



# On-Going Monitoring Tools

## Retailer Tobacco Sales Checklist

### Training

- Have all employees been trained fully about their responsibilities under the Federal and Provincial tobacco legislation and store policies? ..... Yes  No
- Did employee training include all of the following? ..... Yes  No
- that tobacco products cannot be sold to anyone under the age of 19;
  - the definitions of tobacco products;
  - your province's legislation about not selling single cigarettes;
  - forms of acceptable ID;
  - asking for and examining ID from anyone who appears 25 years or under;
  - the penalties for selling to minors (under 19 years of age);
  - how to refuse selling tobacco; and
  - the store policies and procedures.

*(If training has not included all of these, it is not complete.)*

### Policies and Procedures

- Have you developed a policy that employees are not allowed to sell tobacco until they are fully trained? ...Yes  No
- Is it store policy to require staff to ask for ID from customers who appear 25 years of age or under? ...Yes  No
- Have penalties been established for employees who do not follow store policies or the laws? ..... Yes  No
- Have these penalties been explained to the employees? ..... Yes  No
- Has a written or oral exam been given to all employees to ensure they understand the Federal and Provincial tobacco legislation? ..... Yes  No
- Have employees signed a recent agreement to show they understand store policies and the Federal and Provincial tobacco legislation? ..... Yes  No
- Are Federal and Provincial tobacco legislation and your store policies reviewed with staff at regular intervals such as at staff meetings and in one on one employee reviews? ..... Yes  No
- Are letters and information, including newspaper articles, regarding Federal and Provincial tobacco legislation given to employees for review? ..... Yes  No
- Have you developed a policy on discipline for employees who sell to minors or fail to ask for photo identification from customers who appear 25 years of age or under? ..... Yes  No
- Are the required provincial and federal signs posted in the manner and form as described in the tobacco legislation? ..... Yes  No
- Are all tobacco products kept in an area of the store away from reach by customers? ..... Yes  No

### Monitoring Employees

- Are spot checks performed by the store to test how sales of tobacco products are carried out? ..... Yes  No
- Are store videos reviewed regularly and a record kept of the results? ..... Yes  No
- Are employees supervised on a regular basis? ..... Yes  No
- Have these steps been taken? ..... Yes  No
- Have these steps been recorded? ..... Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_