

Workplace Tobacco Policy Result
May - December 2002
Lincoln Trail 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 Lincoln Trail District Health Department area. Results will be used to determine opportunities for workplace health promotion in this district.

In the Lincoln Trail District, 53 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (67.9% participation rate). The mean number of employees was 185.3. On average, 83.7% of the employees were Caucasian, and 56.9% were male. The TOTAL column represents 625 manufacturing companies in 50 health department service areas.

	<u>Lincoln Trail</u>	<u>Kentucky</u>
1. Does your company have a written smoking policy?	<u>n</u> =53	<u>n</u> =620
Yes	41 (77.4%)	456 (73.6%)
2. If "No," does your company have a smoking policy that is not in writing?	<u>n</u> =12	<u>n</u> =162
Yes	11 (91.7%)	126 (77.8%)
3. If "Yes," how is the company policy communicated?	<u>n</u> =52	<u>n</u> =589
1. Employee handbook	39 (75.0%)	391 (66.4%)
2. Hallways	13 (25.0%)	184 (31.2%)
3. Offices	9 (17.3%)	94 (16.0%)
4. Restrooms	7 (13.5%)	79 (13.4%)
5. Administrative offices	7 (13.5%)	54 (9.2%)
6. Not communicated	0 (0.0%)	9 (1.5%)
4. Are employees permitted to smoke inside your company?	<u>n</u> =52	<u>n</u> =621
Yes	28 (53.9%)	336 (54.1%)

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5. If "Yes," is smoking restricted to specified indoor areas? Yes	n=28 28 (100.0%)	n=333 307 (92.2%)
6. If "Yes," does the policy, written or unwritten, specify which indoor areas are smoking areas? Yes	n=28 25 (89.3%)	n=324 254 (78.4%)
7. If "Yes," where is indoor smoking permitted?	n=28	n=336
1. Cafeteria	6 (21.4%)	92 (27.4%)
2. Break rooms	10 (35.7%)	186 (55.4%)
3. Personal offices	2 (7.1%)	49 (14.6%)
4. Conference rooms	0 (0.0%)	31 (9.2%)
5. Bathrooms	2 (7.1%)	47 (14.0%)
8. If "Yes," are indoor smoking areas separately enclosed and ventilated? Yes	n=27 13 (48.2%)	n=323 161 (49.9%)
9. If "Yes," does the smoking policy specify which indoor areas are separately ventilated from smoking? Yes	n=25 10 (40.0%)	n=319 78 (24.5%)
10. Are employees permitted to smoke outside your company? Yes	n=53 49 (92.5%)	n=620 596 (96.1%)
11. If "Yes," where is outdoor smoking permitted?	n=49	n=584
1. Any where outside	17 (34.7%)	250 (42.8%)
2. Designated areas outside	31 (63.3%)	319 (54.6%)
12. If "Yes," does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas? Yes	n=46 30 (65.2%)	n=582 277 (47.6%)

