

Maine Tobacco-Free Behavioral Health Policy Checklist

Developing best practice tobacco-free policies and providing screening and treatment for tobacco use at behavioral health facilities will support clients to make quit attempts as well as protect all members of the organization community from the dangers of secondhand and thirdhand smoke. The Tobacco-Free Policy Checklist aligns with the template policy and is broken down by required components for a model policy and recommended additions to make the policy more comprehensive. Organizations that meet this model policy language may be eligible for free tobacco-free signs funded by Maine Prevention Services.

Model Policy Components:

- ___ Policy **rationale** (statement about why the policy has been enacted).
- ___ Policy **states where smoking and use of tobacco is prohibited**. The language explicitly includes the following:
 - Owned, leased, satellite, and affiliated buildings or at any location where employees work.
 - On owned or leased grounds.
 - In owned, leased or rented vehicles, on or off the grounds.
 - In personal vehicles parked on owned, leased, and affiliated property.
- ___ Policy language **states who the policy applies to**.
- ___ Policy includes the **effective date** (highlighting when the policy has been enacted).
- ___ Policy language includes a **definition of smoking** with examples related to products or actions.
- ___ Policy language includes a **definition of tobacco products**, which explicitly includes smoked, smokeless, and electronic products.
- ___ Policy includes an **enforcement statement**.

Recommended Policy Inclusions:

- ___ Policy includes planned **communications strategies** (such as posting tobacco-free signs).
- ___ Policy definitions of smoking and/or tobacco include **marijuana**.
- ___ Policy incorporates information on **review and/or revision process or dates**.
- ___ Policy **extends to all locations** where employees work (such as offsite meetings, conferences, etc).
- ___ Policy **states where smoking and use of tobacco is prohibited**. The language explicitly includes the following:
 - At sponsored events – both indoor and outdoor.
 - At all events hosted or organized by the organization.

BREATHE EASY

REDUCING SMOKE EXPOSURE IN MAINE

BreatheEasyMaine.org/Behavioral-Health



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