

Environmental Scan

1. Are any tobacco control initiatives happening at the moment, either

(a) in the organisation? Yes No

(b) in the local community or region? Yes No

If yes, please describe.

2. Does this organisation have any smoking related policies? Yes No

If yes, how are they implemented?

(Get a copy of any policies. If unsure, ask to check with the HR director or accreditation officer.)

3. Is vaping covered in the organisation's policies? Yes No

4. Are there designated smoke-free and/or smoking areas within the organisation's grounds? Yes No

(Plot them on a map using a key, as shown in the example below. Photograph where possible.)

5. Are there adequate signs in the designated areas? *(Plot them on a map using a key. Photograph where possible.)* Yes No

6. Are they clearly visible? *(Plot them on a map using a key. Photograph where possible.)* Yes No

7. Where are the butts being discarded? Butt bins, garbage bins, the ground?

(Plot them on a map using a key. Photograph where possible.)

8. Who manages the butts, either on the ground and/or the butt bins?

9. If there are butts on the ground, are they in areas where children might have access to them? Yes No

(Photograph where possible.)

10. If there aren't designated areas, where do people currently smoke? Yes No

(Plot them on a map using a key, as shown in the example below. Photograph where possible.)

11. Are children and young people able to see people who are smoking? Yes No

12. Are they exposed to second-hand smoke? Yes No

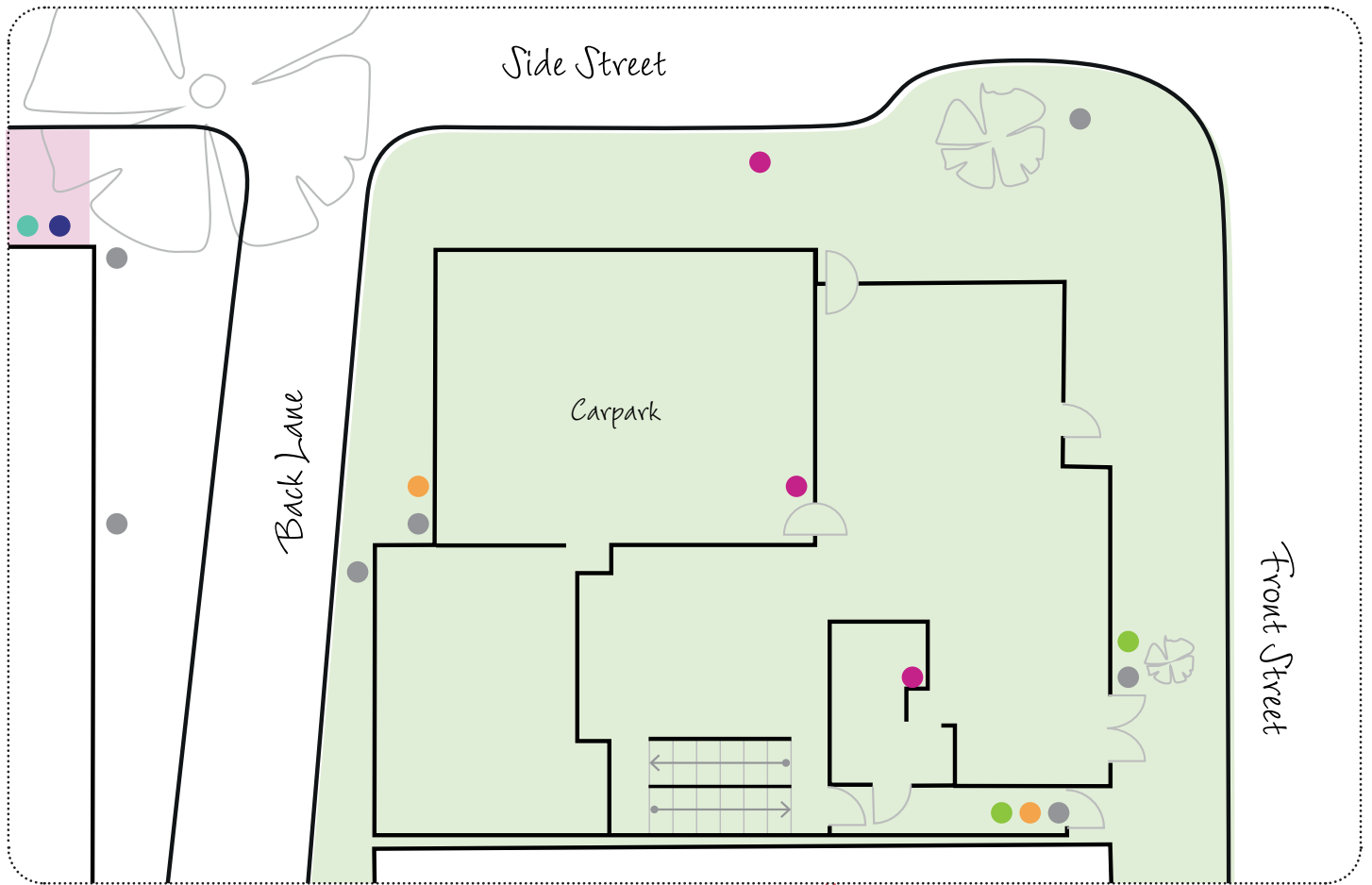
13. In the areas where people smoke are visitors able to see staff smoke and are they exposed to second-hand smoking? Yes No