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13. If "Yes," are outdoor smoking areas enclosed? Yes	n=48 9 (18.8%)	n=585 88 (15.0%)
14. Is smoking permitted during work hours? Yes	n=53 48 (90.6%)	n=618 538 (87.1%)
15. If "Yes," does the smoking policy, written or unwritten, specify when smoking is permitted? Yes	n=45 32 (71.1%)	n=517 257 (49.7%)
16. If "Yes," when is smoking permitted?	n=48	n=538
1. Any time	10 (20.8%)	171 (31.8%)
2. Before work	20 (41.7%)	264 (49.1%)
3. Break time	42 (87.5%)	403 (74.9%)
4. Lunch time	35 (72.9%)	355 (66.0%)
5. After work	19 (39.6%)	251 (46.7%)
6. During meetings	1 (2.1%)	25 (4.7%)
7. After work functions	3 (6.3%)	86 (16.0%)
17. Are No Smoking signs posted at your company? Yes	n=53 46 (86.8%)	n=618 526 (85.1%)
18. Do employees smoke in company vehicles? Yes	n=50 17 (34.0%)	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=38 15 (39.5%)	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> =53	<u>n</u> =622
1. All of the time	30 (56.6%)	384 (61.7%)
2. Some of the time	2 (3.8%)	30 (4.8%)
3. Most of the time	19 (35.9%)	187 (30.1%)
4. Never	0 (0.0%)	0 (0.0%)
5. Does not have a policy, written or unwritten	2 (3.8%)	21 (3.4%)
21. Who enforces the smoking policy for employees?	<u>n</u> =53	<u>n</u> =625
1. Immediate Supervisor	42 (79.3%)	465 (74.4%)
2. Manager	19 (35.9%)	337 (53.9%)
3. Security	1 (1.9%)	65 (10.4%)
4. Peers	4 (7.6%)	94 (15.0%)
5. Does not have a policy, written or unwritten	13 (24.5%)	100 (16.0%)
22. For a first time offense, what action is taken when an employee violates the smoking policy?	<u>n</u> =53	<u>n</u> =625
1. Verbal reprimand	31 (58.5%)	387 (61.9%)
2. Written reprimand	6 (11.3%)	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	10 (18.9%)	118 (18.9%)
23. For a second time offense, what action is taken when an employee violates the smoking policy?	<u>n</u> =53	<u>n</u> =625
1. Verbal reprimand	11 (20.8%)	94 (15.0%)
2. Written reprimand	27 (50.9%)	299 (47.8%)
3. Day off without pay	3 (5.7%)	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	13 (24.5%)	130 (20.8%)

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24. For 3 or more offenses, what action is taken when an employee violates the smoking policy?	n=53	n=625
1. Verbal reprimand	2 (3.8%)	38 (6.1%)
2. Written reprimand	7 (13.2%)	104 (16.6%)
3. Day off without pay	2 (3.8%)	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	9 (17.0%)	120 (19.2%)
7. Does not have a policy, written or unwritten	27 (50.9%)	218 (34.9%)
25. Who do the employees contact if they have complaints about smoking restrictions?	n=53	n=621
1. Immediate Supervisor	34 (64.2%)	387 (62.3%)
2. Health and safety personnel	6 (11.3%)	122 (19.7%)
3. Risk manager	3 (5.7%)	42 (6.8%)
26. Does your company provide resources to employees <u>who want to quit</u> using tobacco products?	n=52	n=619
Yes	20 (38.5%)	289 (46.7%)
27. If "Yes," what resources are available?	n=20	n=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	9 (45.0%)	134 (46.4%)
6. Telephone Quit Line	0 (0.0%)	5 (1.7%)
7. Self-Help Booklets / Posters	0 (0.0%)	64 (22.2%)
8. Counselor	0 (0.0%)	21 (7.3%)
9. Computer / On-Line help	1 (5.0%)	7 (2.4%)
10. Doctor / Other Health Care Professional	4 (20.0%)	40 (13.8%)

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28. If "Yes," who provides the smoking cessation services?	<u>n</u> =20	<u>n</u> =289
1. Company Nurse	2 (10.0%)	25 (8.7%)
2. Community resource person	1 (5.0%)	68 (23.5%)
29. Are cigarettes sold on company property?	<u>n</u> =53	<u>n</u> =618
Yes	1 (1.9%)	43 (7.0%)
30. If "Yes," how are cigarettes sold?	<u>n</u> =1	<u>n</u> =43
1. Company store	0 (0.0%)	0 (0.0%)
2. Vending machines	1 (100.0%)	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> =52	<u>n</u> =608
Yes	9 (17.3%)	95 (15.6%)
32. How satisfied are you with your current smoking policy?	<u>n</u> =52	<u>n</u> =616
1. Very satisfied	21 (40.4%)	244 (39.6%)
2. Somewhat satisfied	13 (25.0%)	161 (26.1%)
3. Satisfied	16 (30.8%)	145 (23.5%)
4. Not satisfied	0 (0.0%)	45 (7.3%)
5. Does not have a policy, written or unwritten	2 (3.9%)	21 (3.4%)
33. Are you contemplating changes in your smoking policy?	<u>n</u> =51	<u>n</u> =608
Yes	6 (11.8%)	92 (15.1%)
34. How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> =52	<u>n</u> =617
1. Very interested	1 (1.9%)	38 (6.2%)
2. Somewhat interested	8 (15.4%)	132 (21.4%)
3. Not interested	43 (82.7%)	447 (72.5%)

