







Smokefree Checklist



Please complete the below checklist to assess what your workplace is currently doing towards being smokefree and vape free. If you answer no to any of these questions, we recommend adding that activity in to your Action and Evaluation Plan.

Organisational		Yes	Partially	No
Develop/Implement Smokefree and Vapefree Policy				
Does your workplace have a smokefree and vape free policy or include a smokefree and vape free statement in a standard employee wellbeing policy?				
Does your policy:				
<ul style="list-style-type: none"> reinforce smokefree legislation? 				
<ul style="list-style-type: none"> state your workplace is completely smokefree and vape free and/or includes smoking and vaping in designated areas only? 				
<ul style="list-style-type: none"> cover smokefree and vape free vehicles? 				
<ul style="list-style-type: none"> limit when staff can smoke or vape during work time? 				
<ul style="list-style-type: none"> include a strategy for supporting staff who wish to become smokefree / vape free? 				
<ul style="list-style-type: none"> include whānau and the wider community in smokefree and vape free support? 				
<ul style="list-style-type: none"> reinforce the benefits of being smokefree and vape free? 				
Is your policy regularly promoted?				
Is your policy regularly enforced?				
Is your policy regularly reviewed?				
Are visitors and contractors made aware of your smokefree and vape free policy?				
Include smokefree and vape free information at inductions				
Is smokefree and vape free information included in staff inductions or orientations?				
Involve all staff and managers in smokefree actions				
Are staff and managers involved in identifying how your workplace can support smokefree and vape free behaviours?				
Reduce use of 'smoko break' term				
Does your workplace encourage the use of alternative terminology to 'smoko break'?				



Smokefree Checklist

Environmental	Yes	Partially	No
Restrict or ban smoking and vaping on workplace grounds			
Does your workplace restrict where smoking and vaping is allowed, or ban from your site completely?			
Do designated smoking and vaping areas meet legislative requirements? <i>See Ministry of Health Website for more details</i>			
Are ashtrays removed from smokefree areas?			
Prominently display smokefree and vape free signage			
Does your workplace have prominently displayed smokefree and vape free signage?			
Support work events to be smokefree and vape free			
Does your workplace encourage work events to be smokefree and vape free? 			

Individual	Yes	Partially	No
Provide opportunities for smokefree knowledge development			
Does your workplace provide smokefree information sessions?			
Does your workplace provide smokefree information resources? (e.g. posters, brochures, flyers)			
Does your workplace promote smokefree community services, such as Quitline?			
Provide support to staff to be smokefree			
Does your workplace provide or promote smoking cessation support services?			
Does your workplace encourage staff to support each other when quitting smoking? 			
Does your workplace promote smokefree events such as World Smokefree Day ?			
Does your workplace offer nicotine replacement therapy or promote suppliers?			
Extend smokefree support to family of staff			
Does your workplace offer smokefree support to family of staff? 			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



Smokefree Checklist



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting smokefree in your workplace, go to:

http://www.workwell.health.nz/workwell_smokefree