

Checklist for Tobacco Free Health Organization Policy

Date:

Facility:

Reviewer:

Points:

Minimum Policy Elements

- Comprehensive definition of tobacco (includes all types of smoking and smokeless tobacco products)
- Comprehensive definition of facilities and grounds (includes all interior, exterior owned or controlled property, company vehicles, and does not include any exemptions or designated smoking areas)
- Policy is in force at all times (i.e., does not place limits on when policy is in effect)

Enhanced Policy Elements

Drug Delivery (2 points):

- Definition of tobacco includes e-cigarettes and other unapproved drug delivery devices

Exterior Signage (4 points):

- Signage identifies property as completely tobacco-free

Procedures for communication (2 points for any or all):

- To employees (e.g., new employee orientation, policy review)
- To patients (e.g., patient materials, appointment reminders, phone messages, website)
- To visitors (e.g., website, clinic promotional materials)
- Person(s) responsible for ensuring policy is communicated

Prohibitions against (2 points for any or all):

- Distribution or sale of tobacco products
- Advertisement of tobacco products (e.g., does not display/subscribe to magazines with tobacco ads)
- Third-hand smoke residue on clothing, smoking in agency/clinic attire, or smoking with clients/patients
- Tobacco industry-sponsored educational or cessation materials

Process for reporting or handling compliance issues (2 points for any or all):

- Employee responsibilities
- Management responsibilities
- Sanctions or disciplinary action

Tobacco Cessation Counseling & Referral (2 points for any or all):

- For employees
- For patients (e.g., to prepare for medical procedures, ease cravings)
- For visitors (e.g., to ease craving while on campus, promotion of Quit Line)

Platinum	Minimum policy plus 14 points
Gold	Minimum policy plus 12 points
Silver	Minimum policy plus 10 points
Bronze	Minimum policy plus 8 points
Copper	Minimum policy with less than 8 points
Minimum	Minimum policy only
Designated Smoking Areas	If policy accommodates smoking in designated areas, they have not met the minimum
No Policy	Policy information will be provided as part of agency/clinic follow-up
Bonus Points (1 point)	Boundary map, smoking on company paid time, prohibiting tobacco industry gifts/grants, no ashtrays, sanctions for littering