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推廣無煙文化

Promotion of smoke-free culture
**Benefits of promoting smoke-free measures**

Smoking and secondhand smoke cause HK$5.58 billion economic loss each year in Hong Kong, including the loss of productivity due to premature death, costs of sick leaves, medical and hospital expenses. To maintain a sustainable business environment, employers are encouraged to implement smoke-free measures in the workplace for the following benefits.

- **保障員工健康及安全**
  Safeguard employees’ health and safety

- **提升工作效率**
  Enhance productivity

- **節省經營成本**
  Lower operation costs

- **改善公司形象**
  Improve corporate image

Smoke-free culture aims to lower the smoking rate and build a smoke-free environment. If companies can incorporate it into the corporate culture, smoke-free messages can be effectively spread to different stakeholders. A few points to note before promoting smoke-free culture in the workplace:

- **為推動無煙文化訂立清晰目標，並將其視為履行企業社會責任的其中一部分。**
  Set clear objectives for smoke-free measures and recognize them as ways to fulfill corporate social responsibility.

- **取得公司各方面的支持，包括管理層、各部門、分公司/分行/分店及員工等。**
  Get internal support from the management, departments, branches, subsidiaries and employees.

- **分配資源，設立小組負責計劃及制定無煙政策和執行時間表，並作定期評估。**
  Allocate resources, establish a team to be responsible for planning, executing, setting timetable and evaluating the smoke-free measures on a regular basis.

**資料來源**

Source: 
Jing Chen, PhD; Sarah McGhee, PhD; TH Lam, MD, PhD (2019). Economic Costs Attributable to Smoking in Hong Kong in 2011: A Possible Increase From 1996.
推動無煙文化的措施

Examples of smoke-free measures

根據《吸煙（公眾衛生）條例》（第371章），自2007年起任何工作間的室內區域均訂為法定禁煙區。（詳情請參閱第二章）世界各地有很多公司亦將無煙工作間政策列為重要的僱傭政策之一，推出不同的無煙措施，以保障員工的健康及減低因燃燒而引起的醫療保險開支。委員會建議公司可因應個別的架構及實際情況設計適合的措施，並可參考以下幾項措施：

According to the Smoking (Public Health) Ordinance (Cap. 371) indoor areas of all workplaces are designated no smoking areas since 2007. (Refer to chapter two) Smoke-free workplace policy is one of the core employment policies in many companies around the world. They develop various smoke-free measures to protect the health of employees and minimize the medical care cost associated with smoking. Companies can tailor-make their own measures according to the organization structure and employees’ smoking pattern. Examples of smoke-free measures include:

了解員工的吸煙情況
Conduct health survey on employees’ smoking habit

僱主應定期為員工進行健康評估或問卷調查，了解員工及其家人的吸煙情況。

Employers should conduct regular health assessment or surveys to collect data and understand the smoking habit of employees and their families.

加強巡查及執法
Perform regular inspection and strengthen enforcement

設定巡查時間表予工作間管理人，定時巡查工作間範圍以確保無煙條例的執行，並授權管理人對違例的個案（包括員工及訪客）作出勸喻、警告，或在必要時召喚執法人員作出檢控。

Workplace managers should perform scheduled inspections to ensure that the workplaces are complying with the smoke-free policy. Managers should be authorized to give warnings or call the Police or Tobacco and Alcohol Control Office for prosecution if necessary.
向員工提供無煙文化的資訊  
Provide the information of smoke-free culture to employees

將有關煙草危害及戒煙的資訊納入員工的培訓內容或定期發放有關資訊。公司亦可參考以下途徑定期向各持分者發放有關推廣無煙文化的資訊：

Staff training should cover the information on hazards of smoking and smoking cessation. Employers should also promote the smoke-free culture to stakeholders through the following channels on a regular basis:

员工守则 / 指引  
Employees' handbooks / guidelines

公司內聯網 / 網頁 / 社交媒體  
Intranet / Website / Social media platforms

公司通訊刊物  
Publications

告示板  
Notice boards

公司電郵  
Emails

宣傳單張  
Promotional leaflets

舉辦及參加無煙推廣活動  
Organize and join smoke-free activities

公司可舉辦不同類型的活動以推廣無煙文化，例如健康檢查、展覽、煙害講座、戒煙經驗分享座談會等，亦可主動參加委員會舉辦的無煙推廣活動，並鼓勵管理層與所有員工及其家人一同參與。公司更可積極投入社區，舉辦多元化無煙社區推廣活動，向市民大眾宣揚無煙生活的重要性，一同建設無煙社區。

