

## Policy Content Checklist

Complete	Policy Content	Your Policy Recommendation
	<p><i>Policy Statement:</i></p> <p>Include the history and rationale of developing an organizational policy</p>	
	<p><i>Application:</i></p> <p>Who does this policy apply to?</p>	
	<p><i>Smoking:</i></p> <p>Where is smoking not allowed? Where is smoking allowed? - Controlled Smoking Area - Outside - Smoking Shelter Can staff, clients and visitors use all smoking areas? During which hours is smoking permitted?</p>	
	<p><i>Signage:</i></p> <p>What signs are required and where will they be placed?</p>	
	<p><i>Cigarette and Lighter storage:</i></p> <p>Will residents keep their own cigarettes and/or lighters? Will smoking materials be stored at nursing stations?</p>	
	<p><i>Support for Staff and Residents:</i></p> <p>What is available for smokers who want to quit?</p>	
	<p><i>Safe Smoking Assessment/Reassessment for Residents:</i></p> <p>How is the assessment done? How often is it repeated?</p>	
	<p><i>Escorting residents outside or to smoking areas:</i></p> <p>Will this be allowed? Who will do it?</p>	
	<p><i>Compliance for staff and residents:</i></p> <p>Will this be the responsibility of all staff? Outline steps for dealing with staff or residents who are noncompliant</p>	