

**Workplace Tobacco Policy Result
May - December 2002
Gateway District Health Department**

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 the Gateway District Health Department area. Results will be used to determine opportunities for workplace health promotion in this district.

In the Gateway District, 12 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (85.7% participation rate). The mean number of employees was 206.0. On average, 91.7% of the employees were Caucasian, and 45.6% were male. The TOTAL column represents 625 manufacturing companies in 50 health department service areas.

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| 1. Does your company have a written smoking policy? Yes | <u>n</u> =12 8 (66.7%) | <u>n</u> =620 456 (73.6%) |
| 2. If "No," does your company have a smoking policy that is not in writing? Yes | <u>n</u> =4 2 (50.0%) | <u>n</u> =162 126 (77.8%) |
| 3. If "Yes," how is the company policy communicated? | <u>n</u> =10 | <u>n</u> =589 |
| 1. Employee handbook | 7 (70.0%) | 391 (66.4%) |
| 2. Hallways | 3 (30.0%) | 184 (31.2%) |
| 3. Offices | 3 (30.0%) | 94 (16.0%) |
| 4. Restrooms | 3 (30.0%) | 79 (13.4%) |
| 5. Administrative offices | 2 (20.0%) | 54 (9.2%) |
| 6. Not communicated | 0 (0.0%) | 9 (1.5%) |
| 4. Are employees permitted to smoke inside your company? Yes | <u>n</u> =12 5 (41.7%) | <u>n</u> =621 336 (54.1%) |

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| 5. If "Yes," is smoking restricted to specified indoor areas? Yes | <u>n</u> =5 3 (60.0%) | <u>n</u> =333 307 (92.2%) |
| 6. If "Yes," does the policy, written or unwritten, specify which indoor areas are smoking areas? Yes | <u>n</u> =5 1 (20.0%) | <u>n</u> =324 254 (78.4%) |
| 7. If "Yes," where is indoor smoking permitted? | <u>n</u> =5 | <u>n</u> =336 |
| 1. Cafeteria | 0 (0.0%) | 92 (27.4%) |
| 2. Break rooms | 4 (80.0%) | 186 (55.4%) |
| 3. Personal offices | 2 (40.0%) | 49 (14.6%) |
| 4. Conference rooms | 2 (40.0%) | 31 (9.2%) |
| 5. Bathrooms | 2 (40.0%) | 47 (14.0%) |
| 8. If "Yes," are indoor smoking areas separately enclosed and ventilated? Yes | <u>n</u> =5 2 (40.0%) | <u>n</u> =323 161 (49.9%) |
| 9. If "Yes," does the smoking policy specify which indoor areas are separately ventilated from smoking? Yes | <u>n</u> =5 1 (20.0%) | <u>n</u> =319 78 (24.5%) |
| 10. Are employees permitted to smoke outside your company? Yes | <u>n</u> =12 11 (91.7%) | <u>n</u> =620 596 (96.1%) |
| 11. If "Yes," where is outdoor smoking permitted? | <u>n</u> =11 | <u>n</u> =584 |
| 1. Any where outside | 3 (27.3%) | 250 (42.8%) |
| 2. Designated areas outside | 7 (63.6%) | 319 (54.6%) |
| 12. If "Yes," does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas? Yes | <u>n</u> =11 6 (54.6%) | <u>n</u> =582 277 (47.6%) |

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| 13. If "Yes," are outdoor smoking areas enclosed? Yes | n=11 3 (27.3%) | n=585 88 (15.0%) |
| 14. Is smoking permitted during work hours? Yes | n=12 9 (75.0%) | n=618 538 (87.1%) |
| 15. If "Yes," does the smoking policy, written or unwritten, specify when smoking is permitted? Yes | n=9 4 (44.4%) | n=517 257 (49.7%) |
| 16. If "Yes," when is smoking permitted? | n=9 | n=538 |
| 1. Any time | 3 (33.3%) | 171 (31.8%) |
| 2. Before work | 6 (66.7%) | 264 (49.1%) |
| 3. Break time | 6 (66.7%) | 403 (74.9%) |
| 4. Lunch time | 6 (66.7%) | 355 (66.0%) |
| 5. After work | 5 (55.6%) | 251 (46.7%) |
| 6. During meetings | 0 (0.0%) | 25 (4.7%) |
| 7. After work functions | 4 (44.4%) | 86 (16.0%) |
| 17. Are No Smoking signs posted at your company? Yes | n=12 9 (75.0%) | n=618 526 (85.1%) |
| 18. Do employees smoke in company vehicles? Yes | n=11 6 (54.6%) | n=609 249 (40.9%) |
| 19. If "Yes," does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles? Yes | n=9 1 (11.1%) | n=477 142 (29.7%) |