Employers can organize a variety of activities or join smoke-free campaigns organized by COSH to involve the management, employees and their families in promoting smoke-free culture such as body check, exhibition, health talk, experience sharing session for quitters. Employers are encouraged to engage the mass public proactively by organizing smoke-free community involvement activities to promote the importance of smoke-free lifestyle for a smoke-free Hong Kong.
**Motivate smoking employees to kick the habit**

Provide assistance and support to motivate smoking employees to kick the habit, e.g. provide smoking cessation counselling, referral, subsidy and incentive programme. (Refer to chapter three)

**Communicate with employees on smoke-free measures**

Details of smoke-free measures should be well communicated with employees through open channels before implementation. Special attention should be paid to the followings:

1. **State clearly the no smoking areas, effective date of the smoke-free policy and people affected by the policy, e.g. employees, visitors and customers.**
2. **Indicate that the management fully supports the smoke-free measures, e.g. announcement should be made by the management or can be accompanied by letter from the management.**
3. **Communicate with heads of departments/branches/subsidiaries/site offices before announcement of the measures and identify potential obstacles.**
4. **Incorporate sustainable smoke-free measures in employees’ handbooks, training materials and employment contracts.**
5. **Provide channels for employees to express views on the smoke-free measures.**
6. **Provide sufficient information about hazards of smoking to employees and ensure they understand the objectives and targets of the smoke-free measures.**
Keys for successful smoke-free measures

To develop smoke-free corporate culture, the key factors of success are:

- Educate employees on the objectives of smoke-free measures, which are to protect employees from smoking hazards and improve occupational safety and health. The measures do not intend to discriminate any smoking employees nor depriving their rights.

- Tailor-make the measures according to the smoking habit and needs of the employees. Ensure that they are fair across different job categories or positions.

- Management support is crucial. The management who smokes should take the lead to quit smoking and encourage employees to go smoke-free.

- Respect employees’ opinions, including both smokers and non-smokers. Encourage them to participate in smoke-free campaigns and express their views.

- Implement sustainable smoke-free measures, conduct evaluation regularly and make amendments if necessary.

- Demonstrate the company’s commitment to smoke-free culture to different stakeholders.

資料來源 Source:
- 衛生署煙酒混濁辦公室，無煙工作場所實施指引。
  Tobacco and Alcohol Control Office, Department of Health. Smoke-free Workplace Implementation Guide.
- American Cancer Society: Strategies for Promoting and Implementing a Smoke-free Workplace.
Execution of Smoke-Free Workplace Policy
吸煙（公眾衛生）條例
Smoking (Public Health) Ordinance

Statutory no-smoking areas cover the indoor areas of all restaurant premises, indoor workplaces, public indoor places, and some public outdoor places in accordance with the Smoking (Public Health) Ordinance (Cap 371). No person shall smoke (including electronic cigarettes, heat-not-burn tobacco products and herbal cigarettes) or carry a lighted cigarette, cigar, or pipe in designated no smoking areas.
Roles and responsibilities of managers

Managers of the premises are responsible for the management of the statutory no smoking areas or public transport carriers, including the assistant manager and any person holding an appointment analogous to that of a manager. Furthermore, managers of statutory no smoking areas should place no smoking signs in prominent positions to remind the public that the premises are statutory no smoking areas. Managers should maintain such signs in good order.

Fixed penalty

No person shall smoke (including e-cigarettes, heat-not-burn tobacco products and herbal cigarettes) or carry a lighted cigarette, cigar or pipe in designated no smoking areas, or else will be liable to a fixed penalty of HK$1,500.

