Signs are available by calling 1.877.220.3466.
Issue	Can employees smoke in company vehicles?
Solution	<ul style="list-style-type: none"> • AR 392-510-6 (4) only allows smoking in vehicles if the employer chooses to allow smoking and if there are no non-smoking or ex-smoking persons in the vehicle. (The rule does not allow the non-smokers to give permission to others to smoke).
Issue	Can we have smoking rooms in areas in our building that only our employees use?
Solution	<ul style="list-style-type: none"> • The UICAA prohibits smoking in almost all public and private buildings. There is a very limited exception for single proprietor businesses, e.g. a shoe cobbler with no employees.
Issue	Can we provide "smoking huts" for our employees to smoke in during their breaks?
Solution	<ul style="list-style-type: none"> • It is acceptable to provide some type of structure for employees to smoke in, so long as the facility is not fully enclosed and/or framed for windows or doors. Typical structures may be a picnic table placed on a concrete pad or bus kiosk types of structures that are three-sided but open in the front. Contact the Utah Department of Health at 1.877.220.3466, or your local health department. See Attachment J.
Issue	Smoking outside of our worksite's designated areas isn't illegal according to Utah law. Can a policy like this be enforced?
Solution	<ul style="list-style-type: none"> • Worksites are allowed to enact more extensive policies than Utah law. • Company policies are enforced through company administrative action.

Issue	Do policies like this infringe on a person's private decisions?
Solution	<ul style="list-style-type: none"> • Smoke-free policies do not restrict smokers from smoking. They simply restrict smoking in places where others breathe the air. • Secondhand smoke policies respect the basic right to breathe smoke-free air for smokers and nonsmokers alike. • An employer has a responsibility to provide a safe and healthy workplace.
Issue	Do tobacco-free policies discriminate against tobacco users?
Solution	<ul style="list-style-type: none"> • Secondhand smoke policies respect the basic right to breathe smoke-free air for smokers and nonsmokers alike. • This is a pro-health issue, not an anti-smoker issue.
Issue	Instead of a policy, shouldn't non-smokers just choose not to come around smokers?
Solution	<ul style="list-style-type: none"> • Refer back to importance of policy above. • Due to the nature of secondhand smoke, this does not adequately protect non-smokers. A policy keeps nonsmokers from being involuntarily exposed. • An employer has a responsibility to provide a safe and healthy workplace for employees and visitors. • There are certain areas that non-smokers cannot avoid, such as public entrances.
Issue	What's wrong with smoking outside? Doesn't the air dilute the smoke?
Solution	<ul style="list-style-type: none"> • According to research, secondhand smoke particle concentrations in outdoor settings in some cases can be comparable to those in indoor settings.²⁷ • Exposure to secondhand smoke outdoors can adversely affect the health of persons with respiratory illnesses.
Issue	What evidence is there that policies help people to quit?
Solution	<ul style="list-style-type: none"> • The Surgeon General's 2006 Report: <i>The Health Consequences of Involuntary Exposure to Tobacco Smoke</i> concludes that, "workplace smoking restrictions lead to less smoking among covered workers". The report cites numerous studies that found decreases in the number of cigarettes smoked per day, increases in attempts to stop smoking, and increases in smoking cessation rates".
Issue	What services exist to help interested tobacco users to quit?
Solution	<ul style="list-style-type: none"> • Review your health plan's coverage of tobacco cessation medications and services. • The Utah Tobacco Quit Line: 1.888.567.TRUTH • Utah QuitNet: utahquitnet.com • Other local programs exist. See Attachment J, and call 1.888.567.TRUTH for more information.

Attachment J
Local Health Department Contacts





What's sadder than a lonesome country song?

Having to play that song in a smoky Western bar.

Can't blame James for preferring gigs in smoke-free places like The Spur in Park City. For many nightlife lovers and nightclub workers, including lots of smokers, a smoky venue equals a sad case of the blues.

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Attachment J

Local Health Department Contacts

Your Local Health Department (LHD) can be a resource to you as you create a tobacco-free workplace and help employees quit using tobacco. Feel free to contact your LHD with questions or for any assistance that you may need.

