

The Kentucky Department for Public Health  
 University of Kentucky College of Nursing  
**Lincoln Trail Workplace Policy Study, 2004**

	<u>Lincoln Trail</u>	<u>Kentucky</u>
1. How many employees do you have?	n= 65 Mean= 234	n= 776 Mean= 234
2. About what percentage of your employees are male?	n= 61 55.7%	n= 769 65.1%
3. About what percentage of your employees are female?	n= 60 33.1%	n= 770 30.2%
4. About what percentage of your employees are under 18 years of age?	n= 62 0.3%	n= 771 0.2%
5. About what percentage of your employees are	n= 60	n= 770
a. Caucasian	66.9%	72.5%
b. African American	5.5%	9.7%
c. Hispanic	0.7%	3.9%
d. Asian	1.6%	1.0%
e. Other	0.1%	1.0%
6. Does your company have a written smoking policy?	n= 65	n= 762
Yes	50 76.9%	580 76.1%
7. Does your company have a smoking policy that is not in writing?	n= 15	n= 182
Yes	14 93.3%	119 65.4%
8. How is the company policy communicated?	n= 64	n= 713
a. Employee handbook	46 71.9%	500 70.1%
b. Hallways	7 10.9%	192 26.9%
c. Offices	6 9.4%	135 18.9%
d. Restrooms	7 10.9%	99 13.9%
e. Administrative offices	3 4.7%	109 15.3%
f. Not communicated	0 0.0%	19 2.7%

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9. Are employees permitted to smoke inside your company?	$\underline{n}= 65$	$\underline{n}= 762$
Yes	37 56.9%	386 50.7%
10. Is indoor smoking restricted to specified indoor areas?	$\underline{n}= 37$	$\underline{n}= 375$
Yes	37 100.0%	337 89.9%
11. Does the policy, written or unwritten, specify which indoor areas are smoking areas?	$\underline{n}= 37$	$\underline{n}= 373$
Yes	36 97.3%	288 77.2%
No	3 8.1%	53 14.2%
Does not have a policy, written or unwritten	0 0.0%	32 8.6%
12. Are indoor smoking areas separately enclosed and ventilated?	$\underline{n}= 37$	$\underline{n}= 371$
All	13 35.1%	149 40.2%
Some	4 10.8%	63 17.0%
None	22 59.5%	146 39.4%
I don't know	0 0.0%	13 3.5%
13. Does the smoking policy specify which indoor areas are separately ventilated for smoking?	$\underline{n}= 37$	$\underline{n}= 362$
Yes	10 27.0%	119 32.9%
No	23 62.2%	195 53.9%
Does not have a policy, written or unwritten	3 8.1%	48 13.3%
14. Where is indoor smoking permitted? (Fill in all that apply)	$\underline{n}= 37$	$\underline{n}= 386$
a. Cafeteria	9 24.3%	79 20.5%
b. Break rooms	30 81.1%	226 58.5%
c. Personal offices	3 8.1%	55 14.2%
d. Conference rooms	0 0.0%	29 7.5%
e. Bathrooms	6 16.2%	57 14.8%
f. Other	9 24.3%	147 38.1%

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15. Are employees permitted to smoke outside your company? Yes	n= 64 64 100.0%	n= 765 730 95.4%
16. Where is outdoor smoking permitted? a. Anywhere outside b. Designated areas outside c. Other	n= 64 18 28.1% 46 71.9% 1 1.6%	n= 720 265 36.8% 436 60.6% 19 2.6%
17. Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas? Yes No Does not have a policy, written or unwritten	n= 64 36 56.3% 26 40.6% 3 4.7%	n= 712 339 47.6% 321 45.1% 52 7.3%
18. Are outdoor smoking areas enclosed? No	n= 64 56 87.5%	n= 714 610 85.4%
19. Is smoking permitted during work hours? Yes	n= 65 63 96.9%	n= 758 654 86.3%
20. Does the smoking policy, written or unwritten, specify when smoking is permitted? Yes No Does not have a policy, written or unwritten	n= 59 40 67.8% 15 25.4% 4 6.8%	n= 622 334 53.7% 240 38.6% 48 7.7%
21. When is smoking permitted? a. Any time b. Before work c. Break time d. Lunch time e. After work f. During meetings g. After work functions	n= 63 8 12.7% 29 46.0% 54 85.7% 51 81.0% 27 42.9% 2 3.2% 9 14.3%	n= 654 180 27.5% 312 47.7% 521 79.7% 457 69.9% 298 45.6% 16 2.4% 86 13.1%
22. Are No Smoking signs posted at your company? Yes	n= 64 59 92.2%	n= 763 620 81.3%
23. Do employees smoke in company vehicles? Yes No Does not have company vehicles	n= 64 27 42.2% 34 53.1% 3 4.7%	n= 748 280 37.4% 360 48.1% 108 14.4%

