

## Environmental Scan

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

(a) in your organisation?

Yes  No

(b) in the local community or region?

Yes  No

If yes, please describe.

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2. Does your 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.)*

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3. Is vaping covered in your organisation's policies?

Yes  No

4. Are there designated smoke/vape free and/or smoking/vaping areas within your organisation's grounds? *(Plot them on a map using a key, as shown in the example below. Photograph where possible.)*

Yes  No

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/vapes being discarded? Butt bins, garbage bins, the ground? *(Plot them on a map using a key. Photograph where possible.)*

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

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9. If there are butts/vapes on the ground, are they in areas where children might have access to them? *(Photograph where possible.)*

Yes  No

10. If there aren't designated areas, where do people currently smoke or vape? *(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 or vaping?

Yes  No

12. Are they exposed to second-hand smoke or vape aerosol?

Yes  No

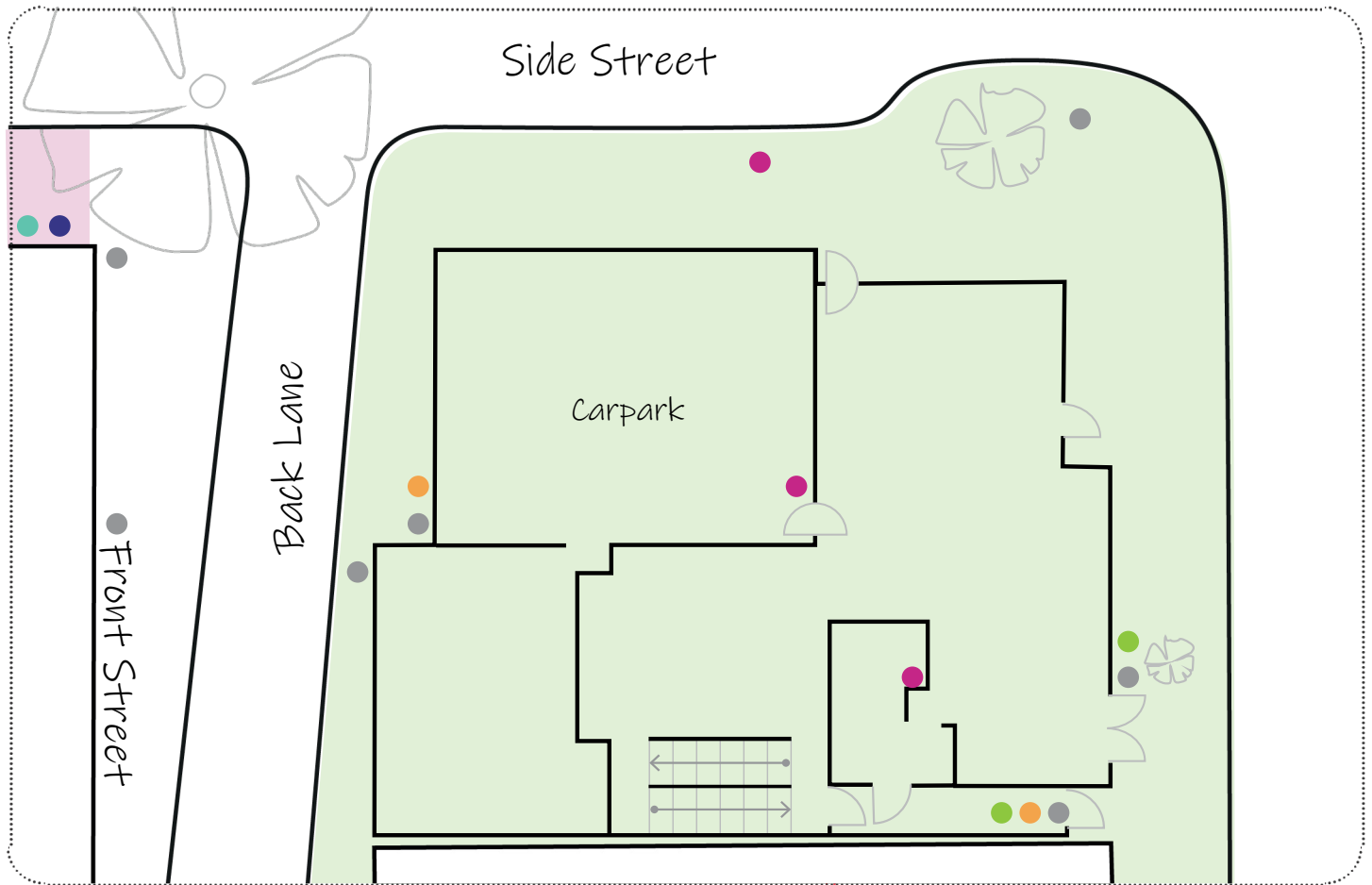
13. In the areas where people smoke or vape, are visitors able to see staff smoke/vape and are they exposed to second-hand smoking or vaping?

