

The Kentucky Department for Public Health  
 University of Kentucky College of Nursing  
**Knox County Workplace Tobacco Policy Study, 2008**

	<u>Knox</u>	<u>Kentucky</u>
<b><u>Demographic Information</u></b>		
1. How many employees do you have?	n= 8 Mean= 185	n= 654 Mean= 241
2. About what percentage of your employees are male?	n= 8 79.5%	n= 625 70.3%
3. About what percentage of your employees are female?	n= 8 30.5%	n= 625 30.6%
4. About what percentage of your employees are under 18 years of age?	n= 8 0.0%	n= 600 3.7%
5. About what percentage of your employees are	n= 8	n= 596
a. Caucasian	97.9%	83.9%
b. African American	3.0%	11.3%
c. Hispanic	1.0%	7.8%
d. Asian	0.0%	2.1%
e. Other	0.0%	2.0%

**Smoking Policy/Environment**

6. Does your company have a written smoking policy? Yes	n= 7 5 71.4%	n= 644 520 80.7%
7. [For those companies without a written policy] Does your company have a smoking policy that is not in writing? Yes	n= 2 2 100.0%	n= 120 84 70.0%

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8.	How is the company policy communicated?	<u>n</u> =	7	<u>n</u> =	604
	a. Employee handbook	6	85.7%	445	73.7%
	b. Hallways	0	0.0%	97	16.1%
	c. Offices	0	0.0%	60	9.9%
	d. Restrooms	0	0.0%	62	10.3%
	e. Administrative offices	0	0.0%	53	8.8%
	f. Not communicated	0	0.0%	375	62.1%
	g. At time of hire/orientation	0	0.0%	316	52.3%
	h. Signs/bulletin boards	0	0.0%	34	5.6%
	i. Electronic/newsletter	0	0.0%	90	14.9%
	j. Other	0	0.0%	4	0.7%
9.	Are employees permitted to smoke inside your company?	<u>n</u> =	8	<u>n</u> =	651
	Yes	3	37.5%	195	30.0%
10.	[For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	<u>n</u> =	3	<u>n</u> =	193
	Yes	3	100.0%	176	91.2%
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> =	192
	Yes	3	100.0%	156	81.3%
	No	0	0.0%	12	6.3%
	Does not have a policy, written or unwritten	0	0.0%	24	12.5%
12.	[For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	<u>n</u> =	3	<u>n</u> =	191
	All	2	66.7%	75	39.3%
	Some	0	0.0%	34	17.8%
	None	1	33.3%	74	38.7%
	I don't know	0	0.0%	8	4.2%

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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> =	183
Yes	2	66.7%	56	30.6%
No	1	33.3%	94	51.4%
Does not have a policy, written or unwritten	0	0.0%	33	18.0%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted? (Fill in all that apply)	<u>n</u> =	3	<u>n</u> =	195
a. Cafeteria	0	0.0%	45	23.1%
b. Break rooms	2	66.7%	101	51.8%
c. Personal offices	0	0.0%	22	11.3%
d. Conference rooms	0	0.0%	15	7.7%
e. Bathrooms	0	0.0%	20	10.3%
f. Work area/plant floor	0	0.0%	65	33.3%
g. Smoking rooms	0	0.0%	51	26.2%
h. Other	0	0.0%	26	13.3%
15. Are employees permitted to smoke outside your company?	<u>n</u> =	8	<u>n</u> =	652
Yes	8	100.0%	626	96.0%
16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted?	<u>n</u> =	8	<u>n</u> =	616
a. Anywhere outside	2	25.0%	160	26.0%
b. Designated areas outside	6	75.0%	443	71.9%
c. Other	0	0.0%	13	2.1%
17. [For companies allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas?	<u>n</u> =	8	<u>n</u> =	609
Yes	3	37.5%	386	63.4%
No	4	50.0%	176	28.9%
Does not have a policy, written or unwritten	1	12.5%	47	7.7%

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18. [For companies allowing outdoor smoking] Are outdoor smoking areas enclosed?	<u>n</u> = 8	<u>n</u> = 613
No	7 87.5%	512 83.5%
19. Is smoking permitted during work hours?	<u>n</u> = 8	<u>n</u> = 652
Yes	8 100.0%	588 90.2%
20. [For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?	<u>n</u> = 8	<u>n</u> = 569
Yes	7 87.5%	390 68.5%
No	0 0.0%	135 23.7%
Does not have a policy, written or unwritten	1 12.5%	44 7.7%
21. [For companies permitting smoking during work hours] When is smoking permitted?	<u>n</u> = 8	<u>n</u> = 588
a. Any time	0 0.0%	105 17.9%
b. Before work	0 0.0%	293 49.8%
c. Break time	8 100.0%	497 84.5%
d. Lunch time	7 87.5%	459 78.1%
e. After work	0 0.0%	283 48.1%
f. During meetings	0 0.0%	4 0.7%
g. After work functions	0 0.0%	22 3.7%
h. Other times	0 0.0%	2 0.3%
22. Are No Smoking signs posted at your company?	<u>n</u> = 8	<u>n</u> = 650
Yes	8 100.0%	558 85.8%
23. Do employees smoke in company vehicles?	<u>n</u> = 8	<u>n</u> = 646
Yes	2 25.0%	165 25.5%
No	2 25.0%	372 57.6%
Does not have company vehicles	4 50.0%	109 16.9%