Law enforcement

The Tobacco Control Inspectors of the Tobacco and Alcohol Control Office of the Department of Health have been conferred with powers to enforce the Smoking (Public Health) Ordinance (Cap 371), to initiate prosecution against offences like smoking, displaying or publishing of tobacco advertisements. Managers of a no smoking area can contact the Tobacco and Alcohol Control Office at 2981 8823 or call the Police for prosecution if necessary. The Tobacco and Alcohol Control Office also provides law enforcement guidelines or talks for managers, please refer to the Tobacco and Alcohol Control Office website at www.taco.gov.hk for details.
給管理人的建議
Advises to managers

為了落實執行控煙措施，確保無煙環境，條例賦予工作間管理人相應的權力及責任。當發現有人在工作間內吸煙，管理人或員工應即時要求違例吸煙者將煙支、雪茄或煙斗弄熄。如該人不合作，管理人可召喚控煙辦公室的控煙督察/警務人員協助。

In order to implement smoke-free measures in workplaces, the Ordinance empowers workplace managers with certain authority and responsibilities. If anyone is found smoking in the workplace, the manager or staff shall request the smoker to extinguish his/her cigarette, cigar or pipe immediately. If that person refuses to cooperate, the manager may call the Tobacco and Alcohol Control Office or the Police for assistance.

熟悉法例 了解職權
Understand the power conferred by law

如果有人在室內工作間吸煙，管理人或員工有責任上前勸喻，緊記保持禮貌，友善地要求吸煙者弄熄煙支或離開。

如果吸煙者不理會勸喻，管理人或員工可以請其他同事協助或召喚執法人員到場。

If someone smokes in indoor areas of the workplace, the manager or staff is responsible to request the smoker to stop smoking. Remember to maintain a polite attitude and ask the smoker to extinguish the cigarette or leave the area. If the smoker is uncooperative, the manager or staff can call other staff for assistance or the Police or the Tobacco and Alcohol Control Office if necessary.

加強對員工的培訓
Strengthen the training for employees

工作間管理人應教育所有員工，明白室內工作間已根據法例推行全面禁煙的措施，並解釋禁煙措施能為員工及顧客帶來清新的環境。同時，應向員工提供培訓，教導他們條例賦予的職權及勸喻技巧，以便他們能有效履行職責，阻止其他員工、訪客或顧客吸煙，確保工作間的室內範圍無煙。

Managers should inform all employees that indoor areas of the workplace have implemented smoke-free measures that pursuant to law and emphasize for both employees and customers. At the same time, staff training should be provided to make them understand their responsibilities and duties under the Ordinance, and improve their techniques of advising smokers. This enables staff to effectively discharge their duties of stopping other employees, visitors or customers from smoking, thus achieving a smoke-free environment in indoor areas of the workplace.

準備周詳 配套充足
Get well prepared

管理人應在工作間的當眼處展示清晰的禁煙標誌，以提醒顧客及員工在工作間內禁止吸煙，方便勸喻吸煙者。在工作間內設置燃灰缸會令人誤以為工作間內允許吸煙。因此，管理人應移走所有燃灰缸。若顧客／員工要求提供燃灰缸，管理人應婉拒及向他／她解釋法例規定。

Managers should display sufficient number of no smoking signs in prominent positions in order to remind customers and employees that smoking is prohibited in workplaces. Placing ashtray in workplaces can mislead people that smoking is allowed. Therefore, managers should remove all ashtrays. If customers or employees request for an ashtray, managers should decline politely and explain that the workplace has carried out smoke-free policy under the law.
鼓勵員工戒煙

Promotion of smoking cessation
評估員工吸煙概況
Assess employees’ smoking habit

妥善執行無煙工作間制度能令室內工作間避免受二手煙侵害，但殘留在吸煙人士身上的三手煙有毒物質會在室內飄散開去，對其他人的健康造成威脅。要徹底杜絕煙害，企業應設立無煙措施支持及鼓勵員工戒煙，以保障全體員工及其家人的健康。在訂立合適的無煙措施幫助吸煙員工戒煙之前，企業可進行問卷調查或以面談的方式了解員工吸煙的概況，包括：

Strict enforcement of smoke-free workplace policies can protect indoor areas from secondhand smoke. However, the toxic residues of tobacco smoke will follow the smokers back indoors as third-hand smoke and get spread everywhere, which is hazardous to others. The best way to protect employees and safeguard their family members from adverse effects of smoking is to establish smoke-free measures and promote smoking cessation in the workplaces. Employers can take into consideration the smoking habit of employees before planning and establishing appropriate smoke-free measures to assist them in quitting smoking. Surveys or interviews can be conducted to collect data of the followings:

