

**Workplace Tobacco Policy Survey
May- December 2000**

Total Sample (N=437)

The purpose of the survey was to assess the number and type of tobacco policies, as well as tobacco prevention education, in manufacturing companies located in 10 CDC-funded health department service areas. Results will be used to determine opportunities for workplace health promotion.

In the 10 CDC-funded areas, 437 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (77% participation rate). The mean interview time was 10 minutes. The mean number of employees for all manufacturers was 234. On average, 84% of the employees were Caucasian, and 65% were male.

Does your company have a written smoking policy?

	Total n=428
Yes	296 (69%)

Are employees permitted to smoke inside your company?

	Total n=432
Yes	247 (57%)

If "Yes," is indoor smoking restricted to specified indoor areas?

	Total n=243
Yes	220 (91%)

If "Yes," does the smoking policy specify which indoor areas are smoking areas?

	Total n=211
Yes	165 (78%)

If "Yes," where is indoor smoking permitted?

	Total n=247
Cafeteria	82 (33%)
Breakrooms	133 (54%)
Personal offices	29 (12%)
Conference rooms	16 (7%)
Bathrooms	24 (10%)
Other	96 (39%)

If "Yes," are smoking areas separately enclosed and ventilated?

	Total <u>n</u> =242
Yes	114 (47%)

If "Yes," does the smoking policy specify which indoor areas are separately ventilated for smoking?

	Total <u>n</u> =200
Yes	60 (30%)

Are employees permitted to smoke outside your company?

	Total <u>n</u> =430
Yes	416 (97%)

If "Yes," where is outdoor smoking permitted?

	Total <u>n</u> =414
Anywhere outside	230 (56%)
Designated areas	174 (42%)
Other	10 (2%)

If "Yes," does the smoking policy specify which outdoor areas are smoking areas?

	Total <u>n</u> =360
Yes	124 (34%)

If "Yes," are outdoor smoking areas enclosed?

	Total <u>n</u> =399
Yes	50 (13%)

Is smoking permitted during working hours?

	Total <u>n</u> =432
Yes	394 (91%)

If "Yes," when is smoking permitted?

	Total n=394
At any time	125 (32%)
Before work	148 (38%)
At break times	308 (78%)
At lunch	260 (66%)
After work	146 (37%)
During meetings	14 (4%)
After work functions	57 (15%)

If "Yes," does the smoking policy specify when smoking is permitted?

	Total n=343
Yes	151 (44%)

Are 'No Smoking' signs posted at your company?

	Total n=424
Yes	347 (82%)

Do employees smoke in company vehicles?

	Total n=347
Yes	182 (52%)

Does the smoking policy specify if smoking is permitted or not in company vehicles?

	Total n=318
Yes	74 (23%)

To what extent do employees comply with the existing smoking policy?

	Total n=417
All or most of the time	398 (95%)

Who enforces the smoking policy for employees?

	Total n=437
Immediate Supervisor	255 (58%)
Manager	190 (44%)
Security	38 (9%)
Peers	57 (13%)
Other	93 (21%)

What action is taken when an employee violates the smoking policy?

	Total n=437		
	1 st offense	2 nd offense	3 rd offense
Verbal Reprimand	269 (62%)	71 (16%)	19 (4%)
Written Reprimand	54 (12%)	198 (45%)	82 (19%)
Termination/ Dismissal	25 (6%)	31 (7%)	69 (15%)
Cessation/ Education	2 (1%)	2 (1%)	-
*Other	50 (11%)	67 (15%)	176 (40%)

* Includes those that use further warnings, day without pay, or those with no policies for smoking violations.

Who do the employees contact if they have complaints about smoking restrictions?

	Total n=437
Immediate supervisor	208 (48%)
Health and safety personnel	41 (9%)
Risk manager	27 (6%)
Other	220 (50%)

Does your company's health plan reimburse for smoking cessation treatment?

	Total n=361
Yes	95 (26%)

Does your company offer tobacco use prevention education?

	Total n=425
Yes	91 (21%)

If “Yes,” what type of education is offered?

	Total n=91
Pamphlet handouts	52 (57%)
Tobacco prevention posters	22 (24%)
Individual or group advice from company healthcare providers	15 (17%)
Other	41 (45%)

Does your company offer resources to employees who want to quit using tobacco products?

	Total n=421
Yes	100 (24%)

If “Yes,” what resources are available?

	Total n=100
Cooper/Clayton Method to Stop Smoking	12 (12%)
Fresh Start (ACS)	4 (4%)
Freedom from Smoking (ALA)	5 (5%)
Other	68 (68%)

If “Yes,” who teaches the smoking cessation classes?

	Total n=100
Nurse	4 (4%)
Community resource person(s)	17 (17%)
Local hospital or outside vendor	43 (43%)

If “Yes,” how often are the smoking cessation classes offered?

	Total <u>n</u> =12*
Once per year	6 (50%)
Twice per year	2 (17%)
Every 12 weeks	4 (33%)

*= data missing from 88 companies

If “Yes,” when are the smoking cessation classes offered?

	Total <u>n</u> =100
Before working hours	4 (4%)
During working hours	9 (9%)
After working hours	21 (21%)
Weekend workshops	1 (1%)
Other	21 (21%)

Are cigarettes sold on company property?

	Total <u>n</u> =429
Yes	43 (10%)

If yes, how are cigarettes sold?

	Total <u>n</u> =43
Vending machine	41 (95%)
Other	1 (2%)

Does your smoking policy mention anything about the consequences of tobacco use, secondhand smoke or about protecting the health of others?

	Total <u>n</u> =365
Yes	61 (17%)

How satisfied are you with your current smoking policy?

	Total <u>n</u> =421
Very satisfied	201 (48%)

Are you contemplating changes in your smoking policy?

	Total <u>n</u> =422
Yes	66 (16%)

How interested are you in receiving assistance on changing your smoking policies?

	Total <u>n</u> =413
Very interested	34 (8%)
Somewhat interested	75 (18%)

How interested are you in receiving assistance on effective smoking cessation programs?

	Total <u>n</u> =420
Very interested	77 (18%)
Somewhat interested	142 (34%)

Does your company have community outreach or funding programs for community projects?

	Total <u>n</u> =391
Yes	224 (57%)

For more information please contact:

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