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24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles?	$\underline{n} = 59$	$\underline{n} = 640$
Yes	22 37.3%	203 31.7%
No	32 54.2%	352 55.0%
Does not have a policy, written or unwritten	5 8.5%	89 13.9%
25. To what extent do employees comply with the existing smoking policy?	$\underline{n} = 65$	$\underline{n} = 768$
a. All of the time	32 49.2%	443 57.7%
b. Some of the time	2 3.1%	29 3.8%
c. Most of the time	28 43.1%	254 33.1%
d. Never	0 0.0%	0 0.0%
e. Does not have a policy, written or unwritten	3 4.6%	42 5.5%
26. Who enforces the smoking policy for employees?	$\underline{n} = 65$	$\underline{n} = 776$
a. Immediate Supervisor	55 84.6%	572 73.7%
b. Manager	31 47.7%	413 53.2%
c. Security	10 15.4%	64 8.2%
d. Peers	10 15.4%	119 15.3%
e. Does not have a policy, written or unwritten	4 6.2%	45 5.8%
27. For a first time offense, what action is taken when an employee violates the smoking policy?	$\underline{n} = 65$	$\underline{n} = 776$
a. Verbal reprimand	49 75.4%	514 66.2%
b. Written reprimand	8 12.3%	125 16.1%
c. Participation in smoking cessation or education program	0 0.0%	2 0.3%
e. Does not have a policy, written or unwritten	3 4.6%	55 7.1%
28. For a second time offense, what action is taken when an employee violates the smoking policy?	$\underline{n} = 65$	$\underline{n} = 776$
a. Verbal reprimand	8 12.3%	90 11.6%
b. Written reprimand	45 69.2%	447 57.6%
c. Participation in smoking cessation or education program	6 9.2%	33 4.3%
e. Does not have a policy, written or unwritten	0 0.0%	61 7.9%

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29. For 3 or more offenses, what action is taken when an employee violates the smoking policy?	<u>n</u> = 65	<u>n</u> = 776
a. Verbal reprimand	2 3.1%	26 3.4%
b. Written reprimand	21 32.3%	171 22.0%
c. Day off with pay	21 32.3%	88 11.3%
d. Participation in smoking cessation or education program	0 0.0%	6 0.8%
e. Mandatory smoking cessation program	0 0.0%	2 0.3%
f. Suspension from work	14 21.5%	174 22.4%
g. Does not have a policy, written or unwritten	6 9.2%	71 9.1%
30. Who do the employees contact if they have complaints about people violating smoking restrictions?	<u>n</u> = 65	<u>n</u> = 776
a. Immediate supervisor	53 81.5%	578 74.5%
b. Health and safety personnel	14 21.5%	149 19.2%
c. Risk manager	10 15.4%	76 9.8%
31. Does your company provide resources to employees who want to quit using tobacco products?	<u>n</u> = 63	<u>n</u> = 756
Yes	20 31.7%	363 48.0%
32. What resources are available?	<u>n</u> = 20	<u>n</u> = 363
a. Cooper-Clayton Method to Stop Smoking	1 5.0%	62 17.1%
b. Fresh Start (American Cancer Society)	0 0.0%	17 4.7%
c. Freedom from Smoking (American Lung Association)	0 0.0%	12 3.3%
d. Make Yours a Fresh Start Family	0 0.0%	5 1.4%
e. Employee Assistance Program	11 55.0%	170 46.8%
f. Telephone Quit Line	0 0.0%	12 3.3%
g. Self-Help Booklets/Posters	0 0.0%	48 13.2%
h. Counselor	2 10.0%	28 7.7%
i. Computer / On-Line help	0 0.0%	12 3.3%
j. Doctor/Other Health Care Professional	4 20.0%	52 14.3%
33. Who provides the smoking cessation services?	<u>n</u> = 20	<u>n</u> = 363
a. Company Nurse	1 5.0%	32 8.8%
b. Community resource person	4 20.0%	93 25.6%

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34. Are cigarettes sold on company property? Yes	$\underline{n}= 65$ 2 3.1%	$\underline{n}= 758$ 36 4.7%
35. If "Yes", how are cigarettes sold? a. Company store b. Vending machines	$\underline{n}= 2$ 0 0.0% 0 0.0%	$\underline{n}= 36$ 1 2.8% 28 77.8%
36. Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others? Yes No Does not have a policy, written or unwritten	$\underline{n}= 65$ 7 10.8% 52 80.0% 6 9.2%	$\underline{n}= 754$ 133 17.6% 549 72.8% 72 9.5%
37. How satisfied are you with your current smoking policy? a. Very satisfied b. Somewhat satisfied c. Satisfied d. Not satisfied e. Does not have a policy, written or unwritten	$\underline{n}= 65$ 25 38.5% 13 20.0% 23 35.4% 1 1.5% 3 4.6%	$\underline{n}= 767$ 352 45.9% 172 22.4% 166 21.6% 42 5.5% 35 4.6%
38. Are you contemplating changes in your smoking policy? No	$\underline{n}= 62$ 56 90.3%	$\underline{n}= 761$ 641 84.2%
39. How interested are you in receiving assistance on changing your smoking policy? a. Very interested b. Somewhat interested c. Not interested	$\underline{n}= 65$ 2 3.1% 9 13.8% 54 83.1%	$\underline{n}= 767$ 59 7.7% 151 19.7% 557 72.6%
40. How interested are you in receiving assistance on effective smoking cessation programs? a. Very interested b. Somewhat interested c. Not interested	$\underline{n}= 65$ 6 9.2% 38 58.5% 21 32.3%	$\underline{n}= 761$ 158 20.8% 279 36.7% 324 42.6%