<table>
<thead>
<tr>
<th>希望戒煙的原因</th>
<th>Reasons for quitting</th>
</tr>
</thead>
<tbody>
<tr>
<td>不想戒煙的原因</td>
<td>Reasons for not attempting to quit smoking</td>
</tr>
<tr>
<td>尝試戒煙但失敗的原因</td>
<td>Reasons for failure in quitting</td>
</tr>
<tr>
<td>曾採用的戒煙方法</td>
<td>Ways used in previous attempts in quitting smoking</td>
</tr>
<tr>
<td>可能原因</td>
<td>Reasons for smoking</td>
</tr>
<tr>
<td>每日吸煙的次數及習慣</td>
<td>Daily smoking frequency and habit</td>
</tr>
<tr>
<td>煙齡</td>
<td>Smoking history</td>
</tr>
<tr>
<td>腦部健康狀況是否已受吸煙影響</td>
<td>Adverse health condition caused by smoking</td>
</tr>
</tbody>
</table>
戒煙的支援及措施
Measures to support smoking cessation

企業了解員工的吸煙情況及衡量資源後，可以透過以下方法給予合適的戒煙支援，並作出跟進及適當的鼓勵，才能有效幫助員工戒煙。

After understanding the smoking habit of employees and evaluating the resources available, employers can establish measures to help employees get rid of smoking. With proper encouragement and follow-up actions, employees are able to kick the habit effectively.

提供戒煙資訊
Provide information on smoking cessation

透過公司通告、告示板、電郵及內聯網等渠道為員工提供戒煙的資訊，包括派發小冊子、宣傳單張、戒煙手冊及宣傳物品等，讓員工知道戒煙的好處及方法。委員會及衛生署控煙酒辦公室提供免費的資訊物資給公眾人士索取，公司亦可選擇自行印製有關物資。

Provide smoking cessation information through notices, circulars, emails and intranet, etc. COSH and the Tobacco and Alcohol Control Office provide free education and promotional materials, e.g. pamphlets, posters, smoking cessation guidebooks and souvenirs to the public. Employers can also prepare tailor-made materials to fit the needs of their employees.

無煙工作間配套
Create a smoke-free workplace

除了於工作間當眼處展示禁煙標誌或鼓勵戒煙的宣傳品（如海報、單張等），企業應移走所有煙灰缸及封閉垃圾箱及載燃灰的位置，以時刻警惕員工及訪客室內禁煙。另外，可在茶水間/休息室提供無糖糖果、健康食品、茶包或飲品等，幫助正在戒煙的員工對抗煙癮。

Display signages and posters at prominent positions in workplaces, remove ashtrays and cover the ash containers of the trash cans to remind employees/visitors that smoking is prohibited in the indoor workplaces. Sugar-free candies, healthy snacks, tea or drink can be provided at the pantry/rest room for quitters to divert attention and fight against the withdrawal symptoms.

Promotion of smoking cessation
舉辦及鼓勵參與戒煙活動
Organize and encourage to join smoke-free campaigns

鼓勵員工參加由委員會或戒煙服務機構舉辦的無煙活動，如戒煙比賽、講座、小組討論、訓練營等，企業亦可自行舉辦無煙或減壓活動，讓吸煙者學習新的技能，幫助他們遠離煙害。這種方式能令戒煙者更容易投入，透過互相支持及分享心得，可加強戒煙決心。

Encourage smokers to join smoke-free campaigns hosted by COSH or smoking cessation service providers such as smoking cessation contest, health talks, group discussions or training camps. Employers can also organize smoke-free campaigns or stress relief activities that can equip smokers with new skills and distract their attention from smoking. These activities encourage quitters to share positive experience with each other, create a supportive atmosphere and reinforce the determination.

提供戒煙輔導
Provide smoking cessation counselling

給予戒煙者合適的輔導是戒煙計劃的關鍵所在。企業可聘請專業人員或培訓內部員工成為輔導人員，提供合適的輔導。（詳情請參閱本章「戒煙輔導的技巧」）

Employers can recruit professional agencies or train employees to be smoking cessation counsellors to provide counselling services to smoking employees. (Refer to counselling techniques in this chapter)

贊助戒煙療程/藥物
Subsidize smoking cessation courses/medications

企業可提供津貼以贊助吸煙員工參加戒煙療程或購買戒煙藥物。

Employers can subsidize employees to enroll in smoking cessation courses or to purchase cessation medications.

