

How to Implement a Tobacco-Free Policy



- 1 Convene Your Wellness Committee**
Your committee should consist of administrators and staff at all levels of your organization.

- 2 Create Your Change Plan**
Construct a logic model, build a timeline for implementation and create a budget.

- 3 Draft the Policy**
Include input from staff, clients and other stakeholders.

- 4 Communicate Your Plan**
Your messaging should include: implementation processes and timeline, support available for people who use tobacco and guidelines around how the policy will be enforced.

- 5 Build Community Support**
Reach out to your local/state health departments, community-based organizations and neighbors to help reinforce a tobacco-free message.

- 6 Provide Education to Staff**
Train staff early and regularly on the policy and skills for addressing tobacco with their clients.

- 7 Offer Tobacco Cessation Services**
Organizations should offer tobacco cessation medication and counseling services and/or resources to both employees and clients.
- 8 Launch Your Policy**
Organize a “Practice Day” prior to the policy implementation date. Post signage in different languages, particularly in areas where staff and clients smoke.

- 9 Enforce Your Policy**
Enforcement should be consistent across time and equally applied to all staff, clients and visitors.

- 10 Evaluate Your Program**
Create an evaluation plan that includes surveying staff, clients and the community to measure the impact.


Why go tobacco-free?

44%

of the total U.S. tobacco market are people with behavioral health conditions.

\$5,816

is the average cost to employers per tobacco-using employee, due to higher insurance and lost productivity.

70%

Nearly 70% of people who use tobacco want to quit.

 National Behavioral Health Network
For Tobacco & Cancer Control

 Behavioral Health & Wellness Program
University of Colorado • Anschutz Medical Campus • School of Medicine



Download the Behavioral Health and Wellness Program's Tobacco-Free Policy Toolkit: <https://www.bhwellness.org/toolkits/Tobacco-Free-Facilities-Toolkit.pdf>