



# Tobacco-Free Municipality

non-smoking criteria & actions

The decision for a tobacco-free municipality and its realization require preparations, assignment of responsibilities and monitoring. The non-smoking criteria and actions described in this brochure assist in decision-making, realization of actions, and evaluation of changes in the organizational culture. The actions are based on non-smoking criteria defined by the National Institute for Health and Welfare jointly with the Ministry of Social Affairs and Health, the Association of Finnish Local and Regional Authorities, Finland's ASH (Action on Smoking and Health) and the Pulmonary Association.

## CRITERION 1

Smoking is prohibited in indoor and outdoor premises owned and operated by the municipality as laid out in Section 12 of the Tobacco Act. Smoking prohibitions are clearly displayed by signs, decals or posters.

Actions:

- Indoor and outdoor premises operated by the municipality are clearly marked by, for example, signs, decals or posters.

## CRITERION 2

All smoking areas for adults have been located outdoors in inconspicuous areas, so that tobacco smoke does not drift inside premises.

Actions:

- Municipalities will not build new smoking areas in the future.
- Smoking areas for adults in premises operated by the municipality have been located so that tobacco smoke does not drift inside premises.
- Smoking areas have been removed from premises and areas dedicated for children's and young people's activities.

## CRITERION 3

The municipality will supervise compliance with the law in its catchment area in accordance with Section 14 a of the Tobacco Act and the national Tobacco Control Policy.

Actions:

- Smoking areas have been removed from: a) day-care nurseries, b) schools and c) educational institutes.
- Personnel will not smoke during the hours of work at: a) day-care nurseries, b) schools and c) educational institutes.
- Visitors will not smoke at: a) day-care nurseries, b) schools and c) educational institutes.

## CRITERION 4

Tobacco products are not sold in premises operated by the municipality.

Actions:

- Tobacco products are not sold in premises operated by the municipality.

## CRITERION 5

The municipality is a tobacco-free workplace, setting an example to local private sector operators.

Actions:

- Agreements with service providers require that tobacco products are not sold in premises operated by the municipality.

## CRITERION 6

Municipal promotional and other events are non-smoking.

Actions:

- Municipal promotional and other events are non-smoking.
- Municipal premises' rental agreements require adherence to non-smoking.

## CRITERION 7

Non-smoking policy is mentioned in municipal job adverts.

Actions:

- Municipal job adverts must always mention that the workplace is non-smoking.

## CRITERION 8

Smoking is not allowed during working hours.

Actions:

- Written instructions have been issued to municipal work units about municipal non-smoking policy.
- Smoking is forbidden for municipal personnel during working hours. The ban does not apply to statutory breaks. Smoking is permitted during a meal break outside the working hours as well as during a coffee break as a part of the public sector collective agreements.

## CRITERION 9

Municipal employees who smoke are offered support to quit smoking.

Actions:

- Municipal employees are asked about smoking in a) pre-employment health check, b) other occupational health care actions.
- The municipality supports its employees to quit smoking by a) occupational health care guidance and information, b) group support during the hours of work.
- In order to target support measures, occupational health care services perform regular surveys on the number of employees who smoke and use snuff.

## CRITERION 10

The prevention of starting smoking, securing tobacco-free living environments, and support for smoking cessation are included in the statutory objectives and actions to promote health defined in the Health Care Act, and their implementation will be monitored and assessed.

Actions:

- A tobacco dependence treatment model, implemented jointly by occupational, primary health care and specialist health care, has been organised in the area.
- Clients will be methodically enquired about smoking:
  - At maternity clinics
    - a) parents during their first appointment
    - b) parents during post-natal home visits
  - At child health clinics
    - c) parents in child health clinics during the 18-month family appointment
    - d) parents in child health clinics during the 4-year family appointment
  - In school and student health care
    - e) parents during the pupil's first-grade check-up
    - f) parents during the pupil's fifth-grade check-up
    - g) the pupil during the eighth-grade check-up
    - h) the student when in contact with student health care
  - In oral health care
    - i) the pupil during annual appointments starting in the 5th grade
    - j) students during the first appointment of a treatment period or annual check-up
    - k) adults during the first appointment of a treatment period or annual check-up
  - At health centre, in occupational health care, specialist health care
    - l) in the health station/health centre annually
    - m) during pre-employment check-up in occupational health care
    - n) when otherwise in contact with occupational health care
    - o) when in contact with specialist health care
- Clients who smoke are offered support for smoking cessation in:
  - a) maternity clinics
  - b) child health clinics
  - c) school and student health care
  - d) oral health care
  - e) health stations/health centres
  - f) occupational health care
  - g) specialist health care
- The clients' smoking details are recorded in the patient information system in:
  - a) maternity clinics
  - b) child health clinics
  - c) school and student health care
  - d) oral health care
  - e) health stations/health centres
  - f) occupational health care
  - g) specialist health care
- The work welfare plan includes support for smoking cessation.
- The occupational health care action plan covers support for smoking cessation.
- The municipality develops tobacco-free council housing.
- Monitoring by health inspectors places particular emphasis on day care nurseries, schools and educational institutes as well as on monitoring that focuses on sales outlets in their proximity.



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