戒煙服務轉介
Referrals

香港衛生署及不同團體均提供免費的戒煙服務及輔導，企業可將有意戒煙的員工轉介至這些機構作戒煙治療及跟進。（詳情請參閱活動網頁 www.smokefreeleadingcompany.hk）

The Department of Health and various organizations provide free smoking cessation services and counselling in Hong Kong. Employers can refer smoking employees to these organizations for smoking cessation and follow-up services. (Refer to Awards website at www.smokefreeleadingcompany.hk)

戒煙夥伴計劃
Smoking cessation buddy scheme

透過戒煙夥伴計劃，鼓勵非吸煙員工積極支持吸煙員工戒煙，結伴參與無煙活動或跟進戒煙情況，有助營造和支持戒煙的氛圍。

Through smoking cessation buddy scheme, employers can encourage non-smoking employees to actively support the smokers to kick the habit. They can join smoke-free campaigns together or non-smoking employees can help follow up the smokers’ cessation status, creating a supportive atmosphere.

獎賞成功戒煙員工
Offer incentives for successful quit cases

透過發放獎金或獎品，以示對成功戒煙員工的支持，或以獎狀的形式加強戒煙動力，減低他們再次吸煙的機會。

Employers can offer financial or prize incentives to avoid relapse and recognize employees who have successfully quitted smoking.
戒煙輔導的技巧
Counselling techniques

Apart from referring smoking employees to smoking cessation services provided by various organizations, employers can train employees to be counsellors to provide counselling services. The counsellors should have empathy and consider the feelings of smokers. Different approaches should be used to cater the needs of different smokers.

5A’s

5A’s is a method that can be used to help smokers quit. It involves five steps: Assess, Advise, Assist, Ask, and Arrange.

Ask

Ask the smoker at every consultation about his/her smoking status, quantity smoked every day and years of smoking, and record the information accordingly.

Assess

Assess each smoker’s desire or readiness to quit.

Advise

Convince the smoker to quit smoking in a clear and determined manner, and motivate the smoker to quit smoking by means of short tests like Fagerstrom Test for Nicotine Dependence (Refer to table one in this chapter).

Assist

Assist the smoker to work out the smoking cessation plan and set a quit day preferably within the subsequent two weeks; encourage the smoker to tell family members, colleagues and friends about his/her decision to quit smoking so as to enlist their support and encouragement.

Provide appropriate techniques on problem solving, including:

- Identify the reasons and benefits of smoking cessation with smokers by using Decisional Balance Worksheet (Refer to table two in this chapter).
• 檢討過去戒煙的經驗 (如有)，找出有效的戒煙方法及導致再次吸煙的原因。
  Evaluate previous quit attempts (if any), identify effective methods of quitting and avoid obstacles that cause smoker relapse.

• 把一切與吸煙有關的東西如煙草產品及火柴等棄掉。戒煙日之前，試著於經常逗留的地方減少吸煙的數量。
  Throw away cigarettes, lighters and all other smoking-related items. Before the quit day, try to minimize the number of cigarettes smoked in places of prolonged stay.

• 戒煙日起要完全停止吸煙。
  Commencing from the quit day, refrain from smoking completely.

• 評估不同階段可能出現的挑戰，包括退後徵狀，並協助吸煙人士找出應對的方法。
  Assess the possible challenges at different stages including withdrawal symptoms, and help the smoker identify the corresponding counteractions.

• 吸煙人士可要求同住的吸煙家人一同戒煙，或不要在他人 / 她面前吸煙。
  The smoker may request cohabiting family members who smoke to join him/her in quitting or refrain from smoking in front of him/her.

• 建議吸煙人士避免飲用酒精類飲品，因飲用酒精類飲品會增加回復吸煙習慣的機會。
  Recommend the smoker to avoid alcoholic drink as intake of alcohol increases the probability of smoking again.

