

The Kentucky Department for Public Health
 University of Kentucky College of Nursing
Knox County Workplace Tobacco Policy Study, 2006

	<u>Knox</u>	<u>Kentucky</u>
<u>Demographic Information</u>		
1. How many employees do you have?	$\underline{n}= 8$ Mean= 172	$\underline{n}= 711$ Mean= 249
2. About what percentage of your employees are male?	$\underline{n}= 8$ 66.9%	$\underline{n}= 692$ 66.9%
3. About what percentage of your employees are female?	$\underline{n}= 8$ 33.1%	$\underline{n}= 688$ 32.6%
4. About what percentage of your employees are under 18 years of age?	$\underline{n}= 2$ 0.0%	$\underline{n}= 618$ 0.1%
5. About what percentage of your employees are	$\underline{n}= 6$	$\underline{n}= 596$
a. Caucasian	96.5%	84.5%
b. African American	4.6%	10.5%
c. Hispanic	0.5%	7.9%
d. Asian	0.0%	2.1%
e. Other	0.0%	4.5%

Smoking Policy/Environment

6. Does your company have a written smoking policy? Yes	$\underline{n}= 8$ 6 75.0%	$\underline{n}= 705$ 580 82.3%
7. [For those companies without a written policy] Does your company have a smoking policy that is not in writing? Yes	$\underline{n}= 2$ 2 100.0%	$\underline{n}= 121$ 95 78.5%

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8. How is the company policy communicated? (Fill in all that apply)	<u>n</u> = 8	<u>n</u> = 675
a. Employee handbook	7 87.5%	484 71.7%
b. Hallways	5 62.5%	194 28.7%
c. Offices	4 50.0%	117 17.3%
d. Restrooms	4 50.0%	102 15.1%
e. Administrative offices	4 50.0%	83 12.3%
f. Not communicated	0 0.0%	6 0.9%
g. At time of hire/orientation	0 0.0%	132 19.6%
h. Signs/bulletin boards	0 0.0%	78 11.6%
i. Electronic/newsletter	0 0.0%	43 6.4%
j. Other	0 0.0%	63 9.3%
9. Are employees permitted to smoke inside your company?	<u>n</u> = 8	<u>n</u> = 713
Yes	3 37.5%	271 38.0%
10. [For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	<u>n</u> = 3	<u>n</u> = 265
Yes	3 100.0%	239 90.2%
11. [For companies allowing indoor smoking] Does the policy, written or unwritten, specify which indoor areas are smoking areas?	<u>n</u> = 3	<u>n</u> = 262
Yes	2 66.7%	202 77.1%
No	0 0.0%	30 11.5%
Does not have a policy, written or unwritten	1 33.3%	30 11.5%
12. [For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	<u>n</u> = 3	<u>n</u> = 263
All	0 0.0%	115 43.7%
Some	2 66.7%	34 12.9%
None	1 33.3%	101 38.4%
I don't know	0 0.0%	13 4.9%

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13. [For companies allowing indoor smoking] Does the smoking policy specify which indoor areas are separately ventilated for smoking?	<u>n</u> = 3	<u>n</u> = 255
Yes	0 0.0%	94 36.9%
No	3 100.0%	125 49.0%
Does not have a policy, written or unwritten	0 0.0%	36 14.1%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted? (Fill in all that apply)	<u>n</u> = 3	<u>n</u> = 271
a. Cafeteria	0 0.0%	54 19.9%
b. Break rooms	0 0.0%	136 50.2%
c. Personal offices	0 0.0%	24 8.9%
d. Conference rooms	0 0.0%	16 5.9%
e. Bathrooms	1 33.3%	28 10.3%
f. Work area/plant floor	0 0.0%	59 21.8%
g. Smoking rooms	0 0.0%	30 11.1%
h. Other	2 66.7%	52 19.2%
15. Are employees permitted to smoke outside your company?	<u>n</u> = 8	<u>n</u> = 710
Yes	8 100.0%	677 95.4%
16. [For those allowing outdoor smoking] Where is outdoor smoking permitted?	<u>n</u> = 8	<u>n</u> = 657
a. Anywhere outside	2 25.0%	202 30.7%
b. Designated areas outside	6 75.0%	440 67.0%
c. Other	0 0.0%	15 2.3%
17. [For those allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas?	<u>n</u> = 8	<u>n</u> = 656
Yes	1 12.5%	367 55.9%
No	7 87.5%	245 37.3%
Does not have a policy, written or unwritten	0 0.0%	44 6.7%