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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> =	4	<u>n</u> =	516
Yes	1	25.0%	258	50.0%
No	3	75.0%	203	39.3%
Does not have a policy, written or unwritten	0	0.0%	55	10.7%

**Smoking Policy Compliance/Enforcement**

25. To what extent do employees comply with the existing smoking policy?	<u>n</u> =	8	<u>n</u> =	655
a. All of the time	8	100.0%	364	55.6%
b. Some of the time	0	0.0%	24	3.7%
c. Most of the time	0	0.0%	237	36.2%
d. Never	0	0.0%	1	0.2%
e. Does not have a policy, written or unwritten	0	0.0%	29	4.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	<u>n</u> =	8	<u>n</u> =	655
a. Immediate Supervisor	6	75.0%	491	75.0%
b. Manager	2	25.0%	392	59.8%
c. Security	0	0.0%	69	10.5%
d. Peers	0	0.0%	103	15.7%
e. Others	2	25.0%	128	19.5%
f. Does not have a policy, written or unwritten	0	0.0%	28	4.3%
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> =	655
a. Verbal reprimand	5	62.5%	428	65.3%
b. Written reprimand	1	12.5%	118	18.0%
c. Participation in smoking cessation or education program	0	0.0%	0	0.0%
d. Other	1	12.5%	90	13.7%
e. Does not have a policy, written or unwritten	1	12.5%	51	7.8%

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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> =	655
a. Verbal reprimand	1	12.5%	70	10.7%
b. Written reprimand	4	50.0%	403	61.5%
c. Day off without pay	0	0.0%	33	5.0%
d. Participation in smoking cessation or education program	0	0.0%	3	0.5%
e. Other	1	12.5%	138	21.1%
f. Does not have a policy, written or unwritten	1	12.5%	56	8.5%
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> =	655
a. Verbal reprimand	0	0.0%	21	3.2%
b. Written reprimand	1	12.5%	90	13.7%
c. Day off without pay	2	25.0%	54	8.2%
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	2	25.0%	143	21.8%
g. Termination	0	0.0%	235	35.9%
h. Never happens	0	0.0%	103	15.7%
i. Other	0	0.0%	79	12.1%
h. Does not have a policy, written or unwritten	1	12.5%	55	8.4%
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> =	655
a. Immediate supervisor	7	87.5%	485	74.0%
b. Health and safety personnel	1	12.5%	129	19.7%
c. Risk manager	0	0.0%	49	7.5%
d. Human Resources	0	0.0%	334	51.0%
e. Manager	0	0.0%	219	33.4%
f. Other	0	0.0%	53	8.1%

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<b><u>Smoking Cessation</u></b>		
31. Does your company provide resources to employees who want to quit using tobacco products?	<u>n</u> = 8	<u>n</u> = 647
Yes	5 62.5%	427 66.0%
32. What resources are available? (Fill in all that apply)	<u>n</u> = 5	<u>n</u> = 427
a. Cooper-Clayton Method to Stop Smoking	0 0.0%	104 24.4%
b. Fresh Start (American Cancer Society)	0 0.0%	16 3.7%
c. Freedom from Smoking (American Lung Association)	0 0.0%	10 2.3%
d. Make Yours a Fresh Start Family (American Cancer Society)	0 0.0%	0 0.0%
e. Employee Assistance Program	5 100.0%	163 38.2%
f. Telephone Quit Line	0 0.0%	51 11.9%
g. Self-Help Booklets/Posters	0 0.0%	40 9.4%
h. Counselor	0 0.0%	25 5.9%
i. Computer/On-Line help	0 0.0%	9 2.1%
j. Doctor/Other Health Care Professional	0 0.0%	31 7.3%
k. Insurance	0 0.0%	185 43.3%
l. Other classes	0 0.0%	24 5.6%
m. Reimbursement/Incentives	0 0.0%	74 17.3%
n. Other	0 0.0%	65 15.2%
33. Who provides the smoking cessation services? (Fill in all that apply)	<u>n</u> = 5	<u>n</u> = 427
a. Company Nurse	0 0.0%	24 5.6%
b. Community resource person	0 0.0%	22 5.2%
c. Employee Assistance Program	0 0.0%	122 28.6%
d. Insurance Company Program	0 0.0%	130 19.8%
e. Hospital/Health Department	0 0.0%	95 14.5%
f. Physicians/Other Health Care Professionals	0 0.0%	21 3.2%
g. Human Resources	0 0.0%	72 11.0%
h. Other	0 0.0%	55 8.4%

