

Smoke Report Card



Utilize the following tool to Grade your worksite based on its secondhand smoke (SHS) policy.

Name of the Worksite _____

Category	Grade Determinants	Possible Scores	Your Score
Policy	SHS Free on entire worksite campus, in worksite owned vehicles and at worksite sponsored events.	40	
	SHS Free inside worksite, but smokers are allowed to smoke outside, away from windows and entrances.	35	
	SHS Free in most of the building with separately ventilated rooms for smokers.	30	
	SHS Free in most of the building; smoking sections in lounges and lobbies.	20	
	Smokers are allowed to smoke anywhere in the building.	0	
Partners In Policy	Everyone, including employees, managers, owners, customers and guests are prohibited from smoking.	10	
	Employees are prohibited from smoking but guests are allowed to smoke in prohibited areas.	5	
	Employees and guests are allowed to smoke anywhere.	0	
Enforcement	Policy is strictly enforced by both employees and managers who respect the policy.	20	
	Policy is reluctantly enforced by managers, leaving the work to employees who feel strongly about the policy.	10	
	The policy is not enforced by employees or managers.	0	
Cessation	Any employee who expresses an interest in quitting is provided with cessation resources, positive incentives to quit and breaks on the costs of quitting.	20	
	Employees who are smokers and who want to quit have access to cessation pamphlets and are compensated by their insurance for cessation aids.	15	
	Employees who are smokers are encouraged to quit through education as well as by peers.	10	
	Employees who want to quit are encouraged to look for cessation resources when they are not at work.	5	
	There are no cessation resources offered.	0	

Category	Grade Determinants	Possible Scores	Your Score
Community	Worksite sponsors community events that educate people about SHS and smoking and offers advice to worksites that are changing their ETS policies.	10	
	Sponsors some community events as long as they are tax deductible and promote the business' logo.	5	
	Does not sponsor community events and is not willing to talk to other worksites about ETS policy.	0	

Tally Your Score for Final Grade _____

Completed by _____

Date _____

Compare the score for your worksite with the following grades to determine a grade for your worksite secondhand smoke policy.

Grade	Score
A: Outstanding	85 to 100 points
B: Above Average	71 to 84 points
C: Average	56 to 70 points
D: Below Average	41 to 55 points
F: Failing	40 or less