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18. [For those allowing outdoor smoking] Are outdoor smoking areas enclosed? No	n= 8 4 50.0%	n= 653 547 83.8%
19. Is smoking permitted during work hours? Yes	n= 8 7 87.5%	n= 710 625 88.0%
20. [For those permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?	n= 7	n= 594
Yes	2 28.6%	358 60.3%
No	5 71.4%	195 32.8%
Does not have a policy, written or unwritten	0 0.0%	41 6.9%
21. [For those permitting smoking during work hours] When is smoking permitted? (Fill in all that apply)	n= 7	n= 625
a. Any time	1 14.3%	122 19.5%
b. Before work	4 57.1%	294 47.0%
c. Break time	6 85.7%	512 81.9%
d. Lunch time	5 71.4%	444 71.0%
e. After work	4 57.1%	286 45.8%
f. During meetings	0 0.0%	7 1.1%
g. After work functions	0 0.0%	45 7.2%
h. Other times	0 0.0%	11 1.8%
22. Are No Smoking signs posted at your company? Yes	n= 8 8 100.0%	n= 711 598 84.1%
23. Do employees smoke in company vehicles?	n= 8	n= 703
Yes	3 37.5%	212 30.2%
No	4 50.0%	355 50.5%
Does not have company vehicles	1 12.5%	136 19.3%

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24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles?	<u>n</u> = 7	<u>n</u> = 554
Yes	3 42.9%	222 40.1%
No	4 57.1%	263 47.5%
Does not have a policy, written or unwritten	0 0.0%	69 12.5%

Smoking Policy Compliance/Enforcement

25. To what extent do employees comply with the existing smoking policy?	<u>n</u> = 8	<u>n</u> = 709
a. All of the time	3 37.5%	412 58.1%
b. Some of the time	0 0.0%	47 6.6%
c. Most of the time	5 62.5%	219 30.9%
d. Never	0 0.0%	1 0.1%
e. Does not have a policy, written or unwritten	0 0.0%	30 4.2%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	<u>n</u> = 8	<u>n</u> = 717
a. Immediate Supervisor	6 75.0%	556 77.5%
b. Manager	2 25.0%	415 57.9%
c. Security	0 0.0%	66 9.2%
d. Peers	1 12.5%	94 13.1%
e. Others	0 0.0%	125 17.4%
f. Does not have a policy, written or unwritten	0 0.0%	23 3.2%
27. For a first time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> = 8	<u>n</u> = 717
a. Verbal reprimand	4 50.0%	494 68.9%
b. Written reprimand	4 50.0%	128 17.9%
c. Participation in smoking cessation or education program	0 0.0%	0 0.0%
d. Other	0 0.0%	96 13.4%
e. Does not have a policy, written or unwritten	0 0.0%	42 5.9%

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28. For a second time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> = 8		<u>n</u> = 717	
a. Verbal reprimand	0	0.0%	95	13.2%
b. Written reprimand	7	87.5%	441	61.5%
c. Day off without pay	1	12.5%	30	4.2%
d. Participation in smoking cessation or education program	0	0.0%	2	0.3%
e. Other	0	0.0%	127	17.7%
f. Does not have a policy, written or unwritten	0	0.0%	47	6.6%
29. For 3 or more offenses, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> = 8		<u>n</u> = 717	
a. Verbal reprimand	0	0.0%	14	2.0%
b. Written reprimand	3	37.5%	157	21.9%
c. Day off without pay	2	25.0%	60	8.4%
d. Participation in smoking cessation or education program	0	0.0%	0	0.0%
e. Mandatory smoking cessation program	0	0.0%	0	0.0%
f. Suspension from work	1	12.5%	200	27.9%
g. Termination	1	12.5%	164	22.9%
h. Never happens	0	0.0%	37	5.2%
i. Other	1	12.5%	97	13.5%
h. Does not have a policy, written or unwritten	0	0.0%	48	6.7%
30. Who do the employees contact if they have complaints about people violating smoking restrictions? (Fill in all that apply)	<u>n</u> = 8		<u>n</u> = 708	
a. Immediate supervisor	8	100.0%	547	77.3%
b. Health and safety personnel	0	0.0%	141	19.9%
c. Risk manager	0	0.0%	56	7.9%
d. Human Resources/Manager	0	0.0%	205	29.0%
e. Other	0	0.0%	32	4.5%

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<u>Smoking Cessation</u>				
31. Does your company provide resources to employees who want to quit using tobacco products?	n= 8		n= 707	
Yes	4	50.0%	406	57.4%
32. What resources are available? (Fill in all that apply)	n= 4		n= 406	
a. Cooper-Clayton Method to Stop Smoking	0	0.0%	94	23.2%
b. Fresh Start (American Cancer Society)	0	0.0%	10	2.5%
c. Freedom from Smoking (American Lung Association)	0	0.0%	5	1.2%
d. Make Yours a Fresh Start Family (American Cancer Society)	0	0.0%	0	0.0%
e. Employee Assistance Program	1	25.0%	201	49.5%
f. Telephone Quit Line	0	0.0%	39	9.6%
g. Self-Help Booklets/Posters	0	0.0%	71	17.5%
h. Counselor	0	0.0%	35	8.6%
i. Computer/On-Line help	0	0.0%	13	3.2%
j. Doctor/Other Health Care Professional	3	75.0%	68	16.7%
k. Insurance	0	0.0%	47	11.6%
l. Other classes	0	0.0%	22	5.4%
m. Reimbursement/Incentives	0	0.0%	22	5.4%
n. Other	0	0.0%	62	15.3%