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35. How interested are you in receiving assistance on effective smoking cessation programs?	n=52	n=620
1. Very interested	8 (15.4%)	114 (18.4%)
2. Somewhat interested	24 (46.2%)	255 (41.1%)
3. Not interested	20 (38.5%)	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?	n=50	n=603
1. Not allowed in common areas	11 (22.0%)	224 (37.2%)
2. Allowed in some common areas	6 (12.0%)	62 (10.3%)
3. Allowed in all common areas	0 (0.0%)	38 (6.3%)
4. No official policy	24 (48.0%)	241 (40.0%)
37. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	n=44	n=587
1. Not allowed in work areas	20 (44.5%)	253 (43.1%)
2. Allowed in some work areas	4 (9.1%)	37 (6.3%)
3. Allowed in all work areas	0 (0.0%)	49 (8.4%)
4. No official policy	18 (40.9%)	223 (38.0%)
38. If your company has an official spit tobacco policy, how often is it enforced?	n=38	n=573
1. Always enforced	13 (34.2%)	242 (42.2%)
2. Sometimes enforced	6 (15.8%)	46 (8.0%)
3. Never enforced	0 (0.0%)	9 (1.6%)
4. Does not have a policy, written or unwritten	18 (47.4%)	264 (46.1%)
39. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	n=52	n=604
Yes	14 (26.9%)	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> =52	<u>n</u> =617
Yes	38 (73.1%)	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> =53	<u>n</u> =625
1. Cafeteria	6 (11.3%)	69 (11.0%)
2. Vending machines	31 (58.5%)	189 (30.2%)
3. Meetings	0 (0.0%)	30 (4.8%)
4. Company-sponsored events	2 (3.8%)	33 (5.3%)
42. Does your company have vending machines that stock food and/or drinks?	<u>n</u> =53	<u>n</u> =615
Yes	51 (96.2%)	595 (96.8%)
43. If "Yes," are any of the following items stocked in your vending machines?	<u>n</u> =51	<u>n</u> =595
1. 100% fruit juice	42 (82.4%)	418 (70.3%)
2. Low-fat milk	36 (70.6%)	311 (52.3%)
3. Bottled water	45 (88.2%)	467 (78.5%)
4. Baked or low-fat chips	39 (76.5%)	392 (65.9%)
5. Pretzels	43 (84.3%)	520 (87.4%)
6. Lite popcorn	19 (37.3%)	244 (41.0%)
7. Animal crackers	25 (49.0%)	269 (45.2%)
8. Fresh fruit	36 (70.6%)	273 (45.9%)
9. Low-fat cereal bars	20 (39.2%)	270 (45.4%)
10. Salad with low-fat dressing	23 (45.1%)	198 (33.3%)

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44. Does your company provide access for employees to do the following:	n=53	n=625
1. Refrigerate food	51 (96.2%)	588 (94.1%)
2. Microwave food	52 (98.1%)	612 (97.9%)
3. Eat in a break room	49 (92.5%)	596 (95.4%)
4. Buy food in a cafeteria	18 (34.0%)	215 (34.4%)
45. Do your company health insurance plans cover all or part of the cost of the following:	n=53	n=625
1. Diabetes equipment & supplies (e.g. meters, strips, lancets, etc.)	30 (56.6%)	468 (74.9%)
2. Diabetes medicine (insulin, pills)	32 (60.4%)	505 (80.8%)
3. Diabetes self-management education	17 (32.1%)	221 (35.4%)
4. Nutrition and behavior counseling or classes for weight control	13 (24.5%)	124 (19.8%)
5. Prescription drugs for weight loss	16 (30.2%)	208 (33.3%)
6. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	19 (35.9%)	209 (33.4%)
7. Behavioral counseling or classes for smoking cessation	9 (17.0%)	124 (19.8%)
46. Does your company have community outreach or funding programs for community projects? Yes	n=50 37 (74.0%)	n=607 344 (56.7%)
47. Does the manufacture of your products involve flammable materials? Yes	n=52 32 (61.5%)	n=618 359 (58.1%)
48. Do your employees belong to a union? Yes	n=52 11 (21.2%)	n=609 145 (23.8%)

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