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| 20. If "Yes," to what extent do employees comply with the existing smoking policy? | <u>n</u> =12 | <u>n</u> =622 |
| 1. All of the time | 8 (66.7%) | 384 (61.7%) |
| 2. Some of the time | 0 (0.0%) | 30 (4.8%) |
| 3. Most of the time | 3 (25.0%) | 187 (30.1%) |
| 4. Never | 0 (0.0%) | 0 (0.0%) |
| 5. Does not have a policy, written or unwritten | 1 (8.3%) | 21 (3.4%) |
| 21. Who enforces the smoking policy for employees? | <u>n</u> =12 | <u>n</u> =625 |
| 1. Immediate Supervisor | 6 (50.0%) | 465 (74.4%) |
| 2. Manager | 8 (66.7%) | 337 (53.9%) |
| 3. Security | 3 (25.0%) | 65 (10.4%) |
| 4. Peers | 1 (8.3%) | 94 (15.0%) |
| 5. Does not have a policy, written or unwritten | 1 (8.3%) | 100 (16.0%) |
| 22. For a first time offense, what action is taken when an employee violates the smoking policy? | <u>n</u> =12 | <u>n</u> =625 |
| 1. Verbal reprimand | 8 (66.7%) | 387 (61.9%) |
| 2. Written reprimand | 0 (0.0%) | 85 (13.6%) |
| 3. Participation in smoking cessation or education program | 0 (0.0%) | 2 (0.3%) |
| 4. Does not have a policy, written or unwritten | 1 (8.3%) | 118 (18.9%) |
| 23. For a second time offense, what action is taken when an employee violates the smoking policy? | <u>n</u> =12 | <u>n</u> =625 |
| 1. Verbal reprimand | 3 (25.0%) | 94 (15.0%) |
| 2. Written reprimand | 5 (41.7%) | 299 (47.8%) |
| 3. Day off without pay | 0 (0.0%) | 27 (4.3%) |
| 4. Participation in smoking cessation or education program | 0 (0.0%) | 3 (0.5%) |
| 5. Does not have a policy, written or unwritten | 2 (16.7%) | 130 (20.8%) |

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| 24. For 3 or more offenses, what action is taken when an employee violates the smoking policy? | <u>n</u> =12 | <u>n</u> =625 |
| 1. Verbal reprimand | 2 (16.7%) | 38 (6.1%) |
| 2. Written reprimand | 2 (16.7%) | 104 (16.6%) |
| 3. Day off without pay | 2 (16.7%) | 58 (9.3%) |
| 4. Participation in smoking cessation or education program | 0 (0.0%) | 4 (0.6%) |
| 5. Mandatory smoking cessation program | 0 (0.0%) | 1 (0.2%) |
| 6. Suspension from work | 4 (33.3%) | 120 (19.2%) |
| 7. Does not have a policy, written or unwritten | 1 (8.3%) | 218 (34.9%) |
| 25. Who do the employees contact if they have complaints about smoking restrictions? | <u>n</u> =12 | <u>n</u> =621 |
| 1. Immediate Supervisor | 8 (66.7%) | 387 (62.3%) |
| 2. Health and safety personnel | 4 (33.3%) | 122 (19.7%) |
| 3. Risk manager | 2 (16.7%) | 42 (6.8%) |
| 26. Does your company provide resources to employees <u>who want to quit</u> using tobacco products? | <u>n</u> =12 | <u>n</u> =619 |
| Yes | 5 (41.7%) | 289 (46.7%) |
| 27. If "Yes," what resources are available? | <u>n</u> =5 | <u>n</u> =289 |
| 1. Cooper-Clayton Method to Stop Smoking | 0 (0.0%) | 41 (14.2%) |
| 2. Fresh Start (American Cancer Society) | 0 (0.0%) | 10 (3.5%) |
| 3. Freedom from Smoking (American Lung Association) | 0 (0.0%) | 2 (0.7%) |
| 4. Make Yours a Fresh Start Family (American Cancer Society) | 0 (0.0%) | 3 (1.0%) |
| 5. Employee Assistance Program | 2 (40.0%) | 134 (46.4%) |
| 6. Telephone Quit Line | 0 (0.0%) | 5 (1.7%) |
| 7. Self-Help Booklets / Posters | 1 (20.0%) | 64 (22.2%) |
| 8. Counselor | 0 (0.0%) | 21 (7.3%) |
| 9. Computer / On-Line help | 0 (0.0%) | 7 (2.4%) |
| 10. Doctor / Other Health Care Professional | 0 (0.0%) | 40 (13.8%) |

