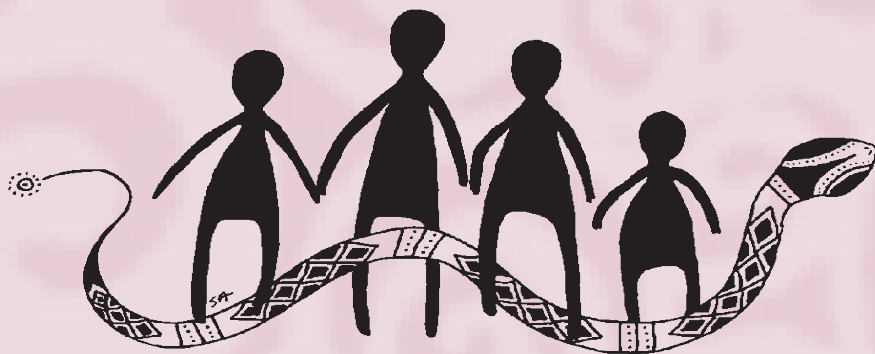# How to set up a smoke-free work environment

Outlined below are some steps you can take to develop a smoke-free policy in your workplace:

1. Employers or management should consult and collaborate with workers by:
   - informing them of the reason for going smoke free and why the policy is being developed;
   - discussing a timeline for phasing in the policy; and
   - giving everyone an opportunity to discuss their views and concerns.

2. In consultation with workers, a phase-in period, for example, of three months, should be set to help everyone adjust to the new conditions.

3. Employers and workers should plan to support and promote the policy by:
   - discussing the policy in staff meetings;
   - displaying and circulating information about the changes in the workplace;
   - providing information sessions about the harm of environmental tobacco smoke;
   - providing a copy of the policy to all workers;
   - displaying 'no smoking signs' throughout the workplace; and monitoring how the policy has been accepted.

4. Plan to support and educate smokers who may want to quit. Employers or management could support workers who decide to quit by:
   - providing in-house quit workplace program seminars;
   - offering to pay for cessation programs;
   - providing nicotine replacement therapy, and one-on-one counselling (applies to health service organisations);   and
   - providing self-help cessation materials.