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41. 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?		
a. Not allowed in common areas	n= 65 19 29.2%	n= 753 304 40.4%
b. Allowed in some common areas	4 6.2%	90 12.0%
c. Allowed in all common areas	1 1.5%	42 5.6%
d. No official policy	29 44.6%	280 37.2%
42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?		
a. Not allowed in work areas	n= 62 21 33.9%	n= 738 334 45.3%
b. Allowed in some work areas	6 9.7%	56 7.6%
c. Allowed in all work areas	0 0.0%	54 7.3%
d. No official policy	27 43.5%	268 36.3%
43. If your company has an official spit tobacco policy, how often is it enforced?		
a. Always enforced	n= 59 25 42.4%	n= 740 330 44.6%
b. Sometimes enforced	3 5.1%	60 8.1%
c. Never enforced	1 1.7%	13 1.8%
d. Other	5 8.5%	22 3.0%
e. Does not have a policy, written or unwritten	25 42.4%	315 42.6%
44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?		
Yes	n= 64 16 25.0%	n= 748 298 39.8%
No	30 46.9%	225 30.1%
Does not have written policies	18 28.1%	225 30.1%
45. 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)?		
Yes	n= 65 31 47.7%	n= 768 382 49.7%
No	34 52.3%	364 47.4%
Don't Know	0 0.0%	22 2.9%

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46. 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> = 65	<u>n</u> = 776
a. Cafeteria	10 15.4%	77 9.9%
b. Vending Machines	35 53.8%	225 29.0%
c. Meetings	2 3.1%	39 5.0%
d. Company-sponsored events	3 4.6%	41 5.3%
47. Does your company have vending machines that stock food and/or drinks? Yes	<u>n</u> = 63 60 95.2%	<u>n</u> = 756 725 95.9%
48. Are any of the following items stocked in your vending machines?	<u>n</u> = 60	<u>n</u> = 725
a. 100% fruit juices	46 76.7%	475 65.5%
b. Low-fat milk	34 56.7%	371 51.2%
c. Bottled water	55 91.7%	596 82.2%
d. Baked or low-fat chips	53 88.3%	497 68.6%
e. Pretzels	52 86.7%	615 84.8%
f. Lite popcorn	15 25.0%	258 35.6%
g. Animal crackers	21 35.0%	334 46.1%
h. Fresh Fruit	39 65.0%	291 40.1%
i. Low-fat cereal bars	31 51.7%	331 45.7%
j. Salad with low-fat dressing	30 50.0%	221 30.5%
49. Does your company provide access for employees to do the following:	<u>n</u> = 65	<u>n</u> = 776
a. Refrigerate food	64 98.5%	736 94.8%
b. Microwave food	65 100.0%	749 96.5%
c. Eat in a break room	64 98.5%	730 94.1%
d. Buy food in a cafeteria	33 50.8%	182 23.5%

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50. Do your company health insurance plans cover all or part of the cost of the following. (Fill in all that apply)	n= 65	n= 776
a. Diabetes equipment & supplies (e.g. meters, strips, lancets, etc.)	54 83.1%	614 79.1%
b. Diabetes medicine (insulin, pills)	62 95.4%	653 84.1%
c. Diabetes self-management education	16 24.6%	302 38.9%
d. Nutrition and behavior counseling or classes for weight contro	13 20.0%	189 24.4%
e. Prescription drugs for weight loss	22 33.8%	230 29.6%
f. Medications for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	19 29.2%	286 36.9%
g. Behavioral counseling or classes for smoking cessatioi	13 20.0%	204 26.3%
51. Does your company have community outreach or funding programs for community projects?		
Yes	n= 62 48 77.4%	n= 756 407 53.8%
52. Does the manufacture of your products involve flammable materials?		
Yes	n= 65 44 67.7%	n= 762 452 59.3%
53. Do your employees belong to a union?		
Yes	n= 65 14 21.5%	n= 761 186 24.4%
Manufacturing Facility Participation Rate	89.0%	73.3%

Note. Data for this report were collected April 2004 - September 2004 in manufacturing facilities with 50 or more employees.

*This report was prepared through a contract between the Kentucky Cabinet for Health and Family Services and the University of Kentucky College of Nursing*

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