

The Kentucky Department for Public Health
 University of Kentucky College of Nursing
Lincoln Trail District Workplace Tobacco Policy Study, 2008

	<u>Lincoln Trail</u>	<u>Kentucky</u>
<u>Demographic Information</u>		
1. How many employees do you have?	n= 57 Mean= 234	n= 654 Mean= 241
2. About what percentage of your employees are male?	n= 50 66.0%	n= 625 70.3%
3. About what percentage of your employees are female?	n= 50 34.0%	n= 625 30.6%
4. About what percentage of your employees are under 18 years of age?	n= 42 2.0%	n= 600 3.7%
5. About what percentage of your employees are	n= 49	n= 596
a. Caucasian	87.8%	83.9%
b. African American	21.6%	11.3%
c. Hispanic	3.5%	7.8%
d. Asian	2.2%	2.1%
e. Other	5.0%	2.0%
<u>Smoking Policy/Environment</u>		
6. Does your company have a written smoking policy? Yes	n= 55 47 85.5%	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= 7 5 71.4%	n= 120 84 70.0%

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8. How is the company policy communicated?	<u>n</u> =	52	<u>n</u> =	604
a. Employee handbook	44	84.6%	445	73.7%
b. Hallways	7	13.5%	97	16.1%
c. Offices	5	9.6%	60	9.9%
d. Restrooms	7	13.5%	62	10.3%
e. Administrative offices	2	3.8%	53	8.8%
f. Not communicated	45	86.5%	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> =	56	<u>n</u> =	651
Yes	16	28.6%	195	30.0%
10. [For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	<u>n</u> =	16	<u>n</u> =	193
Yes	16	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> =	16	<u>n</u> =	192
Yes	14	87.5%	156	81.3%
No	1	6.3%	12	6.3%
Does not have a policy, written or unwritten	1	6.3%	24	12.5%
12. [For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	<u>n</u> =	16	<u>n</u> =	191
All	5	31.3%	75	39.3%
Some	0	0.0%	34	17.8%
None	11	68.8%	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> = 15	<u>n</u> = 183
Yes	4 26.7%	56 30.6%
No	9 60.0%	94 51.4%
Does not have a policy, written or unwritten	2 13.3%	33 18.0%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted? (Fill in all that apply)	<u>n</u> = 16	<u>n</u> = 195
a. Cafeteria	1 6.3%	45 23.1%
b. Break rooms	8 50.0%	101 51.8%
c. Personal offices	2 12.5%	22 11.3%
d. Conference rooms	1 6.3%	15 7.7%
e. Bathrooms	2 12.5%	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> = 57	<u>n</u> = 652
Yes	56 98.2%	626 96.0%
16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted?	<u>n</u> = 55	<u>n</u> = 616
a. Anywhere outside	7 12.7%	160 26.0%
b. Designated areas outside	47 85.5%	443 71.9%
c. Other	1 1.8%	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> = 55	<u>n</u> = 609
Yes	44 80.0%	386 63.4%
No	9 16.4%	176 28.9%
Does not have a policy, written or unwritten	2 3.6%	47 7.7%

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18.	[For companies allowing outdoor smoking] Are outdoor smoking areas enclosed? No	n= 46	56 82.1%	n= 512	613 83.5%
19.	Is smoking permitted during work hours? Yes	n= 54	57 94.7%	n= 588	652 90.2%
20.	[For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?	n= 46	52 88.5%	n= 390	569 68.5%
	Yes	46	88.5%	390	68.5%
	No	1	1.9%	135	23.7%
	Does not have a policy, written or unwritten	5	9.6%	44	7.7%
21.	[For companies permitting smoking during work hours] When is smoking permitted?	n= 4	54 7.4%	n= 105	588 17.9%
	a. Any time	4	7.4%	105	17.9%
	b. Before work	20	37.0%	293	49.8%
	c. Break time	48	88.9%	497	84.5%
	d. Lunch time	45	83.3%	459	78.1%
	e. After work	18	33.3%	283	48.1%
	f. During meetings	0	0.0%	4	0.7%
	g. After work functions	1	1.9%	22	3.7%
	h. Other times	0	0.0%	2	0.3%
22.	Are No Smoking signs posted at your company? Yes	n= 51	57 89.5%	n= 558	650 85.8%
23.	Do employees smoke in company vehicles?	n= 12	57 21.1%	n= 165	646 25.5%
	Yes	12	21.1%	165	25.5%
	No	33	57.9%	372	57.6%
	Does not have company vehicles	12	21.1%	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?	n=	41	n=	516
Yes	25	61.0%	258	50.0%
No	12	29.3%	203	39.3%
Does not have a policy, written or unwritten	4	9.8%	55	10.7%