• 建議吸煙人士諮詢醫護人員意見，使用合適的戒煙藥物。
  Recommend the use of appropriate medications for quitting smoking with medical practitioner’s advices.

• 按吸煙人士的意願轉介他 / 她到切合其需要的戒煙服務，並給予相關的戒煙資訊如小冊子等。
  Refer the smoker to receive smoking cessation service that suits his/her needs according to his/her wish. Provide relevant smoking cessation information such as pamphlets.

安排跟進 Arrive

• 與吸煙人士一同制定合適的跟進程序和模式，如面談或電話跟進等。
  Work out the follow-up schedule and approaches such as interviews and telephone calls with the smoker.

• 首次跟進最好訂於戒煙計劃開始的首星期內，然後安排定期跟進。
  It is preferable to conduct the first follow-up within the first week after the quit day and then follow up regularly.

• 每次跟進都給予輔導和鼓勵。
  Provide counselling and encouragement during each follow-up.

• 對成功保持不吸煙之人士加以肯定，若戒煙者仍偶有吸煙，可提醒他 / 她把這些疏忽作為警惕。
  Recognize the efforts of those smokers who have successfully refrained from smoking, and remind those who are still unable to kick the habit to regard occasional “slips” as an alert.
5R’s

For those smokers who have no intention to quit smoking, arguments should be avoided and the "5R’s" approach should be adopted to motivate them to kick the habit.

相関 Relevance
引導吸煙人士明白戒煙對自身和身邊人的影響都是息息相關。提供能增強戒煙動機的資訊，如吸煙人士的家族健康病歷和身體狀況，並分析過去的戒煙經驗、動機及失敗原因，以找出可改善的地方。

Get the smoker to understand why his/her quitting is relevant to him/her personally and to the people around. Deliver motivational information such as the smoker’s family medical history and physical conditions, and analyze his/her quitting experience, motives and reasons for failure in previous quit attempts.

危機 Risk
引導吸煙人士分析吸煙帶來的禍害。強調吸食低焦油或低尼古丁含量的燃草產品並不能減低吸煙相關的危害，如引發癌症、心臟病和呼吸系統疾病、使胎兒健康受損、不舉及不育等，並強調二手煙與吸煙的禍害相若。

Guide the smoker to analyze the hazards of smoking. Emphasize that consumption of low tar or low nicotine tobacco products cannot reduce smoking-related risks such as cancer, heart disease, respiratory disease, damage to fetal health, impotence and infertility. Stress that active and passive smoking bring more or less the same undesirable effects.

報償 Rewards
讓吸煙人士了解戒煙帶來的切身益處，包括改善自己和家人的健康和體能，延緩衰老及節省金錢等。

Educate the smoker on the benefits of smoking cessation including the improvement in health and fitness of the quitter and his/her family members; delay in aging and saving money, etc.

障礙 Roadblocks
引導吸煙人士評估戒煙可能面對的障礙，如受退藥徵狀的影響或害怕再次失敗等，然後加以輔導。

Guide the smoker to assess various barriers to quitting, e.g. experience of withdrawal symptoms or fear of repeated failure, and provide counselling accordingly.

重覆 Repetition
把握每次與吸煙人士接觸的機會，反覆地加強對方戒煙的動機。讓戒煙者知道大多數吸煙人士都經歷過多次嘗試才能成功戒掉煙癮，並鼓勵他們要加把勁。

Make good use of every opportunity to enhance the smoker’s motivation to quit smoking. Tell the smoker that most smokers quit successfully after several attempts and cheer them up.
成功的要訣

Factors of success

要有效地減低員工吸煙率，在實施戒煙支援措施時可留意以下幾點：

There are few points to note that can enhance the effectiveness of cessation support in the workplace:

讓員工知道鼓勵他們戒煙不是剝奪個人權利，而是保障他們及全體員工的健康及安全。

Ensure proper communication with colleagues — purpose of smoke-free measures is not against employees’ human rights but for the benefits of all employees’ health and safety.

公司必須明白戒煙是一個過程，在過程中應該給予員工充足的工作及支持，有需要時容許員工請假去參加戒煙治療/輔導。

Understand that quitting is a process — offer continuous support to employees during their cessation process, allow them to take time off to attend cessation consultation/counselling if necessary.

