



# ACTIVITIES CHECKLIST

This document can support Under 10% Project Partners to plan and implement their commitments to better manage tobacco in their workplace. The Checklist outlines the area of work and then lists some potential considerations related to implementation.

Commitment	✓	Things you may want to consider or undertake
Develop a workplace tobacco management policy document	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>→ Nominate a key worker within your service to lead this work (and to be the key contact for the Under 10% Project).</li> <li>→ Meet and access support from the Under 10% Project (the Project team will contact you once you sign up).</li> <li>→ Review and consider the implications of adopting the policy.</li> <li>→ Engage with your Board of Management (or equivalent), workers and client / consumers regarding the proposed policy (in line with existing processes to develop policies and procedures).</li> <li>→ Develop a workplace tobacco management policy (a template will be provided by the Under 10% Project).</li> <li>→ Schedule a review of the policy in line with your 1rganizational processes.</li> <li>→ Conduct an information session for existing workers and include an introduction to the policy as part of induction for new workers.</li> <li>→ Notify workers of any policy changes and requirements.</li> <li>→ Implement the 1rganizational survey to identify what resources you already have and help identify your progress.</li> </ul>
Be a smokefree workplace (with optional designated smoking area/s)	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>→ Include a smokefree statement in your policy (a template will be provided by the Under 10% Project)</li> <li>→ If progressing with a designated smoking area/s, seek consistency with the ACT Health Guidelines, e.g. separate area for workers and clients / consumers.</li> <li>→ If progressing with designated smoking area/s, identify required resources (such as ash bins, location, appropriate shade, lighting, regulation etc).</li> </ul>

Formalise your service position that workers will not smoke whilst on duty.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>→ Disseminate information on tobacco and the subsidised nicotine replacement therapy (available through the Under 10% Project to workers).</li> <li>→ Notify workers of any policy changes and requirements.</li> </ul>
Formalise your service position that workers will not smoke with clients / consumers.	<input type="checkbox"/>	<p><i>If progressing with designated smoking areas:</i></p> <ul style="list-style-type: none"> <li>→ Disseminate information on the subsidised nicotine replacement therapy (available through the Under 10% Project to workers).</li> <li>→ Notify workers, clients / consumers and visitors of any policy changes and requirements.</li> </ul>
Provide tobacco information and resources to workers, visitors and clients / consumers	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>→ Consider the training needs of your workers (subsidised training is available through the Under 10% Project to workers).</li> <li>→ Disseminate tobacco resources to all workers (a free resource pack will be provided through the Under 10% Project).</li> <li>→ Make tobacco resources available to clients / consumers (e.g. in waiting room).</li> </ul>
Communicate your new workplace tobacco management policy	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>→ Display signage to promote the policy to your workers, visitors and clients / consumers (signage and posters will be provided through the Under 10% Project).</li> <li>→ Distribute the policy throughout the organisation and incorporate within existing policy and procedure structures.</li> </ul>

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