Smoking Policy Compliance/Enforcement

25. To what extent do employees comply with the existing smoking policy?	n=	57	n=	655
a. All of the time	39	68.4%	364	55.6%
b. Some of the time	0	0.0%	24	3.7%
c. Most of the time	16	28.1%	237	36.2%
d. Never	0	0.0%	1	0.2%
e. Does not have a policy, written or unwritten	2	3.5%	29	4.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	n=	57	n=	655
a. Immediate Supervisor	46	80.7%	491	75.0%
b. Manager	35	61.4%	392	59.8%
c. Security	0	0.0%	69	10.5%
d. Peers	1	1.8%	103	15.7%
e. Others	9	15.8%	128	19.5%
f. Does not have a policy, written or unwritten	2	3.5%	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)	n=	57	n=	655
a. Verbal reprimand	36	63.2%	428	65.3%
b. Written reprimand	23	40.4%	118	18.0%
c. Participation in smoking cessation or education program	0	0.0%	0	0.0%
d. Other	7	12.3%	90	13.7%
e. Does not have a policy, written or unwritten	3	5.3%	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> =	57	<u>n</u> =	655
a. Verbal reprimand	10	17.5%	70	10.7%
b. Written reprimand	43	75.4%	403	61.5%
c. Day off without pay	16	28.1%	33	5.0%
d. Participation in smoking cessation or education program	0	0.0%	3	0.5%
e. Other	10	17.5%	138	21.1%
f. Does not have a policy, written or unwritten	4	7.0%	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> =	57	<u>n</u> =	655
a. Verbal reprimand	2	3.5%	21	3.2%
b. Written reprimand	9	15.8%	90	13.7%
c. Day off without pay	3	5.3%	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	16	28.1%	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	3	5.3%	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> =	57	<u>n</u> =	655
a. Immediate supervisor	45	78.9%	485	74.0%
b. Health and safety personnel	9	15.8%	129	19.7%
c. Risk manager	2	3.5%	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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<u>Smoking Cessation</u>				
31. Does your company provide resources to employees who want to quit using tobacco products?	<u>n</u> =	55	<u>n</u> =	647
Yes	40	72.7%	427	66.0%
32. What resources are available? (Fill in all that apply)	<u>n</u> =	40	<u>n</u> =	427
a. Cooper-Clayton Method to Stop Smoking	8	20.0%	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	7	17.5%	163	38.2%
f. Telephone Quit Line	5	12.5%	51	11.9%
g. Self-Help Booklets/Posters	2	5.0%	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	4	10.0%	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> =	40	<u>n</u> =	427
a. Company Nurse	1	2.5%	24	5.6%
b. Community resource person	2	5.0%	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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<u>Availability of Tobacco Onsite</u>				
34. Are cigarettes sold on company property?	<u>n</u> =	56	<u>n</u> =	653
Yes	0	0.0%	6	0.9%
35. If "Yes", how are cigarettes sold? (Fill in all that apply)	<u>n</u> =	0	<u>n</u> =	6
a. Company store	0	0.0%	0	0.0%
b. Vending machines	0	0.0%	5	83.3%
c. Other	0	0.0%	0	0.0%
<u>Perceptions of Policy/Interest in Assistance</u>				
36. Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others?	<u>n</u> =	56	<u>n</u> =	641
Yes	29	51.8%	173	27.0%
No	23	41.1%	407	63.5%
Does not have a policy, written or unwritten	4	7.1%	61	9.5%
37. How satisfied are you with your current smoking policy?	<u>n</u> =	57	<u>n</u> =	654
a. Very satisfied	29	50.9%	308	47.1%
b. Somewhat satisfied	1	1.8%	126	19.3%
c. Satisfied	25	43.9%	139	21.3%
d.. Not satisfied	0	0.0%	52	8.0%
e. Does not have a policy, written or unwritten	2	3.5%	29	4.4%
38. Are you contemplating changes in your smoking policy?	<u>n</u> =	57	<u>n</u> =	652
No	52	91.2%	527	80.8%
39. How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> =	57	<u>n</u> =	651
a. Very interested	0	0.0%	53	8.1%
b. Somewhat interested	8	14.0%	102	15.7%
c. Not interested	49	86.0%	496	76.2%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	<u>n</u> =	57	<u>n</u> =	648
a. Very interested	9	15.8%	135	20.8%
b. Somewhat interested	33	57.9%	206	31.8%
c. Not interested	15	26.3%	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> =	57	<u>n</u> =	649
a. Not allowed in common areas	28	49.1%	334	51.5%
b. Allowed in some common areas	3	5.3%	48	7.4%
c. Allowed in all common areas	0	0.0%	64	9.9%
d. Other	18	31.6%	53	8.2%
e. No official policy	8	14.0%	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> =	46	<u>n</u> =	636
a. Not allowed in work areas	32	69.6%	353	55.5%
b. Allowed in some work areas	2	4.3%	50	7.9%
c. Allowed in all work areas	0	0.0%	61	9.6%
d. Other	1	2.2%	19	3.0%
e. No official policy	11	23.9%	153	24.1%

43. If your company has an official spit tobacco policy, how often is it enforced?	<u>n</u> =	46	<u>n</u> =	632
a. Always enforced	34	73.9%	324	51.3%
b. Sometimes enforced	2	4.3%	76	12.0%
c. Never enforced	0	0.0%	9	1.4%
d. Other	1	2.2%	18	2.8%
e. Does not have a policy, written or unwritten	9	19.6%	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> =	57	<u>n</u> =	637
Yes	5	8.8%	245	38.5%
No	47	82.5%	224	35.2%
Does not have written policies	5	8.8%	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> =	57	<u>n</u> =	648
Yes	35	61.4%	369	56.9%
No	22	38.6%	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> =	57	<u>n</u> =	655
a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	29	50.9%	320	48.9%
b. Behavioral counseling or classes for smoking cessation	11	19.3%	212	32.4%

47. Does your company have community outreach or funding programs for community projects?	<u>n</u> =	57	<u>n</u> =	651
Yes	46	80.7%	321	49.3%

Miscellaneous

48. Does the manufacture of your products involve flammable materials?	<u>n</u> =	55	<u>n</u> =	645
Yes	45	81.8%	398	61.7%
49. Do your employees belong to a union?	<u>n</u> =	55	<u>n</u> =	652
Yes	11	20.0%	125	19.2%

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Manufacturing Facility Participation Rate	76.0%	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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