



Maine Tobacco-Free Workplace Policy: Good, Better, Best Criteria Checklist

In collaboration with the Maine CDC Tobacco and Substance Use Prevention Program and Maine Office of the Attorney General, MaineHealth Center for Tobacco Independence, has developed three levels of policy criteria for tobacco-free workplaces – labeled as Good, Better, and Best. The three levels build on each other but an organization could go directly to a Best level policy. The tiered approach provides opportunities to change policy in stages if there is not capacity to move directly to the highest level. Template policies for each of the three levels provide specific language for how each component can be met. Organizations that meet this model policy language may be eligible for free Tobacco-Free Workplace signs funded by Maine Prevention Services.

Good Level Policy

The Good Level Policy complies with Maine’s Workplace Smoking Act of 1985.

To meet the Good Level, a Workplace needs to cover and include the following:

- ___ Policy **rationale** (statement about why the policy has been enacted).
- ___ Policy language includes a **reference to the Workplace Smoking Act of 1985 (22 M.R.S. §1580-A)**.
- ___ Policy addresses **all populations** (employees, contractors, clients, and visitors).
- ___ Policy language includes a **definition of smoking** with examples related to products or actions.
- ___ Policy prohibits smoking in **all buildings, outdoors within 20 feet of any business entryway, vent, window or doorway, vehicles used in the course of work, and outdoor areas under control of the employer**.
- ___ **Signage is posted** at all building entrances and throughout the building.
- ___ The **policy is posted** and copies are made available to anyone that requests one.
- ___ The **policy is communicated** through various strategies, such as at new employee orientation, and in training manuals.
- ___ Information about **quit resources**, including the Maine QuitLink (1-800-QUIT-NOW or MaineQuitLink.com) is **listed in the policy** and provided to staff.
- ___ **Includes general enforcement and compliance expectations** for all audiences (employees, contractors, clients, and visitors).

Better Level Policy

The Better Level Policy complies with Maine’s Workplace Smoking Act of 1985 and exceeds Maine law by its inclusion of a ban on tobacco smoking on the entire property, including within personal vehicles.

To meet the Better Level, a Workplace needs to include all aspects of a Good Level Policy and must:

- ___ **Prohibit the smoking of tobacco products in all outdoor areas of the workplace property, at all times**, including outdoor eating areas, parking lots, and within personal vehicles when parked on company property.
- ___ **Signage is posted** at the entrance to all workplace properties.

Best Level Policy

The Best Level Policy complies with Maine’s Workplace Smoking Act of 1985. This policy exceeds Maine law by its inclusion of a ban on the use of all tobacco products on the entire property under the control of the management of this worksite, including within personal vehicle while on the property.

To meet the comprehensive Best Level, a Workplace needs to include all aspects of the Good and Better Level Policies and the following:

- ___ **Policy prohibits smoking and the use of all tobacco products** at all times on the entire property.
- ___ Policy language includes a **definition of tobacco use**, which explicitly includes smoked, smokeless, and electronic products.

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