Yes  No



Keep our place a smoke and vape free space

## Example site plan



### Environmental Scan Key

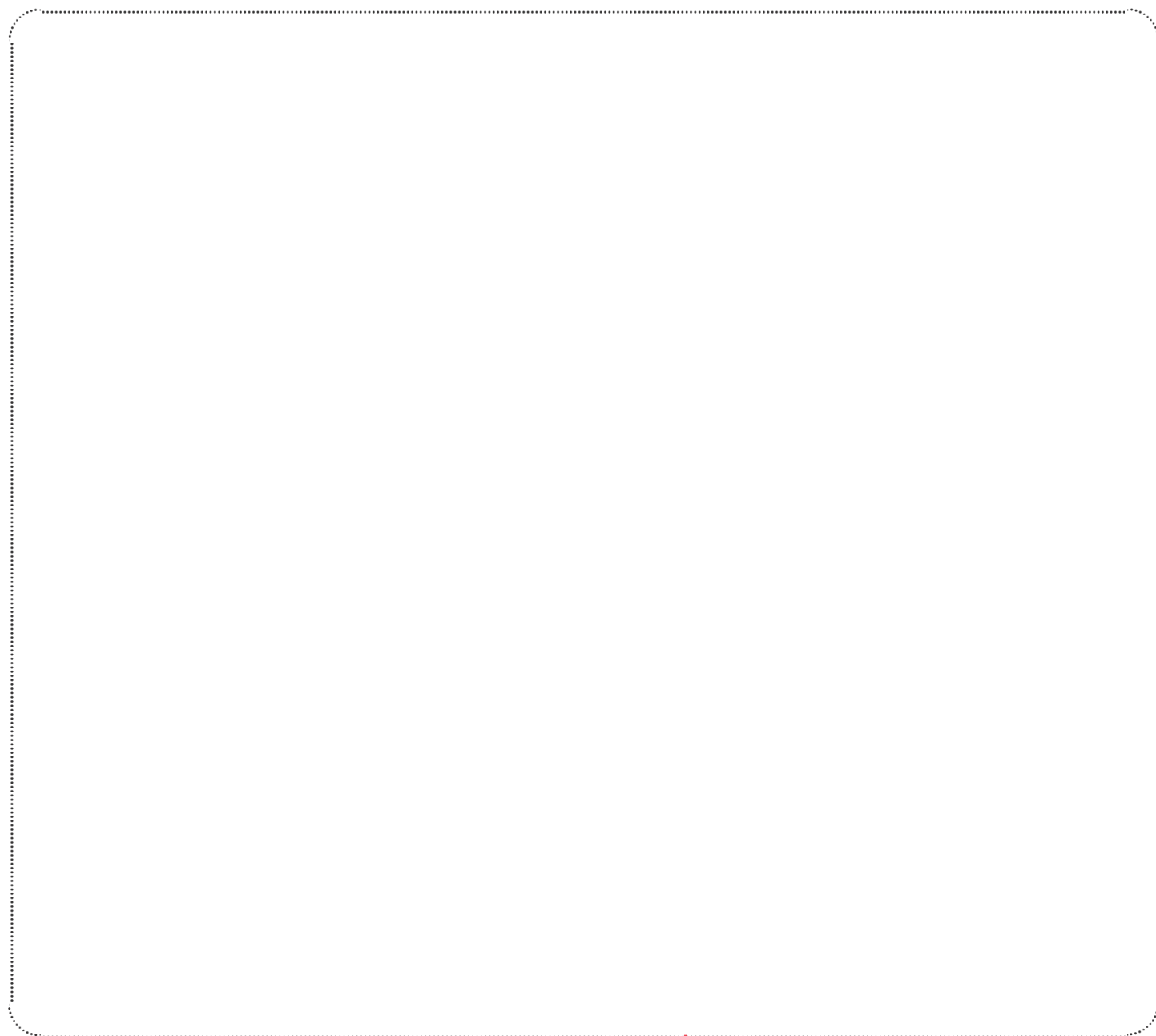
- Designated smoking/vaping areas
- Designated no smoking/vaping areas
- 'Smoking/vaping' signs located
- 'No smoking/vaping' signs located
- Usual smoking/vaping areas (undesignated)
- Butt bins
- Rubbish bins
- Butts or vapes on the ground



# 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

- Designated smoking/vaping areas
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- Butts/vapes on the ground



**Keep our place a  
smoke and vape  
free space**