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33. Who provides the smoking cessation services? (Fill in all that apply)	<u>n</u> = 4	<u>n</u> = 401
a. Company Nurse	0 0.0%	29 7.2%
b. Community resource person	3 75.0%	104 25.9%
c. Employee Assistance Program	0 0.0%	51 12.7%
d. Insurance Company Program	0 0.0%	48 12.0%
e. Hospital/Health Department	0 0.0%	37 9.2%
f. Physicians/Other Health Care Professionals	0 0.0%	16 4.0%
g. Human Resources	0 0.0%	38 9.5%
h. Other	1 25.0%	69 17.2%

Availability of Tobacco Onsite

34. Are cigarettes sold on company property?	<u>n</u> = 8	<u>n</u> = 714
Yes	0 0.0%	20 2.8%
35. If "Yes", how are cigarettes sold? (Fill in all that apply)	<u>n</u> = 0	<u>n</u> = 20
a. Company store	0 0.0%	1 5.0%
b. Vending machines	0 0.0%	16 80.0%
c. Other	0 0.0%	0 0.0%

Perceptions of Policy/Interest in Assistance

36. Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others?	<u>n</u> = 8	<u>n</u> = 706
Yes	0 0.0%	143 20.3%
No	8 100.0%	502 71.1%
Does not have a policy, written or unwritten	0 0.0%	61 8.6%

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37.	How satisfied are you with your current smoking policy?	<u>n</u> =	8	<u>n</u> =	714
	a. Very satisfied	4	50.0%	343	48.0%
	b. Somewhat satisfied	2	25.0%	170	23.8%
	c. Satisfied	2	25.0%	133	18.6%
	d. Not satisfied	0	0.0%	43	6.0%
	e. Does not have a policy, written or unwritten	0	0.0%	25	3.5%
38.	Are you contemplating changes in your smoking policy?	<u>n</u> =	8	<u>n</u> =	708
	No	4	50.0%	593	83.8%
39.	How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> =	8	<u>n</u> =	706
	a. Very interested	4	50.0%	66	9.3%
	b. Somewhat interested	0	0.0%	106	15.0%
	c. Not interested	4	50.0%	534	75.6%
40.	How interested are you in receiving assistance on effective smoking cessation programs?	<u>n</u> =	8	<u>n</u> =	707
	a. Very interested	4	50.0%	195	27.6%
	b. Somewhat interested	3	37.5%	203	28.7%
	c. Not interested	1	12.5%	309	43.7%

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<u>Spit Tobacco Policy</u>				
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?	<u>n</u> = 8		<u>n</u> = 711	
a. Not allowed in common areas	4	50.0%	354	49.8%
b. Allowed in some common areas	1	12.5%	103	14.5%
c. Allowed in all common areas	2	25.0%	53	7.5%
d. Other	0	0.0%	28	3.9%
e. No official policy	1	12.5%	173	24.3%
42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	<u>n</u> = 8		<u>n</u> = 709	
a. Not allowed in work areas	4	50.0%	386	54.4%
b. Allowed in some work areas	1	12.5%	72	10.2%
c. Allowed in all work areas	2	25.0%	51	7.2%
d. Other	0	0.0%	17	2.4%
e. No official policy	1	12.5%	183	25.8%
43. If your company has an official spit tobacco policy, how often is it enforced?	<u>n</u> = 8		<u>n</u> = 692	
a. Always enforced	7	87.5%	368	53.2%
b. Sometimes enforced	0	0.0%	68	9.8%
c. Never enforced	0	0.0%	14	2.0%
d. Other	0	0.0%	9	1.3%
e. Does not have a policy, written or unwritten	1	12.5%	233	33.7%

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44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	<u>n</u> = 8	<u>n</u> = 693
Yes	5 62.5%	267 38.5%
No	0 0.0%	213 30.7%
Does not have written policies	3 37.5%	213 30.7%

Company Support/Community Involvement

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)?	<u>n</u> = 8	<u>n</u> = 710
Yes	1 12.5%	375 52.8%
No	7 87.5%	314 44.2%
Don't Know	0 0.0%	21 3.0%
46. Does your company health insurance plans cover all or part of the cost of the following?	<u>n</u> = 8	<u>n</u> = 717
a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	3 37.5%	312 43.5%
b. Behavioral counseling or classes for smoking cessation	1 12.5%	199 27.8%
47. Does your company have community outreach or funding programs for community projects?	<u>n</u> = 8	<u>n</u> = 704
Yes	4 50.0%	380 54.0%

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<u>Miscellaneous</u>		
48. Does the manufacture of your products involve flammable materials?	<u>n</u> = 8	<u>n</u> = 709
Yes	4 50.0%	471 66.4%
49. Do your employees belong to a union?	<u>n</u> = 8	<u>n</u> = 709
Yes	1 12.5%	140 19.7%
Manufacturing Facility Participation Rate	66.7%	71.0%

Note: Data for this report were collected January 2006 - August 2006 in manufacturing facilities with 50 or more employees.

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