

Tackling Tobacco

Supportive Systems Checklist

Use the following checklist to help your organisation identify organisational systems that may need to be changed to link policies into action.

The checklist will help your organisation look at changes needed to the physical environment, organisational culture, and processes.

Simple changes to these systems will help to embed the provision of quit smoking support into routine practice at your organisation.

Physical

1 Removing designated smoking areas or moving designated smoking areas off the premises to shift to 100% smoke-free organisation ☐

2 Restructuring the physical environment to change how spaces are used, such as not providing seating or a comfortable area to socialise in designated smoking areas ☐

3 Adding objects to the physical environment to encourage non-smoking behaviour, such as smoke-free signage ☐

4 Adding objects to the physical environment to encourage quitting, such as posters or self-help materials in communal areas ☐

Cultural

1 Additional breaks for staff to smoke are not permitted. If staff wish to smoke while at work, they may only do so during award breaks ☐

2 Reward and acknowledgement of staff efforts to address smoking (e.g. continuing to refer clients to Quitline) ☐

3 Reduce social aspects of smoking for clients – such as clients and staff not inviting other peers to the smoking area ☐

4 Smoking not to be used as a tool to build relationships with clients ☐

Processes

1 Addressing smoking as part of case management or support work to ensure continuity of quit support for clients who smoke ☐

2 Prompts for staff about addressing smoking in assessment tools ☐

3 Quit support protocol, such as an 'ask the question' policy mandatory to all clients ☐

4 Providing regular updates on tobacco and addressing smoking for the wider team ☐

5 Updating job descriptions and staff performance plans to include addressing smoking ☐

6 Including information about smoking and support available in service induction for staff, clients, support workers, volunteers and visitors ☐

7 Designating one staff member to be responsible for delivering regular refresher training to other staff ☐

8 Reporting on and analysing smoking status data as part of annual reports, organisational performance measurements, and quality assurance/quality improvement processes ☐



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