

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

| | <u>Marshall</u> | <u>Kentucky</u> |
|---|-------------------|---------------------|
| 1. How many employees do you have? | n= 9 Mean= 224 | n= 776 Mean= 234 |
| 2. About what percentage of your employees are male? | n= 9 85.4% | n= 769 65.1% |
| 3. About what percentage of your employees are female? | n= 9 13.4% | n= 770 30.2% |
| 4. About what percentage of your employees are under 18 years of age? | n= 9 0.6% | n= 771 0.2% |
| 5. About what percentage of your employees are | n= 9 | n= 770 |
| a. Caucasian | 63.1% | 72.5% |
| b. African American | 2.6% | 9.7% |
| c. Hispanic | 0.8% | 3.9% |
| d. Asian | 0.2% | 1.0% |
| e. Other | 0.7% | 1.0% |
| 6. Does your company have a written smoking policy? | n= 9 | n= 762 |
| Yes | 8 88.9% | 580 76.1% |
| 7. Does your company have a smoking policy that is not in writing? | n= 1 | n= 182 |
| Yes | 0 0.0% | 119 65.4% |
| 8. How is the company policy communicated? | n= 8 | n= 713 |
| a. Employee handbook | 5 62.5% | 500 70.1% |
| b. Hallways | 8 100.0% | 192 26.9% |
| c. Offices | 0 0.0% | 135 18.9% |
| d. Restrooms | 0 0.0% | 99 13.9% |
| e. Administrative offices | 0 0.0% | 109 15.3% |
| f. Not communicated | 2 25.0% | 19 2.7% |

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| 9. Are employees permitted to smoke inside your company? | n= 9 | n= 762 |
| Yes | 3 33.3% | 386 50.7% |
| 10. Is indoor smoking restricted to specified indoor areas? | n= 3 | n= 375 |
| Yes | 3 100.0% | 337 89.9% |
| 11. Does the policy, written or unwritten, specify which indoor areas are smoking areas? | n= 3 | n= 373 |
| Yes | 3 100.0% | 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= 3 | n= 371 |
| All | 3 100.0% | 149 40.2% |
| Some | 0 0.0% | 63 17.0% |
| None | 0 0.0% | 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= 3 | n= 362 |
| Yes | 0 0.0% | 119 32.9% |
| No | 1 33.3% | 195 53.9% |
| Does not have a policy, written or unwritten | 2 66.7% | 48 13.3% |
| 14. Where is indoor smoking permitted? (Fill in all that apply) | n= 3 | n= 386 |
| a. Cafeteria | 1 33.3% | 79 20.5% |
| b. Break rooms | 1 33.3% | 226 58.5% |
| c. Personal offices | 0 0.0% | 55 14.2% |
| d. Conference rooms | 0 0.0% | 29 7.5% |
| e. Bathrooms | 1 33.3% | 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 | $\underline{n}= 9$ 7 77.8% | $\underline{n}= 765$ 730 95.4% |
| 16. Where is outdoor smoking permitted? a. Anywhere outside b. Designated areas outside c. Other | $\underline{n}= 7$ 1 14.3% 6 85.7% 0 0.0% | $\underline{n}= 720$ 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 | $\underline{n}= 7$ 5 71.4% 2 28.6% 0 0.0% | $\underline{n}= 712$ 339 47.6% 321 45.1% 52 7.3% |
| 18. Are outdoor smoking areas enclosed? No | $\underline{n}= 7$ 3 42.9% | $\underline{n}= 714$ 610 85.4% |
| 19. Is smoking permitted during work hours? Yes | $\underline{n}= 9$ 8 88.9% | $\underline{n}= 758$ 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 | $\underline{n}= 8$ 3 37.5% 3 37.5% 2 25.0% | $\underline{n}= 622$ 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 | $\underline{n}= 8$ 4 50.0% 6 75.0% 6 75.0% 6 75.0% 6 75.0% 0 0.0% 0 0.0% | $\underline{n}= 654$ 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 | $\underline{n}= 9$ 8 88.9% | $\underline{n}= 763$ 620 81.3% |
| 23. Do employees smoke in company vehicles? Yes No Does not have company vehicles | $\underline{n}= 9$ 4 44.4% 5 55.6% 0 0.0% | $\underline{n}= 748$ 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? | $n=$ 8 | $n=$ 640 |
| Yes | 0 0.0% | 203 31.7% |
| No | 2 25.0% | 352 55.0% |
| Does not have a policy, written or unwritten | 6 75.0% | 89 13.9% |
| 25. To what extent do employees comply with the existing smoking policy? | $n=$ 9 | $n=$ 768 |
| a. All of the time | 7 77.8% | 443 57.7% |
| b. Some of the time | 0 0.0% | 29 3.8% |
| c. Most of the time | 2 22.2% | 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? | $n=$ 9 | $n=$ 776 |
| a. Immediate Supervisor | 9 100.0% | 572 73.7% |
| b. Manager | 1 11.1% | 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? | $n=$ 9 | $n=$ 776 |
| a. Verbal reprimand | 3 33.3% | 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? | $n=$ 9 | $n=$ 776 |
| a. Verbal reprimand | 0 0.0% | 90 11.6% |
| b. Written reprimand | 3 33.3% | 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> = 9 | <u>n</u> = 776 |
| a. Verbal reprimand | 0 0.0% | 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 | 0 0.0% | 6 0.8% |
| e. Mandatory smoking cessation program | 0 0.0% | 2 0.3% |
| f. Suspension from work | 2 22.2% | 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> = 9 | <u>n</u> = 776 |
| a. Immediate supervisor | 9 100.0% | 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> = 9 | <u>n</u> = 756 |
| Yes | 6 66.7% | 363 48.0% |
| 32. What resources are available? | <u>n</u> = 6 | <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 | 3 50.0% | 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> = 6 | <u>n</u> = 363 |
| a. Company Nurse | 3 50.0% | 32 8.8% |
| b. Community resource person | 1 16.7% | 93 25.6% |

