

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

	<u>Garrard</u>	<u>Kentucky</u>
1. How many employees do you have?	n= 2 Mean= 71	n= 776 Mean= 234
2. About what percentage of your employees are male?	n= 2 92.0%	n= 769 65.1%
3. About what percentage of your employees are female?	n= 2 8.0%	n= 770 30.2%
4. About what percentage of your employees are under 18 years of age?	n= 2 0.0%	n= 771 0.2%
5. About what percentage of your employees are	n= 2	n= 770
a. Caucasian	89.5%	72.5%
b. African American	10.5%	9.7%
c. Hispanic	0.0%	3.9%
d. Asian	0.0%	1.0%
e. Other	0.0%	1.0%
6. Does your company have a written smoking policy?	n= 2	n= 762
Yes	1 50.0%	580 76.1%
7. Does your company have a smoking policy that is not in writing?	n= 1	n= 182
Yes	1 100.0%	119 65.4%
8. How is the company policy communicated?	n= 2	n= 713
a. Employee handbook	1 50.0%	500 70.1%
b. Hallways	2 100.0%	192 26.9%
c. Offices	1 50.0%	135 18.9%
d. Restrooms	0 0.0%	99 13.9%
e. Administrative offices	1 50.0%	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?	n= 2	n= 762
Yes	2 100.0%	386 50.7%
10. Is indoor smoking restricted to specified indoor areas?	n= 2	n= 375
Yes	2 100.0%	337 89.9%
11. Does the policy, written or unwritten, specify which indoor areas are smoking areas?	n= 2	n= 373
Yes	2 100.0%	288 77.2%
No	0 0.0%	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?	n= 2	n= 371
All	1 50.0%	149 40.2%
Some	0 0.0%	63 17.0%
None	1 50.0%	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?	n= 2	n= 362
Yes	0 0.0%	119 32.9%
No	2 100.0%	195 53.9%
Does not have a policy, written or unwritten	0 0.0%	48 13.3%
14. Where is indoor smoking permitted? (Fill in all that apply)	n= 2	n= 386
a. Cafeteria	2 100.0%	79 20.5%
b. Break rooms	2 100.0%	226 58.5%
c. Personal offices	0 0.0%	55 14.2%
d. Conference rooms	0 0.0%	29 7.5%
e. Bathrooms	1 50.0%	57 14.8%
f. Other	0 0.0%	147 38.1%

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15. Are employees permitted to smoke outside your company? Yes	n= 2 2 100.0%	n= 765 730 95.4%
16. Where is outdoor smoking permitted? a. Anywhere outside b. Designated areas outside c. Other	n= 2 2 100.0% 0 0.0% 0 0.0%	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= 2 0 0.0% 2 100.0% 0 0.0%	n= 712 339 47.6% 321 45.1% 52 7.3%
18. Are outdoor smoking areas enclosed? No	n= 2 2 100.0%	n= 714 610 85.4%
19. Is smoking permitted during work hours? Yes	n= 2 2 100.0%	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= 2 1 50.0% 1 50.0% 0 0.0%	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= 2 0 0.0% 2 100.0% 2 100.0% 2 100.0% 2 100.0% 0 0.0% 1 50.0%	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= 2 1 50.0%	n= 763 620 81.3%
23. Do employees smoke in company vehicles? Yes No Does not have company vehicles	n= 2 2 100.0% 0 0.0% 0 0.0%	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?	$n=$ 2	$n=$ 640
Yes	0 0.0%	203 31.7%
No	2 100.0%	352 55.0%
Does not have a policy, written or unwritten	0 0.0%	89 13.9%
25. To what extent do employees comply with the existing smoking policy?	$n=$ 2	$n=$ 768
a. All of the time	1 50.0%	443 57.7%
b. Some of the time	0 0.0%	29 3.8%
c. Most of the time	1 50.0%	254 33.1%
d. Never	0 0.0%	0 0.0%
e. Does not have a policy, written or unwritten	0 0.0%	42 5.5%
26. Who enforces the smoking policy for employees?	$n=$ 2	$n=$ 776
a. Immediate Supervisor	2 100.0%	572 73.7%
b. Manager	0 0.0%	413 53.2%
c. Security	0 0.0%	64 8.2%
d. Peers	0 0.0%	119 15.3%
e. Does not have a policy, written or unwritten	0 0.0%	45 5.8%
27. For a first time offense, what action is taken when an employee violates the smoking policy?	$n=$ 2	$n=$ 776
a. Verbal reprimand	2 100.0%	514 66.2%
b. Written reprimand	0 0.0%	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	0 0.0%	55 7.1%
28. For a second time offense, what action is taken when an employee violates the smoking policy?	$n=$ 2	$n=$ 776
a. Verbal reprimand	1 50.0%	90 11.6%
b. Written reprimand	1 50.0%	447 57.6%
c. Participation in smoking cessation or education program	0 0.0%	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> = 2	<u>n</u> = 776
a. Verbal reprimand	1 50.0%	26 3.4%
b. Written reprimand	0 0.0%	171 22.0%
c. Day off with pay	0 0.0%	88 11.3%
d. Participation in smoking cessation or education program	1 50.0%	6 0.8%
e. Mandatory smoking cessation program	0 0.0%	2 0.3%
f. Suspension from work	0 0.0%	174 22.4%
g. Does not have a policy, written or unwritten	0 0.0%	71 9.1%
30. Who do the employees contact if they have complaints about people violating smoking restrictions?	<u>n</u> = 2	<u>n</u> = 776
a. Immediate supervisor	2 100.0%	578 74.5%
b. Health and safety personnel	0 0.0%	149 19.2%
c. Risk manager	0 0.0%	76 9.8%
31. Does your company provide resources to employees who want to quit using tobacco products?	<u>n</u> = 2	<u>n</u> = 756
Yes	0 0.0%	363 48.0%
32. What resources are available?	<u>n</u> = 0	<u>n</u> = 363
a. Cooper-Clayton Method to Stop Smoking	0 0.0%	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	0 0.0%	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	0 0.0%	28 7.7%
i. Computer / On-Line help	0 0.0%	12 3.3%
j. Doctor/Other Health Care Professional	0 0.0%	52 14.3%
33. Who provides the smoking cessation services?	<u>n</u> = 0	<u>n</u> = 363
a. Company Nurse	0 0.0%	32 8.8%
b. Community resource person	0 0.0%	93 25.6%