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| 28. If "Yes," who provides the smoking cessation services? | <u>n</u> =5 | <u>n</u> =289 |
| 1. Company Nurse | 0 (0.0%) | 25 (8.7%) |
| 2. Community resource person | 0 (0.0%) | 68 (23.5%) |
| 29. Are cigarettes sold on company property? | <u>n</u> =12 | <u>n</u> =618 |
| Yes | 0 (0.0%) | 43 (7.0%) |
| 30. If "Yes," how are cigarettes sold? | <u>n</u> =0 | <u>n</u> =43 |
| 1. Company store | 0 (0.0%) | 0 (0.0%) |
| 2. Vending machines | 0 (0.0%) | 38 (88.4%) |
| 31. Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others? | <u>n</u> =12 | <u>n</u> =608 |
| Yes | 0 (0.0%) | 95 (15.6%) |
| 32. How satisfied are you with your current smoking policy? | <u>n</u> =12 | <u>n</u> =616 |
| 1. Very satisfied | 8 (66.7%) | 244 (39.6%) |
| 2. Somewhat satisfied | 4 (33.3%) | 161 (26.1%) |
| 3. Satisfied | 0 (0.0%) | 145 (23.5%) |
| 4. Not satisfied | 0 (0.0%) | 45 (7.3%) |
| 5. Does not have a policy, written or unwritten | 0 (0.0%) | 21 (3.4%) |
| 33. Are you contemplating changes in your smoking policy? | <u>n</u> =12 | <u>n</u> =608 |
| Yes | 1 (8.3%) | 92 (15.1%) |
| 34. How interested are you in receiving assistance on changing your smoking policy? | <u>n</u> =12 | <u>n</u> =617 |
| 1. Very interested | 1 (8.3%) | 38 (6.2%) |
| 2. Somewhat interested | 2 (16.7%) | 132 (21.4%) |
| 3. Not interested | 9 (75.0%) | 447 (72.5%) |

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| 35. How interested are you in receiving assistance on effective smoking cessation programs? | <u>n</u> =12 | <u>n</u> =620 |
| 1. Very interested | 1 (8.3%) | 114 (18.4%) |
| 2. Somewhat interested | 4 (33.3%) | 255 (41.1%) |
| 3. Not interested | 7 (58.3%) | 251 (40.5%) |
| 36. Which of the following best describes your company's official policy on spit (smokeless) tobacco for indoor common areas such as lobbies, rest rooms, and lunch rooms? | <u>n</u> =12 | <u>n</u> =603 |
| 1. Not allowed in common areas | 8 (66.7%) | 224 (37.2%) |
| 2. Allowed in some common areas | 1 (8.3%) | 62 (10.3%) |
| 3. Allowed in all common areas | 1 (8.3%) | 38 (6.3%) |
| 4. No official policy | 2 (16.7%) | 241 (40.0%) |
| 37. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas? | <u>n</u> =11 | <u>n</u> =587 |
| 1. Not allowed in work areas | 8 (72.7%) | 253 (43.1%) |
| 2. Allowed in some work areas | 0 (0.0%) | 37 (6.3%) |
| 3. Allowed in all work areas | 1 (9.1%) | 49 (8.4%) |
| 4. No official policy | 2 (18.2%) | 223 (38.0%) |
| 38. If your company has an official spit tobacco policy, how often is it enforced? | <u>n</u> =12 | <u>n</u> =573 |
| 1. Always enforced | 8 (66.7%) | 242 (42.2%) |
| 2. Sometimes enforced | 0 (0.0%) | 46 (8.0%) |
| 3. Never enforced | 0 (0.0%) | 9 (1.6%) |
| 4. Does not have a policy, written or unwritten | 4 (33.3%) | 264 (46.1%) |
| 39. Would you send us a copy of your spit tobacco and/or smoking policy if you have them? | <u>n</u> =10 | <u>n</u> =604 |
| Yes | 6 (60.0%) | 240 (39.7%) |

