

# AN EMPLOYER GUIDE TO TOBACCO

**This toolkit is intended** as a guide for employers who want to address workplace-related tobacco issues from the perspective of labor-management cooperation. Timely data and research findings about the health and economic costs associated with smoking and exposure to secondhand smoke in workplaces are presented in a user-friendly format, designed to increase awareness of smoking and exposure to secondhand smoke as serious workplace hazards. Within these pages, you will find practical information about how to shape and implement effective smoke-free workplace policies and how to help smokers quit for good.

Four topics are addressed, each in a separate unit: Smoking & Healthcare Costs; Smoke-Free Workplace Policies; Legal Issues; and Helping Employees Quit. Sources are cited in footnotes in each unit and are listed in the Sources section, which follows the topic units.

Why should employers care about tobacco prevention? Most employers know that smoking and exposure to secondhand smoke is unhealthy, yet many remain unaware of the magnitude of the health risks and associated economic costs. Secondhand smoke is something many people still think of as a mere annoyance to be avoided, not as a cause of disease and death. All employers, particularly those whose employees work in smoky environments or with hazardous materials, should understand the impact that smoking and exposure to secondhand smoke can have on health, safety and cost containment issues.

Tobacco use is taking a terrible toll on America's working class. Among those most at risk are blue-collar and service employees who work in settings where smoking and chewing tobacco remain the norm. Also at high risk are those workers who are employed in restaurants, bars and other hospitality settings where smoking is still permitted. Within these pages, you will find valuable resources to facilitate educational outreach to management and workers, shape and implement workplace policies, and explore cessation coverage options that can help your employees achieve the goal of quitting.

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