

**The Kentucky Department for Public Health
University of Kentucky College of Nursing
Kentucky Workplace Tobacco Policy Study, 2010**

	Kentucky N = 562
Demographic Information	
1. How many employees do you have?	n = 562
	Mean = 243
2. About what percentage of your employees are male?	n = 524
	69.3%
3. About what percentage of your employees are female?	n = 522
	30.8%
4. About what percentage of your employees are under 18 years of age?	n = 516
	0.05%
5. About what percentage of your employees are	n = 498
a. Caucasian	84.1%
b. African American	10.7%
c. Hispanic	6.1%
d. Asian	2.3%
e. Other	3.1%
Smoking Policy/Environment	
6. Does your company have a written smoking policy?	n = 554
Yes	470 84.8%
7. [For companies without a written policy] Does your company have a smoking policy that is not in writing?	n = 82
Yes	72 87.8%

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8. How is the company policy communicated?	n = 552
a. Employee handbook	378 68.5%
b. Hallways	73 13.2%
c. Offices	56 10.1%
d. Restrooms	50 9.1%
e. Administrative offices	37 6.7%
f. Not communicated	4 0.7%
g. At time of hire/orientation	364 65.9%
h. Signs/bulletin boards	284 51.4%
i. Electronic newsletter	23 4.2%
j. Other	89 16.1%
9. Are employees permitted to smoke inside your company?	n = 557
Yes	107 19.2%
10. [For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	n = 103
Yes	96 93.2%
11. [For companies allowing indoor smoking] Does the policy, written or unwritten, specify which indoor areas are smoking areas?	n = 102
Yes	80 78.4%
No	14 13.7%
Does not have a policy, written or unwritten	8 7.8%

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12. [For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	n = 101
All	43 42.6%
Some	17 16.8%
None	37 36.6%
I don't know	4 4.0%
13. [For companies allowing indoor smoking] Does the smoking policy specify which indoor areas are separately ventilated for smoking?	n = 98
Yes	33 33.7%
No	51 52.0%
Does not have a policy, written or unwritten	14 14.3%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted?	n = 112
a. Cafeteria	17 15.2%
b. Break rooms	36 32.1%
c. Personal offices	8 7.1%
d. Conference rooms	5 4.5%
e. Bathrooms	8 7.1%
f. Work area/plant floor	28 25.0%
g. Smoking rooms	35 31.3%
h. Other	0 0.0%
15. Are employees permitted to smoke outside your company?	n = 554
Yes	522 94.2%

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16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted?	n = 522
a. Anywhere outside	96 18.4%
b. Designated areas outside	405 77.6%
c. Other	21 4.0%
17. [For companies allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas?	n = 516
Yes	356 69.0%
No	134 26.0%
Does not have a policy, written or unwritten	26 5.0%
18. [For companies allowing outdoor smoking] Are outdoor smoking areas enclosed?	n = 516
No	426 82.6%
19. Is smoking permitted during work hours?	n = 555
Yes	489 88.1%
20. [For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?	n = 478
Yes	328 68.6%
No	127 26.6%
Does not have a policy, written or unwritten	23 4.8%

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21. [For companies permitting smoking during work hours] When is smoking permitted?	n = 496
a. Anytime	68 13.7%
b. Before work	242 48.8%
c. Break time	421 84.9%
d. Lunch time	414 73.7%
e. After work	235 47.4%
f. During meetings	3 0.6%
g. After work functions	29 5.8%
h. Other times	13 2.6%
22. Are No Smoking signs posted at your company?	n = 555
Yes	484 87.2%
23. Do employees smoke in company vehicles?	n = 544
Yes	126 23.2%
No	329 60.5%
Does not have company vehicles	89 16.4%
24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles?	n = 448
Yes	234 52.2%
No	178 39.7%
Does not have a policy, written or unwritten	36 8.0%

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Smoking Policy Compliance/Enforcement	
25. To what extent do employees comply with the existing smoking policy?	n = 560
a. All of the time	349 62.3%
b. Some of the time	38 6.8%
c. Most of the time	165 29.5%
d. Never	0 0.0%
e. Does not have a policy, written or unwritten	8 1.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	n = 562
a. Immediate supervisor	426 75.8%
b. Manager	364 64.8%
c. Security	44 7.8%
d. Peers	78 13.9%
e. Others	76 13.5%
f. Does not have a policy, written or unwritten	11 2.0%
27. For a first time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	n = 562
a. Verbal reprimand	383 68.1%
b. Written reprimand	95 16.9%
c. Participation in smoking cessation or educational program	1 0.2%
d. Other	106 18.9%
e. Does not have a policy, written or unwritten	20 3.6%