County	Health District	Telephone
Beaver	Southwest Utah Public Health Department	(435) 986-2589
Box Elder	Bear River Health Department North (Tremonton Area) South (Brigham City Area)	(435) 257-3318 (435) 734-0845
Cache	Bear River Health Department	(435) 792-6510
Carbon	Southeastern Utah District Health Department	(435) 637-3671
Daggett	Tri-County Health Department	(435) 722-6306
Duchesne	Tri-County Health Department	(435) 722-6306
Davis	Davis County Health Department	(801) 451-3372
Emery	Southeastern Utah District Health Department Price Office	(435) 637-3671
Garfield	Southwest Utah Public Health Department	(435) 986-2589
Grand	Southeastern Utah District Health Department	(435) 259-5602
Iron	Southwest Utah Public Health Department	(435) 986-2589
Juab	Central Utah Public Health Department	(435) 864-3612
Kane	Southwest Utah Public Health Department	(435) 986-2589
Millard	Central Utah Public Health Department	(435) 864-3612
Morgan	Weber-Morgan Health Department	(801) 399-7182
Piute	Central Utah Public Health Department	(435) 896-5451 ext. 340
Rich	Bear River Health Department	(435) 792-6510
Salt Lake	Salt Lake Valley Health Department	(801) 468-2794
San Juan	Southeastern Utah District Health Department Blanding Office Monticello Office	(435) 678-2723 (435) 587-3151

Continued To Next Page

County	Health District	Telephone
Sanpete	Central Utah Public Health Department	(435) 896-5451 ext. 340
Sevier	Central Utah Public Health Department	(435) 896-5451 ext. 340
Summit	Summit County Health Department	(435) 615-3912
Tooele	Tooele County Health Department	(435) 843-2316
Uintah	Tri-County Health Department	(435) 722-6306
Utah	Utah County Health Department	(801) 851-7099
Wasatch	Wasatch County Health Department	(435) 657-3260
Washington	Southwest Utah Public Health Department	(435) 986-2589
Wayne	Central Utah Public Health Department	(435) 896-5451 ext. 340
Weber	Weber-Morgan Health Department	(801) 399-7182

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Keep Your Business Healthy Utah Tobacco-free Workplace Toolkit Employer Evaluation

We welcome your opinions of this toolkit. Please help us by completing this feedback form and returning it by fax to (801) 538-9303, or by mail to Tobacco Prevention and Control Program, Utah Department of Health, P.O. Box 142106, Salt Lake City UT 84114-2106.

1. Please check the answer that best describes your workplace position.

- Owner/Administration
- Human Resources
- Other _____

2. Please check the answer that best describes the status of your worksite tobacco policy.

- New policy implemented
- Old policy revised
- New or revised policy currently in development
- Opted not to implement policy

3. How helpful have you found this toolkit in efforts to create a worksite tobacco policy?

- Very helpful
- Somewhat helpful
- No help at all
- I did not use this toolkit

4. What would make this toolkit more helpful?

5. In the table below, please check the answers that best describe how helpful you found specific parts of this toolkit.

	Very Helpful	Somewhat Helpful	No Help at All	Not a Focus of Our Efforts
Benefits of Being Tobacco Free				
How Much Does Smoking Cost You?				
Using Your Company's Health Plan				
Encourage Use of Utah Quit Line and QuitNet				
Develop and Maintain a Tobacco-free Policy				
Attachment A: Legal Issues				
Attachment B: Timeline Worksheet				
Attachment C: UICAA Compliance Checklist				
Attachment D: Tobacco Policy Checklist				
Attachment E: Employer Tobacco Survey				
Attachment F: Employee Tobacco Survey				
Attachment G: Observation Logs				
Attachment H: Template and Sample Policies				
Attachment I: Tobacco Policy Issues and Solutions				
Attachment J: Local Health Department Contacts				

6. (OPTIONAL) In our efforts to improve the toolkit and highlight local successes, we welcome your comments. Please indicate if you would be willing to provide any of the following, and include your contact information:

- _____ a quote about the benefits of being tobacco free
- _____ a story about workplace tobacco policy successes
- _____ other comments

Name _____ Email _____


Address _____

Phone _____ Fax _____

Thank you!

For questions about this form, please call the Tobacco Free Resource Line at 1-877-220-3466.

Tobacco Prevention and Control Program
Utah Department of Health
P.O. Box 142106
Salt Lake City UT 84114-2106



The TRUTH™

