

**Workplace Tobacco Policy Survey
May- December 2000**

Jefferson County 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 Jefferson County Health Department area. Results will be used to determine opportunities for workplace health promotion in this district.

In this district, 85 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (70% participation rate). The mean number of employees was 336. On average, 85% of the employees were Caucasian, and 67% were male. The TOTAL column represents 437 manufacturing companies surveyed in 10 CDC-funded health department service areas.

Does your company have a written smoking policy?

	Jefferson n=82	Total n=428
Yes	55 (67%)	296 (69%)

Are employees permitted to smoke inside your company?

	Jefferson n=85	Total n=432
Yes	49 (58%)	247 (57%)

If "Yes," is indoor smoking restricted to specified indoor areas?

	Jefferson n=49	Total n=243
Yes	45 (92%)	220 (91%)

If "Yes," does the smoking policy specify which indoor areas are smoking areas?

	Jefferson n=31	Total n=211
Yes	27 (87%)	165 (78%)

If "Yes," where is indoor smoking permitted?

	Jefferson n=49	Total n=247
Cafeteria	16 (33%)	82 (33%)
Breakrooms	26 (53%)	133 (54%)
Personal offices	9 (18%)	29 (12%)
Conference rooms	1 (2%)	16 (7%)
Bathrooms	5 (10%)	24 (10%)
Other	20 (41%)	96 (39%)

If "Yes," are smoking areas separately enclosed and ventilated?

	Jefferson <u>n</u> =48	Total <u>n</u> =242
Yes	26 (54%)	114 (47%)

If "Yes," does the smoking policy specify which indoor areas are separately ventilated for smoking?

	Jefferson <u>n</u> =30	Total <u>n</u> =200
Yes	7 (23%)	60 (30%)

Are employees permitted to smoke outside your company?

	Jefferson <u>n</u> =84	Total <u>n</u> =430
Yes	82 (98%)	416 (97%)

If "Yes," where is outdoor smoking permitted?

	Jefferson <u>n</u> =82	Total <u>n</u> =417
Anywhere outside	51 (62%)	230 (56%)
Designated areas	31 (38%)	176 (42%)
Other	–	13 (3%)

If "Yes," does the smoking policy specify which outdoor areas are smoking areas?

	Jefferson <u>n</u> =60	Total <u>n</u> =360
Yes	16 (27%)	124 (34%)

If "Yes," are outdoor smoking areas enclosed?

	Jefferson <u>n</u> =81	Total <u>n</u> =399
Yes	6 (7%)	50 (13%)

Is smoking permitted during working hours?

	Jefferson <u>n</u> =85	Total <u>n</u> =432
Yes	84 (99%)	394 (91%)

If "Yes," when is smoking permitted?

	Jefferson n=84	Total n=394
At any time	25 (30%)	125 (32%)
Before work	52 (62%)	148 (38%)
At break times	66 (79%)	308 (78%)
At lunch	63 (75%)	260 (66%)
After work	51 (61%)	146 (37%)
During meetings	6 (7%)	14 (4%)
After work functions	27 (32%)	57 (15%)

If "Yes," does the smoking policy specify when smoking is permitted?

	Jefferson n=61	Total n=343
Yes	18 (30%)	151 (44%)

Are 'No Smoking' signs posted at your company?

	Jefferson n=83	Total n=424
Yes	69 (83%)	347 (82%)

Do employees smoke in company vehicles?

	Jefferson n=66	Total n=347
Yes	33 (50%)	182 (52%)

Does the smoking policy specify if smoking is permitted or not in company vehicles?

	Jefferson n=52	Total n=318
Yes	11 (21%)	74 (23%)

To what extent do employees comply with the existing smoking policy?

	Jefferson n=81	Total n=417
All or most of the time	79 (98%)	398 (95%)

Who enforces the smoking policy for employees?

	Jefferson n=85	Total n=437
Immediate Supervisor	51 (60%)	255 (58%)
Manager	27 (32%)	190 (44%)
Security	6 (7%)	38 (9%)
Peers	12 (14%)	57 (13%)
Other	17 (20%)	93 (21%)

What action is taken when an employee violates the smoking policy?

