

# Sample Action Plan: Smoking

**Get Healthy at Work team:** Donna (Admin Manager), Lisa (Admin support), Tim (WHS coordinator & key contact), Adam (worker)

**Keeping on track:** WHS meetings will have a *Get Healthy at Work* agenda item. These meetings are attended by management and Tim will provide a progress update. The *Get Healthy at Work* team will meet bimonthly to identify new things for the Action Plan and monitor current activities.

**OVERALL GOAL:** Support workers to quit smoking, stay quit, and protect workers from secondhand smoke exposure.

ACTION	RESOURCES AND MATERIALS	WHO	WHEN	MEASURE OF SUCCESS	SHORT TERM REVIEW 3-6 MONTHS	COMMENTS OR ACTIONS REQUIRED	LONG TERM REVIEW 12 MONTHS	COMMENTS OR FUTURE ACTIONS
<b>PEOPLE</b>								
Promote the free <i>NSW Quitline</i> and <i>icanquit website</i> to workers.	Poster in common areas, email website details to staff.	Donna to download <b>posters and factsheet</b> from <i>Get Healthy at Work</i> website.	22 August	Info displayed, staff aware, staff using the service.	Posters/factsheets displayed.	Add information to new staff orientation.	New staff are aware, some existing staff have used the service and quit smoking.	Continue to encourage staff to use the service and share their experience.
	Share Donna's Quitline experience in staff newsletter.			Staff newsletter article.	Positive staff conversations about using the service.	Ask other staff to share their experience.		
	Allow workers to call Quitline (or arrange to be contacted by Quitline) in work hours.	Tim to send <b>Quitline website</b> link and <b>icanquit website</b> link to all staff.	22 August	Workers have access to Quitline during work hours.	Newsletter article completed.			
Provide workers with information about the harm caused by tobacco smoking and the benefits of quitting smoking.	Distribute info to workers including <b>Get Healthy at Work factsheet</b> & useful websites: <a href="http://www.icanquit.com.au">www.icanquit.com.au</a>	Lisa to download factsheets and posters, order 'Quit kits' and forward to Donna to display in lunchroom, staff bathroom and office.	29 August	Info displayed, staff aware of harm caused by smoking and benefits of quitting.	Resources displayed.	Information needs to be updated and sent again to encourage quit attempts.	Information is still available for any workers who want to make a quit attempt.	Continue.
		Tim to send useful website addresses to all staff.	31 August	Number of workers who make a quit attempt.	6 workers (30% of smokers) have reported making a quit attempt via an anonymous staff survey.			
Engage an external provider to host smoking cessation education session.	Book tobacco treatment specialist. Cost = \$XXX.	Tim to book specialist. Donna & Lisa to promote event via flyers, email, posters and pay slip messages.	22 August	Number of staff who attend session and the feedback received.	15 staff attended (60% of smokers) all feedback very positive.	Tim to negotiate with management about budget to hold an annual session.	Management approved annual session to be held around World No Tobacco Day.	Continue.
	<a href="http://quiteducation.com.au">quiteducation.com.au</a>	Tim to coordinate registrations.	19 September					

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<b>PLACE</b>								
Place 'No Smoking' signs in designated areas.	<u>Order 'No Smoking' signage</u> from NSW Health and display in smoke free areas.	Lisa to download resource order form, complete and email to <a href="mailto:popresources@doh.health.nsw.gov.au">popresources@doh.health.nsw.gov.au</a> .  Adam to display signage around workplace and in work vehicles.	21 July  14 August	'No Smoking' signs are displayed in all smoke free areas.	Signage has been displayed in smoke free areas	Need to ensure new vehicles are fitted with 'No smoking' stickers.	Continue.	Donna to check signage and order new signs if any are damaged/ difficult to read.
Add 'Smoke free workplace' to staff ID badges and visitor passes.	Changes to ID passes.	Donna to reprint passes with 'Smoke free workplace' to remind staff and visitors not to smoke in workplace and in vehicles.	21 August	ID passes updated.	All passes now display 'Smoke free workplace'.	No future actions.	Continue.	No future actions.
Move smoking area and convert space to an outdoor lunch area to discourage smokers.	Move current smoking area within workplace grounds to outside boundaries.  Clean up old smoking area.  Install new outdoor furniture (\$500).	Tim to gain approval from management for changes to area and purchase of new outdoor furniture.  Adam to arrange staff meeting to discuss and ensure workers are informed of proposed changes. Adam to ask for volunteers to help clean up space and move receptacle for smoking butts to new area outside worksite boundary.  Tim to send memo to all staff via email and pay slips and posters in lunch room.	22 August  15 September  30 September	Management agrees to moving designated smoking area.  Workers come to an agreement to move designated smoking area to outside worksite boundary.  Old smoking area is converted into a new outdoor lunch area for all staff to enjoy.	Management agreed to new smoking area and purchase of outdoor furniture, providing work is done by volunteers.  Tim called a staff meeting. Volunteers identified to help clean up space.	Some smokers were unhappy about changes and felt it was unfair. Tim led a discussion at the meeting about the benefits of having the new outdoor space.	Continue.	Workers have suggested the addition of more outdoor furniture. Tim to raise with management.

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<b>POLICY</b>								
Create a smoke free workplace policy.	<p><b><u>'Going smoke free-recommendations for the workplace'</u></b></p> <p><i>Get Healthy at Work</i> Healthy Workplace Policy template.</p>	<p>Donna to review the template and use the 'Going smoke free' document to develop a smoke free policy including a ban on the use of e-cigarettes in the workplace.</p> <p>Tim to seek management sign off for policy.</p> <p>Tim to organise information session for workers to inform them of new policy.</p>	<p>21 August</p> <p>19 September</p> <p>26 September</p>	<p>Policy developed and implemented with support from management.</p> <p>Knowledge and awareness of workplace smoke free policy among workers.</p>	Completed.	Nil.	Continue.	No further actions.
Audit and monitor all worksites and vehicles to ensure compliance of Smoke free policy.	Smoke-free Policy Going smoke free-recommendations for the workplace.	<p>Tim and Donna to conduct audit bi-annually and record any breaches of policy.</p> <p>If audit identifies that the policy is not being adhered to, send a memo to all staff to inform them of breaches and remind them about policy.</p>	24 October	Audit is completed and identifies no evidence of smoking in workplace or vehicles.	First audit completed.	<p>Some evidence of smoking is found in one area of worksite.</p> <p>Memo sent to all staff to remind about policy.</p>	Second audit completed.	No evidence of smoking identified.
Offer flexible working hours to allow workers to visit their GP/ external provider for smoking cessation support.	List of external providers offering smoking cessation support. <a href="http://www.quiteducation.com.au/">http://www.quiteducation.com.au/</a>	Tim to ask management for approval of flexible working arrangements.	19 September	Offer flexible working hours to allow workers to visit their GP/ external provider for smoking cessation support.	6 workers (30% of smoking) have used the flexible working arrangements to access smoking cessation support.	Tim to ask management for continued approval of flexible working arrangements.	4 workers have quit smoking. During orientation, new staff are made aware of the flexible working arrangements to access smoking cessation support.	No further actions.