

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

Lincoln Trail District 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 Lincoln Trail District Health Department area. Results will be used to determine opportunities for workplace health promotion in this district.

In this district, 65 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (80% participation rate). The mean number of employees was 71. On average, 100% of the employees were Caucasian, and 64% 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?

	Lincoln Trail n=64	Total n=428
Yes	49 (77%)	296 (69%)

Are employees permitted to smoke inside your company?

	Lincoln Trail n=65	Total n=432
Yes	42 (67%)	247 (57%)

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

	Lincoln Trail n=42	Total n=243
Yes	40 (95%)	220 (91%)

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

	Lincoln Trail n=41	Total n=211
Yes	33 (81%)	165 (78%)

If "Yes," where is indoor smoking permitted?

	Lincoln Trail n=42	Total n=247
Cafeteria	16 (38%)	82 (33%)
Break rooms	24 (57%)	133 (54%)
Personal offices	4 (10%)	29 (12%)
Conference rooms	2 (5%)	16 (7%)
Bathrooms	2 (5%)	24 (10%)
Other	14 (33%)	96 (39%)

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

	Lincoln Trail n=42	Total n=242
Yes	28 (67%)	114 (47%)

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

	Lincoln Trail n=40	Total n=200
Yes	14 (35%)	60 (30%)

Are employees permitted to smoke outside your company?

	Lincoln Trail n=65	Total n=430
Yes	64 (99%)	416 (97%)

f "Yes," where is outdoor smoking permitted?

	Lincoln Trail n=64	Total n=417
Anywhere outside	32 (50%)	230 (56%)
Designated areas	32 (50%)	176 (42%)
Other	–	13 (3%)

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

	Lincoln Trail n=63	Total n=360
Yes	27 (43%)	124 (34%)

If "Yes," are outdoor smoking areas enclosed?

	Lincoln Trail n=62	Total n=399
Yes	6 (10%)	50 (13%)

Is smoking permitted during working hours?

	Lincoln Trail n=65	Total n=432
Yes	57 (88%)	394 (91%)

If "Yes," when is smoking permitted?

	Lincoln Trail n=57	Total n=394
At any time	13 (23%)	125 (32%)
Before work	15 (26%)	148 (38%)
At break times	43 (75%)	308 (78%)
At lunch	29 (51%)	260 (66%)
After work	14 (25%)	146 (37%)
During meetings	–	14 (4%)
After work functions	–	57 (15%)

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

	Lincoln Trail n=55	Total n=343
Yes	28 (51%)	151 (44%)

Are 'No Smoking' signs posted at your company?

	Lincoln Trail n=65	Total n=424
Yes	56 (86%)	347 (82%)

Do employees smoke in company vehicles?

	Lincoln Trail n=57	Total n=347
Yes	28 (49%)	182 (52%)

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

	Lincoln Trail n=58	Total n=318
Yes	12 (21%)	74 (23%)

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

	Lincoln Trail n=65	Total n=417
All or most of the time	63 (97%)	398 (95%)

Who enforces the smoking policy for employees?

	Lincoln Trail n=65	Total n=437
Immediate Supervisor	33 (51%)	255 (58%)
Manager	31 (48%)	190 (44%)
Security	6 (9%)	38 (9%)
Peers	3 (5%)	57 (13%)
Other	18 (28%)	93 (21%)

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

	Lincoln Trail n=65			Total n=437		
	1 st offense	2 nd offense	3 rd offense	1 st offense	2 nd offense	3 rd offense
Verbal Reprimand	43 (66%)	13 (20%)	4 (6%)	269 (62%)	71 (16%)	19 (4%)
Written Reprimand	5 (8%)	26 (40%)	16 (25%)	54 (12%)	198 (45%)	82 (19%)
Termination/ Dismissal	7 (11%)	6 (9%)	14 (22%)	25 (6%)	31 (7%)	69 (15%)
Cessation/ Education	–	–	–	2 (1%)	2 (1%)	-
*Other	7 (11%)	6 (9%)	16 (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?

	Lincoln Trail n=65	Total n=437
Immediate supervisor	25 (39%)	208 (48%)
Health and safety personnel	6 (9%)	41 (9%)
Risk manager	–	27 (6%)
Other	32 (49%)	220 (50%)

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

	Lincoln Trail n=54	Total n=361
Yes	6 (11%)	95 (26%)

Does your company offer tobacco use prevention education?

	Lincoln Trail n=63	Lincoln Trail n=83
Yes	15 (24%)	12 (15%)

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

	Lincoln Trail n=15	Total n=91
Pamphlet handouts	11 (73%)	52 (57%)
Tobacco prevention posters	5 (33%)	22 (24%)
Individual or group advice from company healthcare providers	2 (13%)	15 (17%)
Other	9 (60%)	41 (45%)

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

	Lincoln Trail n=62	Total n=421
Yes	12 (19%)	100 (24%)

If “Yes,” what resources are available?

	Lincoln Trail n=12	Total n=100
Cooper/Clayton Method to Stop Smoking	1 (8%)	12 (12%)
Fresh Start (ACS)	–	4 (4%)
Freedom from Smoking (ALA)	–	5 (5%)
Other	8 (67%)	68 (68%)

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

	Lincoln Trail n=12	Total n=100
Nurse	–	4 (4%)
Community resource person(s)	5 (42%)	17 (17%)
Local hospital or outside vendor	2 (17%)	43 (43%)

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

	Lincoln Trail n=12	Total n=12*
Once per year	–	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?

	Lincoln Trail n=12	Total n=100
Before working hours	–	4 (4%)
During working hours	–	9 (9%)
After working hours	1 (8%)	21 (21%)
Weekend workshops	–	1 (1%)
Other	4 (33%)	21 (21%)

Are cigarettes sold on company property?

	Lincoln Trail n=65	Total n=429
Yes	4 (6%)	43 (10%)

If yes, how are cigarettes sold?

	Lincoln Trail n=4	Total n=43
Vending machine	4 (100%)	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?

	Lincoln Trail n=64	Total n=365
Yes	8 (13%)	61 (17%)

How satisfied are you with your current smoking policy?

	Lincoln Trail n=62	Total n=421
Very satisfied	40 (65%)	201 (48%)

Are you contemplating changes in your smoking policy?

	Lincoln Trail n=64	Total n=422
Yes	8 (13%)	66 (16%)

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

	Lincoln Trail n=64	Total n=413
Very interested	2 (3%)	34 (8%)
Somewhat interested	7 (11%)	75 (18%)

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

	Lincoln Trail n=84	Total n=420
Very interested	4 (6%)	77 (18%)
Somewhat interested	10 (16%)	142 (34%)

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

	Lincoln Trail n=50	Total n=391
Yes	45 (90%)	224 (57%)

For more information please contact:

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