

Maine Tobacco-Free Healthcare Organization Policy Checklist

The most important step a healthcare organization can take to protect visitors, patients, and staff from the harmful effects of secondhand smoke and tobacco is to pass a 100% smoke and tobacco-free policy. The Checklist aligns with the Maine Tobacco-Free Healthcare Organization Policy Template and is broken down by required components for a model policy and recommended additions to make the policy more comprehensive. Healthcare 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:
 - Owned, leased, satellite, and affiliated buildings or at any location where staff work.
 - On owned or leased grounds.
 - At sponsored events – both indoor and outdoor.
 - In owned, leased, or rented vehicles, on or off the grounds.
 - In personal vehicles parked on owned, leased, and affiliated property, including parking lots, etc.
 - At all events hosted or organized by the organization.
- ___ 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:

The following components are recommended 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.)

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