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| 34. Are cigarettes sold on company property? Yes | n= 8 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= 9 1 11.1% 6 66.7% 2 22.2% | 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= 9 9 100.0% 0 0.0% 0 0.0% 0 0.0% 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= 9 9 100.0% | 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= 9 0 0.0% 0 0.0% 9 100.0% | 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= 9 1 11.1% 0 0.0% 8 88.9% | 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= 6 | n= 753 |
| a. Not allowed in common areas | 0 0.0% | 304 40.4% |
| b. Allowed in some common areas | 1 16.7% | 90 12.0% |
| c. Allowed in all common areas | 0 0.0% | 42 5.6% |
| d. No official policy | 5 83.3% | 280 37.2% |
| 42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas? | n= 8 | n= 738 |
| a. Not allowed in work areas | 0 0.0% | 334 45.3% |
| b. Allowed in some work areas | 0 0.0% | 56 7.6% |
| c. Allowed in all work areas | 3 37.5% | 54 7.3% |
| d. No official policy | 5 62.5% | 268 36.3% |
| 43. If your company has an official spit tobacco policy, how often is it enforced? | n= 7 | 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 | 7 100.0% | 315 42.6% |
| 44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them? | n= 9 | n= 748 |
| Yes | 0 0.0% | 298 39.8% |
| No | 0 0.0% | 225 30.1% |
| Does not have written policies | 9 100.0% | 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= 9 | n= 768 |
| Yes | 6 66.7% | 382 49.7% |
| No | 3 33.3% | 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? | n= 9 | n= 776 |
| a. Cafeteria | 4 44.4% | 77 9.9% |
| b. Vending Machines | 7 77.8% | 225 29.0% |
| c. Meetings | 0 0.0% | 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= 9 9 100.0% | n= 756 725 95.9% |
| 48. Are any of the following items stocked in your vending machines? | n= 9 | n= 725 |
| a. 100% fruit juices | 9 100.0% | 475 65.5% |
| b. Low-fat milk | 7 77.8% | 371 51.2% |
| c. Bottled water | 9 100.0% | 596 82.2% |
| d. Baked or low-fat chips | 6 66.7% | 497 68.6% |
| e. Pretzels | 7 77.8% | 615 84.8% |
| f. Lite popcorn | 2 22.2% | 258 35.6% |
| g. Animal crackers | 5 55.6% | 334 46.1% |
| h. Fresh Fruit | 4 44.4% | 291 40.1% |
| i. Low-fat cereal bars | 2 22.2% | 331 45.7% |
| j. Salad with low-fat dressing | 6 66.7% | 221 30.5% |
| 49. Does your company provide access for employees to do the following: | n= 9 | n= 776 |
| a. Refrigerate food | 9 100.0% | 736 94.8% |
| b. Microwave food | 9 100.0% | 749 96.5% |
| c. Eat in a break room | 9 100.0% | 730 94.1% |
| d. Buy food in a cafeteria | 3 33.3% | 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= 9 | n= 776 |
| a. Diabetes equipment & supplies (e.g. meters, strips, lancets, etc.) | 8 88.9% | 614 79.1% |
| b. Diabetes medicine (insulin, pills) | 9 100.0% | 653 84.1% |
| c. Diabetes self-management education | 3 33.3% | 302 38.9% |
| d. Nutrition and behavior counseling or classes for weight contro | 2 22.2% | 189 24.4% |
| e. Prescription drugs for weight loss | 3 33.3% | 230 29.6% |
| f. Medications for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.) | 3 33.3% | 286 36.9% |
| g. Behavioral counseling or classes for smoking cessatio | 1 11.1% | 204 26.3% |
| 51. Does your company have community outreach or funding programs for community projects? | | |
| Yes | n= 9 9 100.0% | n= 756 407 53.8% |
| 52. Does the manufacture of your products involve flammable materials? | | |
| Yes | n= 9 9 100.0% | n= 762 452 59.3% |
| 53. Do your employees belong to a union? | | |
| Yes | n= 9 8 88.9% | 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.

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