支援措施實施後要作定時的跟進，記錄戒煙者的進度及確保他們得到適當的支援。

Follow up — regular update and record smokers’ quitting progress and ensure they get sufficient support.

鼓勵同事之間互相支持，一同對抗戒煙徵狀。

Encourage peer’s support — motivate co-workers to support smokers in the quitting process and walk through the withdrawal symptoms with them.

將推廣戒煙的活動伸延至員工的家屬，鼓勵他們一同參與及支持員工。

Involve family members – invite the employees’ spouses and family members to support and join the cessation activities.
表一：尼古丁依賴程度測試
Table one: Fagerstrom test for nicotine dependence

利用下表了解尼古丁的依賴程度，戒煙行動會事半功倍。
Use the following table to understand the nicotine dependence level.

<table>
<thead>
<tr>
<th>問題 Questions</th>
<th>選項 Response</th>
<th>分數 Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 你每天一覺醒來後多久才吸第一支煙？How soon after you wake up do you smoke your first cigarette?</td>
<td>5分鐘 Within 5 minutes: 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-30分鐘內 6-30 minutes: 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31-60分鐘內 31-60 minutes: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60分鐘後 After 60 minutes: 0</td>
<td></td>
</tr>
<tr>
<td>2. 當你身處非吸煙區內(例如商場, 香港或升降機內)，會否感到難以忍住不吸煙？Do you find it difficult to refrain from smoking in places where it is forbidden? (e.g. in a shopping mall, at a MTR station, in a lift)</td>
<td>會 Yes: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>不會 No: 0</td>
<td></td>
</tr>
<tr>
<td>3. 你覺得哪一支煙最難放棄？Which cigarette would you hate most to give up?</td>
<td>早上第一支 The first in the morning: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>其他 Any other: 0</td>
<td></td>
</tr>
<tr>
<td>4. 在起床後數小時內你吸煙次數會否較在其他時間頻密？Do you smoke more frequently during the first hours after awakening than during the rest of the day?</td>
<td>會 Yes: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>不會 No: 0</td>
<td></td>
</tr>
<tr>
<td>5. 當你生病至大部分時間臥床時，你會否吸煙？Do you smoke even if you are so ill that you are in bed most of the day?</td>
<td>會 Yes: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>不會 No: 0</td>
<td></td>
</tr>
<tr>
<td>6. 你每天吸多少支煙？How many cigarettes do you smoke per day?</td>
<td>31支以上 31 or more: 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21-30支 21-30: 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11-20支 11-20: 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10支或以下 10 or less: 0</td>
<td></td>
</tr>
</tbody>
</table>

總分 Total score

<table>
<thead>
<tr>
<th>總分 Total score</th>
<th>尼古丁依賴程度及戒煙忠告 Nicotine dependence and advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 低 Low</td>
<td>你對尼古丁的依賴並不算嚴重，只要使用有效的戒煙方法，應該可以成功戒煙。Your level of nicotine dependence is still low. You should act now before your level of dependence increases.</td>
</tr>
<tr>
<td>4-5 中等 Moderate</td>
<td>你已開始對尼古丁有依賴，但依然有機會自行戒煙，只要下定決心，並使用有效的戒煙方法，一定可以成功戒煙。Your level of nicotine dependence is moderate. With your own determination and right smoking cessation measures, you can quit it successfully.</td>
</tr>
<tr>
<td>6-10 偏高 High</td>
<td>你對尼古丁已經非常依賴，在未引發與吸煙相關的疾病前，請即從速戒煙。 (衛生署綜合戒煙熱線：1833 183) Your level of dependence is high. You should quit now before suffering from serious diseases caused by smoking. (Quitline: 1833 183)</td>
</tr>
<tr>
<td>Positive feelings brought by smoking</td>
<td>Negative feelings brought by smoking</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
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<td></td>
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</tr>
<tr>
<td>Positive feelings brought by quitting</td>
<td>Negative feelings brought by quitting</td>
</tr>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Reasons for not quitting</td>
<td>Reasons for quitting</td>
</tr>
</tbody>
</table>

**Source:**
4. *衛生署及煙酒公眾事務署。* Tobacco and Alcohol Control Office, Department of Health. Smoking Cessation Information Kit.