

## A Message from Lincoln-Lancaster County Health Department and Tobacco Free Lancaster County

*Thank you for your interest in creating a policy for smoke-free entrances at your work place.*

In 2006 the US Surgeon General's report reached an important conclusion regarding effects of secondhand smoke: The scientific evidence shows that there is no "safe" level of exposure to secondhand smoke.

- Secondhand smoke immediately affects the heart and blood circulation in a harmful way. It also causes heart disease and lung cancer.
- Secondhand smoke causes premature death and disease in children and adults who do not smoke.
- Children exposed to secondhand smoke are at an increased risk of sudden infant death syndrome (SIDS), acute respiratory infections, ear problems, and more severe asthma. Smoking by parents causes breathing (respiratory) symptoms and slows lung growth in their children.
- Millions of Americans, both children and adults, are still exposed to secondhand smoke in their homes, cars, and workplaces despite a great deal of progress in tobacco control.

Source: <http://www.surgeongeneral.gov>

## Employee Assistance

It is recognized that changing smoking patterns and quitting is difficult.

Information is available for employees who wish to quit smoking:

### Nebraska Tobacco Quitline

1-800-Quit-Now (1-800-784-8669)

### BryanLGH LifePointe

402 481-6300

### Madonna Fit to Quit

402 420-0002

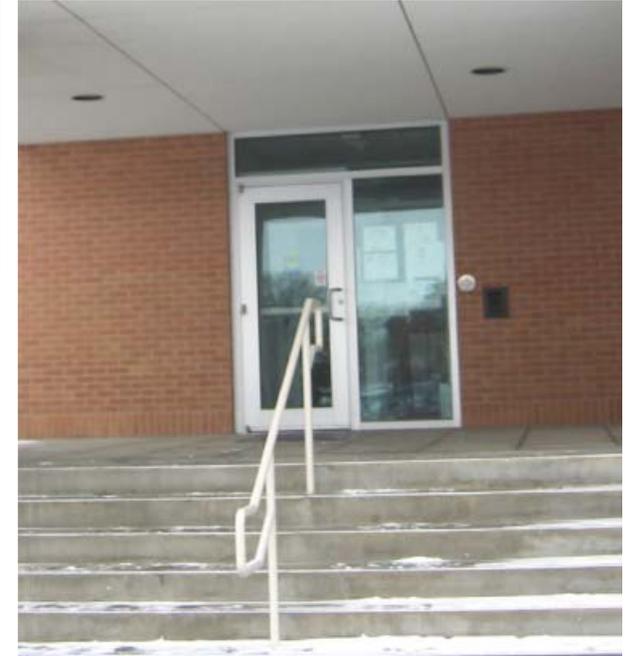
**For more information, contact**

**402 441-4685**



## Smoke-Free Entrances

### A Resource Guide



Employers can choose to implement their own policies to eliminate the danger of secondhand smoke exposure outside entrances to their workplaces.

## Why Consider Smoke-free Entrances

Your business is committed to providing a healthy and safe work environment for your employees, clients, contractors, and visitors. Your business recognizes the scientific evidence which shows that secondhand smoke has many carcinogens and is a preventable cause of fatal and debilitating diseases in smokers and nonsmokers alike.

- Walking through secondhand smoke at entrances is not only unpleasant for clients and employees, it is also a proven health hazard. There is no safe level of exposure to secondhand smoke.

### The Risk of Secondhand Smoke

Secondhand smoke, also known as environmental tobacco smoke (ETS) or passive smoke, is a mixture of 2 forms of smoke from burning tobacco products:

- **Sidestream smoke:** smoke that comes from a lighted cigarette, pipe, or cigar
- **Mainstream smoke:** smoke that is exhaled by a smoker

When nonsmokers are exposed to secondhand smoke, it is called involuntary smoking or passive smoking. Nonsmokers exposed to secondhand smoke absorb nicotine and other toxic chemicals just like people who smoke. The more secondhand smoke you are exposed to, the higher the level of these harmful chemicals in your body.

Source: <http://www.cancer.org>

## Steps to Establishing a Smoke-free Entrance Policy

### Drafting Policy Content

A good smoke-free entrance and exit policy should send a clear message that your organization is supportive of protecting clients and employees from secondhand smoke at entrances and exits. It should also include how you plan to enforce your policy. A suggestion is to include representatives from management and staff in this process. When designating a tobacco use area, ensure that it is away from open windows and ventilation systems.

### Promote the Policy

Promotion is key to the success of smoke-free policies. People need to know about the policy before they can follow it. Ask managers to explain the policy at a staff meeting. A copy of the policy can be given to new employees. Consider posting the policy in lunch rooms, break rooms, and/or locker rooms. Provide information about the policy to visitors, clients, and contractors.

### Enforce the Policy

Ensure all components of the policy are easy to understand and follow. This includes clearly defining distance required from entrances and actions to be taken for noncompliance. Visual reminders such as signage and cigarette waste receptacles will help with compliance.

## Environmental Consequences

- Improperly discarded cigarettes and other lighted tobacco products pose a fire risk.
- There are additional cleaning costs from the litter caused by discarded cigarette butts.

Source: <http://no-smoke.org/document.php?id=209>

### Sample Smoke-free Entrance Policy Policy Statement

In order to reduce the risk of exposure to secondhand smoke and protect the employees, clients, contractors, and visitors of Business XYZ, smoking is prohibited within 25 feet of any building entrance/exit, including facilities rented for business-related functions.

“Smoking” is defined as the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, or pipe.

### Compliance

Business XYZ employees in violation of this policy shall be disciplined in accordance with the disciplinary guidelines in the policy handbook. Noncompliant clients and visitors will be politely informed of the policy and asked to move to a location which complies with the policy.

### Sample Signage



*We are smoke-free.*  
**NO SMOKING**  
INSIDE BUILDING OR WITHIN  
25 FEET OF ENTRANCES