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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)	n = 562
a. Verbal reprimand	72 12.8%
b. Written reprimand	353 62.8%
c. Day off without pay	10 1.8%
d. Participation in smoking cessation or education program	5 0.9%
e. Other	125 22.2%
f. Does not have a policy, written or unwritten	21 3.7%
29. For 3 or more offenses, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	n = 562
a. Verbal reprimand	22 3.9%
b. Written reprimand	94 16.7%
c. Day off without pay	34 6.0%
d. Participation in smoking cessation or education program	5 0.9%
e. Mandatory smoking cessation program	1 0.2%
f. Suspension from work	122 21.7%
g. Termination	185 32.9%
h. Never happens	76 13.5%
i. Other	72 12.8%
j. Does not have a policy, written or unwritten	26 4.6%

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30. Who do employees contact if they have complaints about people violating smoking restrictions? (Fill in all that apply)	n = 562
a. Immediate supervisor	406 72.2%
b. Health and safety personnel	76 13.5%
c. Risk manager	36 6.4%
d. Human resources	305 54.3%
e. Manager	174 31.0%
f. Other	35 6.2%
Smoking Cessation	
31. Does your company provide resources to employees who want to quit using tobacco products?	n = 560
Yes	423 75.5%

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32. What resources are available? (Fill in all that apply)	n = 425
a. Cooper-Clayton Method to Stop Smoking	87 20.5%
b. Fresh Start (American Cancer Society)	7 1.6%
c. Freedom from Smoking (American Lung Association)	2 0.5%
d. Make Yours a Fresh Start Family (American Cancer Society)	1 0.2%
e. Employee Assistance Program	187 44.0%
f. Telephone Quit Line	50 11.8%
g. Self-Help Booklets/Posters	37 8.7%
h. Counselor	20 4.7%
i. Computer/On-line Help	30 7.1%
j. Doctor/Other Health Care Professional	25 5.9%
k. Insurance	228 53.6%
l. Other classes	20 4.7%
m. Reimbursements/Incentives	60 14.1%
n. Other	82 19.3%

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33. Who provides the smoking cessation services? (Fill in all that apply)	n = 425
a. Company nurse	18 4.2%
b. Community resource person	14 3.3%
c. Employee Assistance Program	122 28.7%
d. Insurance Company Program	181 42.6%
e. Hospital/Health Department	91 21.4%
f. Physicians/Other Health Care Professionals	15 3.5%
g. Human Resources	36 8.5%
h. Other	58 13.6%
Availability of Tobacco Onsite	
34. Are cigarettes sold on company property?	n = 561
Yes	4 0.7%
35. [For companies selling cigarettes on company property] How are cigarettes sold? (Fill in all that apply)	n = 5
a. Company store	0 0.0%
b. Vending machines	1 20.0%
c. Other	0 0.0%

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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?	n = 552
Yes	134 24.3%
No	396 71.7%
Does not have a policy, written or unwritten	22 4.0%
37. How satisfied are you with your current smoking policy?	n = 560
a. Very satisfied	271 48.4%
b. Somewhat satisfied	119 21.3%
c. Satisfied	123 22.0%
d. Not satisfied	38 6.8%
e. Does not have a policy, written or unwritten	9 1.6%
38. Are you contemplating changes in your smoking policy?	n = 558
No	468 83.9%
39. How interested are you in receiving assistance on changing your smoking policy?	n = 554
a. Very interested	38 6.9%
b. Somewhat interested	84 15.2%
c. Not interested	432 78.0%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	n = 557
a. Very interested	113 20.3%
b. Somewhat interested	156 28.0%
c. Not interested	288 51.7%
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?	n = 561
a. Not allowed in common areas	354 63.1%
b. Allowed in some common areas	63 11.2%
c. Allowed in all common areas	37 6.6%
d. Other	30 5.3%
e. No official policy	77 13.7%
42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	n = 559
a. Not allowed in work areas	379 67.8%
b. Allowed in some work areas	51 9.1%
c. Allowed in all work areas	42 7.5%
d. Other	13 2.3%
e. No official policy	74 13.2%

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43. If your company has an official spit tobacco policy, how often is it enforced?	n = 554
a. Always enforced	352 63.5%
b. Sometimes enforced	63 11.4%
c. Never enforced	9 1.6%
d. Other	10 1.8%
e. Does not have a policy, written or unwritten	120 21.7%
44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	n = 547
Yes	191 34.9%
No	262 47.9%
Does not have written policies	94 17.2%
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)?	n = 553
Yes	362 65.5%
No	181 32.7%
Don't know	10 1.8%
46. Do your company health insurance plans cover all or part of the cost of the following? (Fill in all that apply)	n = 562
a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	332 59.1%
b. Behavioral counseling or classes for smoking cessation	232 41.3%
47. Does your company have community outreach or funding programs for community projects?	n = 549
Yes	284 51.7%

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Miscellaneous	
48. Does the manufacture of your products involve flammable materials?	n = 554
Yes	329 59.4%
49. Do your employees belong to a union?	n = 560
Yes	120 21.4%
Manufacturing Facility Participation Rate	69.1%

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Note: Data for this report were collected January 2009 - September 2009

This report was prepared through a contract between the Kentucky Cabinet for Health and Family Services and the University of Kentucky College of Nursing.

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