Keep our place a smoke-free space



Environmental Scan

Example site plan



Environmental Scan Key

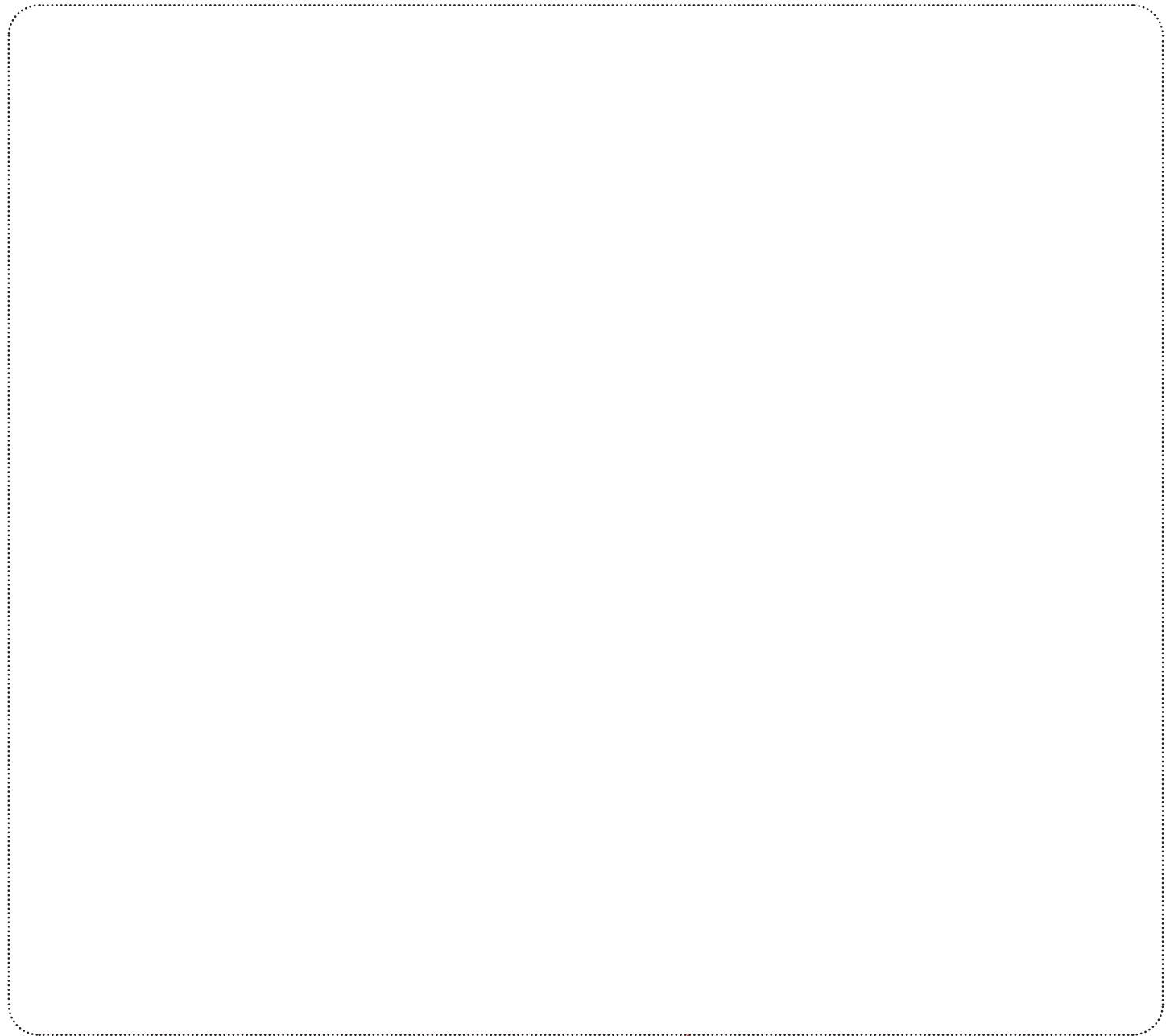
- Designated smoking areas
- Designated non-smoking areas
- 'Smoking' signs located
- 'No smoking' signs located
- Usual smoking areas (undesignated)
- Butt bins
- Rubbish bins
- Butts on the ground



Environmental Scan

Our site plan

Using the floor plan example as a guide, sketch your workplace site plan. Add in the existing elements listed above.



Environmental Scan Key

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**Keep our place a
smoke-free space**