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<b><u>Availability of Tobacco Onsite</u></b>		
34. Are cigarettes sold on company property?	<u>n</u> = 8	<u>n</u> = 653
Yes	1 12.5%	6 0.9%
35. If "Yes", how are cigarettes sold? (Fill in all that apply)	<u>n</u> = 1	<u>n</u> = 6
a. Company store	0 0.0%	0 0.0%
b. Vending machines	1 100.0%	5 83.3%
c. Other	0 0.0%	0 0.0%
<b><u>Perceptions of Policy/Interest in Assistance</u></b>		
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> = 641
Yes	1 12.5%	173 27.0%
No	6 75.0%	407 63.5%
Does not have a policy, written or unwritten	1 12.5%	61 9.5%
37. How satisfied are you with your current smoking policy?	<u>n</u> = 8	<u>n</u> = 654
a. Very satisfied	8 100.0%	308 47.1%
b. Somewhat satisfied	0 0.0%	126 19.3%
c. Satisfied	0 0.0%	139 21.3%
d.. Not satisfied	0 0.0%	52 8.0%
e. Does not have a policy, written or unwritten	0 0.0%	29 4.4%
38. Are you contemplating changes in your smoking policy?	<u>n</u> = 8	<u>n</u> = 652
No	6 75.0%	527 80.8%
39. How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> = 8	<u>n</u> = 651
a. Very interested	2 25.0%	53 8.1%
b. Somewhat interested	0 0.0%	102 15.7%
c. Not interested	6 75.0%	496 76.2%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	<u>n</u> =	8	<u>n</u> =	648
a. Very interested	3	37.5%	135	20.8%
b. Somewhat interested	2	25.0%	206	31.8%
c. Not interested	3	37.5%	307	47.4%

**Spit Tobacco Policy**

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> =	649
a. Not allowed in common areas	5	62.5%	334	51.5%
b. Allowed in some common areas	0	0.0%	48	7.4%
c. Allowed in all common areas	2	25.0%	64	9.9%
d. Other	0	0.0%	53	8.2%
e. No official policy	1	12.5%	150	23.1%

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> =	636
a. Not allowed in work areas	4	50.0%	353	55.5%
b. Allowed in some work areas	0	0.0%	50	7.9%
c. Allowed in all work areas	2	25.0%	61	9.6%
d. Other	1	12.5%	19	3.0%
e. No official policy	1	12.5%	153	24.1%

43. If your company has an official spit tobacco policy, how often is it enforced?	<u>n</u> =	8	<u>n</u> =	632
a. Always enforced	7	87.5%	324	51.3%
b. Sometimes enforced	0	0.0%	76	12.0%
c. Never enforced	0	0.0%	9	1.4%
d. Other	0	0.0%	18	2.8%
e. Does not have a policy, written or unwritten	1	12.5%	205	32.4%

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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> =	637
Yes	0	0.0%	245	38.5%
No	7	87.5%	224	35.2%
Does not have written policies	1	12.5%	168	26.4%

**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> =	648
Yes	5	62.5%	369	56.9%
No	3	37.5%	257	39.7%
Don't Know	0	0.0%	22	3.4%

46. Does your company health insurance plan cover all or part of the cost of the following? (Fill in all that apply)	<u>n</u> =	8	<u>n</u> =	655
a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	6	75.0%	320	48.9%
b. Behavioral counseling or classes for smoking cessation	2	25.0%	212	32.4%

47. Does your company have community outreach or funding programs for community projects?	<u>n</u> =	8	<u>n</u> =	651
Yes	3	37.5%	321	49.3%

**Miscellaneous**

48. Does the manufacture of your products involve flammable materials?	<u>n</u> =	8	<u>n</u> =	645
Yes	3	37.5%	398	61.7%
49. Do your employees belong to a union?	<u>n</u> =	8	<u>n</u> =	652
Yes	2	25.0%	125	19.2%

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Manufacturing Facility Participation Rate	100.0%	69.6%

Note: Data for this report were collected November 2007 - August 2008 in manufacturing facilities with 50 or more employees.

*This report was prepared through a contract between the Kentucky Cabinet  
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