	Jefferson n=85			Total n=437		
	1 st offense	2 nd offense	3 rd offense	1 st offense	2 nd offense	3 rd offense
Verbal Reprimand	49 (58%)	12 (14%)	4 (5%)	269 (62%)	71 (16%)	19 (4%)
Written Reprimand	10 (12%)	32 (38%)	19 (22%)	54 (12%)	198 (45%)	82 (19%)
Termination/ Dismissal	4 (5%)	3 (4%)	10 (12%)	25 (6%)	31 (7%)	69 (15%)
Cessation/ Education	2 (2%)	2 (2%)	–	2 (1%)	2 (1%)	-
*Other	13 (15%)	9 (11%)	21 (25%)	50 (11%)	67 (15%)	176 (40%)

*Includes those that use further warnings, day without pay, or those with no policies for smoking violations.

Who do the employees contact if they have complaints about smoking restrictions?

	Jefferson n=85	Total n=437
Immediate supervisor	44 (52%)	208 (48%)
Health and safety personnel	10 (12%)	41 (9%)
Risk manager	1 (1%)	27 (6%)
Other	39 (46%)	220 (50%)

Does your company's health plan reimburse for smoking cessation treatment?

	Jefferson n=60	Total n=361
Yes	16 (27%)	95 (26%)

Does your company offer tobacco use prevention education?

	Jefferson n=83	Total n=425
Yes	12 (15%)	91 (21%)

If “Yes,” what type of education is offered?

	Jefferson n=12	Total n=91
Pamphlet handouts	6 (50%)	52 (57%)
Tobacco prevention posters	5 (42%)	22 (24%)
Individual or group advice from company healthcare providers	1 (8%)	15 (17%)
Other	4 (33%)	41 (45%)

Does your company offer resources to employees who want to quit using tobacco products?

	Jefferson n=84	Total n=421
Yes	23 (27%)	100 (24%)

If “Yes,” what resources are available?

	Jefferson n=23	Total n=100
Cooper/Clayton Method to Stop Smoking	–	12 (12%)
Fresh Start (ACS)	2 (9%)	4 (4%)
Freedom from Smoking (ALA)	1 (4%)	5 (5%)
Other	16 (70%)	68 (68%)

If “Yes,” who teaches the smoking cessation classes?

	Jefferson n=23	Total n=100
Nurse	–	4 (4%)
Community resource person(s)	1 (4%)	17 (17%)
Local hospital or outside vendor	8 (35%)	43 (43%)

If “Yes,” how often are the smoking cessation classes offered?

	Jefferson <u>n</u> =1	Total <u>n</u> =12*
Once per year	1 (100%)	6 (50%)
Twice per year	–	2 (17%)
Every 12 weeks	–	4 (33%)

*= data missing from 88 companies

If “Yes,” when are the smoking cessation classes offered?

	Jefferson <u>n</u> =23	Total <u>n</u> =100
Before working hours	1 (4%)	4 (4%)
During working hours	1 (4%)	9 (9%)
After working hours	4 (17%)	21 (21%)
Weekend workshops	–	1 (1%)
Other	1 (4%)	21 (21%)

Are cigarettes sold on company property?

	Jefferson <u>n</u> =84	Total <u>n</u> =429
Yes	16 (19%)	43 (10%)

If yes, how are cigarettes sold?

	Jefferson <u>n</u> =16	Total <u>n</u> =43
Vending machine	15 (94%)	41 (95%)
Other	–	1 (2%)

Does your smoking policy mention anything about the consequences of tobacco use, secondhand smoke or about protecting the health of others?

	Jefferson <u>n</u> =58	Total <u>n</u> =365
Yes	17 (29%)	61 (17%)

How satisfied are you with your current smoking policy?

	Jefferson <u>n</u> =82	Total <u>n</u> =421
Very satisfied	33 (40%)	201 (48%)

Are you contemplating changes in your smoking policy?

	Jefferson n=83	Total n=422
Yes	18 (22%)	66 (16%)

How interested are you in receiving assistance on changing your smoking policies?

	Jefferson n=83	Total n=413
Very interested	3 (4%)	34 (8%)
Somewhat interested	14 (17%)	75 (18%)

How interested are you in receiving assistance on effective smoking cessation programs?

	Jefferson n=84	Total n=420
Very interested	10 (12%)	77 (18%)
Somewhat interested	39 (46%)	142 (34%)

Does your company have community outreach or funding programs for community projects?

	Jefferson n=80	Total n=391
Yes	45 (56%)	224 (57%)

For more information please contact:

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