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| 40. Does your company have an employee wellness or health promotion program (e.g. health education services, activities, classes, workshops, lectures, individual counseling or wellness information)? | <u>n</u> =12 | <u>n</u> =617 |
| Yes | 5 (41.7%) | 301 (48.8%) |
| 41. Does your worksite have any policies or guidelines requiring heart healthy food choices to be served or available (i.e. low fat foods, lower calorie foods, low-fat milk, water or fruit juices) in the following places? | <u>n</u> =12 | <u>n</u> =625 |
| 1. Cafeteria | 2 (16.7%) | 69 (11.0%) |
| 2. Vending machines | 6 (50.0%) | 189 (30.2%) |
| 3. Meetings | 5 (41.7%) | 30 (4.8%) |
| 4. Company-sponsored events | 2 (16.7%) | 33 (5.3%) |
| 42. Does your company have vending machines that stock food and/or drinks? | <u>n</u> =12 | <u>n</u> =615 |
| Yes | 9 (75.0%) | 595 (96.8%) |
| 43. If "Yes," are any of the following items stocked in your vending machines? | <u>n</u> =9 | <u>n</u> =595 |
| 1. 100% fruit juice | 7 (77.8%) | 418 (70.3%) |
| 2. Low-fat milk | 1 (11.1%) | 311 (52.3%) |
| 3. Bottled water | 7 (77.8%) | 467 (78.5%) |
| 4. Baked or low-fat chips | 6 (66.7%) | 392 (65.9%) |
| 5. Pretzels | 9 (100.0%) | 520 (87.4%) |
| 6. Lite popcorn | 4 (44.4%) | 244 (41.0%) |
| 7. Animal crackers | 4 (44.4%) | 269 (45.2%) |
| 8. Fresh fruit | 1 (11.1%) | 273 (45.9%) |
| 9. Low-fat cereal bars | 5 (55.6%) | 270 (45.4%) |
| 10. Salad with low-fat dressing | 3 (33.3%) | 198 (33.3%) |

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| 44. Does your company provide access for employees to do the following: | <u>n</u> =12 | <u>n</u> =625 |
| 1. Refrigerate food | 12 (100.0%) | 588 (94.1%) |
| 2. Microwave food | 12 (100.0%) | 612 (97.9%) |
| 3. Eat in a break room | 12 (100.0%) | 596 (95.4%) |
| 4. Buy food in a cafeteria | 3 (25.0%) | 215 (34.4%) |
| 45. Do your company health insurance plans cover all or part of the cost of the following: | <u>n</u> =12 | <u>n</u> =625 |
| 1. Diabetes equipment & supplies (e.g. meters, strips, lancets, etc.) | 10 (83.3%) | 468 (74.9%) |
| 2. Diabetes medicine (insulin, pills) | 11 (91.7%) | 505 (80.8%) |
| 3. Diabetes self-management education | 4 (33.3%) | 221 (35.4%) |
| 4. Nutrition and behavior counseling or classes for weight control | 0 (0.0%) | 124 (19.8%) |
| 5. Prescription drugs for weight loss | 1 (8.3%) | 208 (33.3%) |
| 6. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.) | 5 (41.7%) | 209 (33.4%) |
| 7. Behavioral counseling or classes for smoking cessation | 0 (0.0%) | 124 (19.8%) |
| 46. Does your company have community outreach or funding programs for community projects? Yes | <u>n</u> =12 6 (50.0%) | <u>n</u> =607 344 (56.7%) |
| 47. Does the manufacture of your products involve flammable materials? Yes | <u>n</u> =12 8 (66.7%) | <u>n</u> =618 359 (58.1%) |
| 48. Do your employees belong to a union? Yes | <u>n</u> =12 1 (8.3%) | <u>n</u> =609 145 (23.8%) |

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