

Develop a Smoke Free Workplace

Becoming a smoke-free workplace can be a less painful process if you have a plan in place. Use the timeline inside this newsletter as a guide for making your organization smoke-free in less than four months.



DO YOU KNOW HOW MUCH SMOKING IS COSTING YOUR ORGANIZATION?

Smokers Vs. Non-Smokers

Miss two or three more days of work per year.
Estimated to Cost Employers \$5,816 More Per Year in
Medical Costs and lost Productivity

A Checklist Girl in a Disorganized World

As a former contributor for Employee Benefit News, I often shared my tips for staying organized with my readers – below is a compilation of one of my articles on the value of checklists and the standardization of work

My “mini-me” is a six-year old named Jessica. For Christmas she begged Santa for a whiteboard with multi-colored markers. Jessica used her new tools to chart bus schedules for kindergarten; basic blue for Dad’s responsibilities and lovely lavender for mom. Jessica’s world is checklisted and color-coded. She is my twin.

A checklist is a comprehensive list of crucial tasks usually completed in a specific order this ensures no important step is forgotten.

The Benefits of Quitting Smoking Take Effect Almost Immediately

20 Minutes After – Heart Rate and blood pressure drops

1 Year After – Risk of heart disease cut by 50%

12 Hours After – Carbon Monoxide levels in blood drop to normal

5- 15 Years After – Risk of stroke reduced to that of nonsmoker

2 Weeks to 3 Months After – Circulation and lung functions improve.

10 Years After – Risk of lung cancer is 50% less than smoker. Risk of mouth, throat, bladder, cervix and pancreatic cancer decreases.

1-9 Months After – Shortness of breath and coughing decreases. Cilia regains ability to clean lungs.

15 Years After – Coronary heart disease risks are that of a nonsmoker

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Save the Date!

Fall Human Resources &
Employee Benefits Seminar
Tuesday, Sept. 10, 2019
8:00am - Noon
Radisson Hotel – Rockford, IL
-Discover Strategies
for hiring
Pre-Qualified Veterans
-Effective Internships
-On-Site Wellness Clinics
-Identity Theft

Wellness Initiatives to Promote Smoking Cessation

Quitting smoking is one of the best choices someone can make to improve overall health, but it is also extremely difficult. You can help employees succeed at this daunting task with the following initiatives.

Activities and Programs

- **Support groups**—One of the most effective methods for smoking cessation is to meet with others who are also determined to quit. Employees can encourage each other, discuss challenges and celebrate their successes. Offer small, weekly groups and keep the group size to six or fewer.
- **Motivational speaker**—Effective encouragement and motivation can help even distant or difficult goals seem more manageable. You may be surprised at the energy and inspiration that a quality motivational speaker can generate for smokers who want to quit.
- **Class for quitters**—Teach about the benefits of quitting and the various methods for quitting. Then break up into small groups so the participants can discuss the challenges of quitting and share their own best tips for helping others succeed.
- **Smoke-free campus**—If your company is truly committed to providing clean air in and around the building, implement a smoke-free policy. It has the added benefit of encouraging smokers to quit by making quick smoke breaks inconvenient, since smokers will not be allowed to smoke on company premises.

Incentives

- **Nicotine replacement products**—From nicotine gum to patches, there are a variety of nicotine replacement products available to help ease the transition for quitters. This incentive shows that your company knows nicotine addiction is real and can be difficult to overcome, and that the company is committed to long-term employee health.
- **Motivational audio books**—Offer these to employees who attend a class, support group or motivational event. The positive messages and techniques for achieving success will continue to encourage employees.
- **Lower health premiums**—Make smoking cessation a financial win-win. With this incentive program, your company will see reduced health care costs, and so will the employee. Many will be more motivated to stick with their smoking cessation program if they know they will gain financial reward.
- **Alternative therapies**—A variety of alternative health approaches can complement traditional approaches to quitting, such as acupuncture and hypnotherapy. Make quitting easier for employees with incentives that represent a wide range of quitting methods.

Checklists Continued...

At 2HB Solutions, our detailed, checklisted and color-coded processes ensure that our clients:

- ✓ Stay organized so steps aren't skipped.
- ✓ Stay motivated to take action and complete tasks
- ✓ Improve Productivity by completing repetitive tasks quickly and efficiently
- ✓ Delegate to others with confidence
- ✓ Provide Customer Service Excellence.

Don't have time to develop your own checklist? Here's just a sample of those available free of charge from 2HB Solutions.

- ✓ New Hire Orientation Checklist
- ✓ Employment Separation Checklist
- ✓ Death of an Employee Checklist
- ✓ Human Resources Audit Checklist
- ✓ Employee Handbook Checklist
- ✓ Developing an Effective and Compliant Wellness Program checklist

Still one of the most highly-effective books I've ever read on the standardization of work and checklisting is called "The E-Myth. Why Most Small Businesses Don't Work and What to do About it" by Michael E. Gerber. There are several follow-up books as well.

Some people may judge Jessica and me as a little obsessive-compulsive. We both know, however, that the world would be a much better place if everyone adhered to timetables, kept to the scheduled plan and delivered as promised. Thank you, Jessica for giving me hope for the next generation. Just like the infamous Jerry Maguire said, "You. Complete. Me."

Four Month Smoke-Free Plan



Four Months Prior to Being Smoke-free

- Select a date to go completely smoke-free.
- Organize a committee to collect data about the impact of becoming smoke-free at your organization. Gather input from your employees on this decision.
- Promote smoking cessation resources through your health plan or through internal efforts.
- Provide employees with your reasons for choosing to go completely smoke-free and the benefits gained.

Three Months Prior to Being Smoke-free

- Communicate the policy to employees via email, in meetings, on bulletin boards or through newsletters.
- Make policy revisions after obtaining input.

Two Months Prior to Being Smoke-free

- Print and display the smoke-free policy and highlight the implementation date.
- Provide in-service training for employees working on the plan.

One Month Prior to Being Smoke-free

- Display prominent smoke-free signage for employees.
- Highlight local quitting resources as well as tobacco treatment programs and medications.

On Implementation Day

- Remove all ashtrays from your premises.
- Implement and enforce the policy.

After the Plan is in Place

- Follow up with employees on their success with your new policy.
- Promote smoking cessation resources and be positive with your employees' continued success. And, continue to enforce policy.

Other Things to Remember

- Focus on employee tobacco use, not the users.
- Focus on the health and safety of your employee body instead of individual rights when discussing second-hand smoke.

Do not stigmatize tobacco users. Instead, encourage them to work to make your organization a safe and healthy place to be employed.

We are catalysts and connectors." We help your business get things done and we connect you and your team to the resources that drive success. " Laurie S. Miller, MBA President 2HB

We work with **overburdened** employers to manage compliance, drive down costs and engage employees. **Contact Laurie Miller - Lmiller@2HBSolutions.com 815-977-3496 #201**

**May 21st, 2019 – Workplace Violence and
Prevention Response Seminar**

2:00pm to 4:00pm – 2HB Solutions

1515 S. Meridian Rd., Rockford, IL 61102

Chief Joe Drought of Rock Valley College will lead with hands-on demonstration. Be sure to dress casually. Let's prepare together! **Space is limited.**

Email Laurie Miller: Lmiller@2hbsolutions.com to reserve your spot.