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34. Are cigarettes sold on company property? Yes	n= 2 0 0.0%	n= 758 36 4.7%
35. If "Yes", how are cigarettes sold? a. Company store b. Vending machines	n= 0 0 0.0% 0 0.0%	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	n= 2 0 0.0% 2 100.0% 0 0.0%	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	n= 2 1 50.0% 0 0.0% 0 0.0% 1 50.0% 0 0.0%	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	n= 2 1 50.0%	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	n= 2 0 0.0% 1 50.0% 1 50.0%	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	n= 2 0 0.0% 1 50.0% 1 50.0%	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?	n= 2	n= 753
a. Not allowed in common areas	1 50.0%	304 40.4%
b. Allowed in some common areas	0 0.0%	90 12.0%
c. Allowed in all common areas	0 0.0%	42 5.6%
d. No official policy	1 50.0%	280 37.2%
42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	n= 2	n= 738
a. Not allowed in work areas	1 50.0%	334 45.3%
b. Allowed in some work areas	0 0.0%	56 7.6%
c. Allowed in all work areas	0 0.0%	54 7.3%
d. No official policy	1 50.0%	268 36.3%
43. If your company has an official spit tobacco policy, how often is it enforced?	n= 2	n= 740
a. Always enforced	0 0.0%	330 44.6%
b. Sometimes enforced	0 0.0%	60 8.1%
c. Never enforced	0 0.0%	13 1.8%
d. Other	0 0.0%	22 3.0%
e. Does not have a policy, written or unwritten	2 100.0%	315 42.6%
44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	n= 2	n= 748
Yes	0 0.0%	298 39.8%
No	0 0.0%	225 30.1%
Does not have written policies	2 100.0%	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)?	n= 2	n= 768
Yes	1 50.0%	382 49.7%
No	1 50.0%	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?	n= 2	n= 776
a. Cafeteria	1 50.0%	77 9.9%
b. Vending Machines	1 50.0%	225 29.0%
c. Meetings	1 50.0%	39 5.0%
d. Company-sponsored events	0 0.0%	41 5.3%
47. Does your company have vending machines that stock food and/or drinks? Yes	n= 2 2 100.0%	n= 756 725 95.9%
48. Are any of the following items stocked in your vending machines?	n= 2	n= 725
a. 100% fruit juices	1 50.0%	475 65.5%
b. Low-fat milk	0 0.0%	371 51.2%
c. Bottled water	1 50.0%	596 82.2%
d. Baked or low-fat chips	1 50.0%	497 68.6%
e. Pretzels	2 100.0%	615 84.8%
f. Lite popcorn	0 0.0%	258 35.6%
g. Animal crackers	0 0.0%	334 46.1%
h. Fresh Fruit	0 0.0%	291 40.1%
i. Low-fat cereal bars	0 0.0%	331 45.7%
j. Salad with low-fat dressing	0 0.0%	221 30.5%
49. Does your company provide access for employees to do the following:	n= 2	n= 776
a. Refrigerate food	2 100.0%	736 94.8%
b. Microwave food	2 100.0%	749 96.5%
c. Eat in a break room	2 100.0%	730 94.1%
d. Buy food in a cafeteria	1 50.0%	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= 2	n= 776
a. Diabetes equipment & supplies (e.g. meters, strips, lancets, etc.)	1 50.0%	614 79.1%
b. Diabetes medicine (insulin, pills)	2 100.0%	653 84.1%
c. Diabetes self-management education	0 0.0%	302 38.9%
d. Nutrition and behavior counseling or classes for weight contro	0 0.0%	189 24.4%
e. Prescription drugs for weight loss	1 50.0%	230 29.6%
f. Medications for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	1 50.0%	286 36.9%
g. Behavioral counseling or classes for smoking cessation	1 50.0%	204 26.3%
51. Does your company have community outreach or funding programs for community projects?		
Yes	n= 2 0 0.0%	n= 756 407 53.8%
52. Does the manufacture of your products involve flammable materials?		
Yes	n= 2 2 100.0%	n= 762 452 59.3%
53. Do your employees belong to a union?		
Yes	n= 2 0 0.0%	n= 761 186 24.4%
Manufacturing Facility Participation Rate	100.0%	73.3%

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

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