

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

| | Lincoln Trail N = 54 | Kentucky N = 562 |
|---|-------------------------|---------------------|
| Demographic Information | | |
| 1. How many employees do you have? | n = 54 | n = 562 |
| | Mean = 213 | Mean = 243 |
| 2. About what percentage of your employees are male? | n = 53 | n = 524 |
| | 66.1% | 69.3% |
| 3. About what percentage of your employees are female? | n = 53 | n = 522 |
| | 34.1% | 30.8% |
| 4. About what percentage of your employees are under 18 years of age? | n = 53 | n = 516 |
| | 0.00% | 0.05% |
| 5. About what percentage of your employees are | n = 53 | n = 498 |
| a. Caucasian | 86.0% | 84.1% |
| b. African American | 9.4% | 10.7% |
| c. Hispanic | 3.7% | 6.1% |
| d. Asian | 3.1% | 2.3% |
| e. Other | 3.0% | 3.1% |
| Smoking Policy/Environment | | |
| 6. Does your company have a written smoking policy? | n = 54 | n = 554 |
| Yes | 47 87.0% | 470 84.8% |
| 7. [For companies without a written policy] Does your company have a smoking policy that is not in writing? | n = 7 | n = 82 |
| Yes | 7 100.0% | 72 87.8% |

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| 8. How is the company policy communicated? | n = 54 | n = 552 |
| a. Employee handbook | 28 51.9% | 378 68.5% |
| b. Hallways | 1 1.9% | 73 13.2% |
| c. Offices | 8 14.8% | 56 10.1% |
| d. Restrooms | 0 0.0% | 50 9.1% |
| e. Administrative offices | 3 5.6% | 37 6.7% |
| f. Not communicated | 0 0.0% | 4 0.7% |
| g. At time of hire/orientation | 53 98.1% | 364 65.9% |
| h. Signs/bulletin boards | 35 64.8% | 284 51.4% |
| i. Electronic newsletter | 1 1.9% | 23 4.2% |
| j. Other | 4 7.4% | 89 16.1% |
| 9. Are employees permitted to smoke inside your company? | n = 54 | n = 557 |
| Yes | 8 14.8% | 107 19.2% |
| 10. [For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas? | n = 8 | n = 103 |
| Yes | 8 100.0% | 96 93.2% |
| 11. [For companies allowing indoor smoking] Does the policy, written or unwritten, specify which indoor areas are smoking areas? | n = 8 | n = 102 |
| Yes | 8 100.0% | 80 78.4% |
| No | 0 0.0% | 14 13.7% |
| Does not have a policy, written or unwritten | 0 0.0% | 8 7.8% |

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| 12. [For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated? | n = 8 | n = 101 |
| All | 3 37.5% | 43 42.6% |
| Some | 0 0.0% | 17 16.8% |
| None | 4 50.0% | 37 36.6% |
| I don't know | 1 12.5% | 4 4.0% |
| 13. [For companies allowing indoor smoking] Does the smoking policy specify which indoor areas are separately ventilated for smoking? | n = 6 | n = 98 |
| Yes | 2 33.3% | 33 33.7% |
| No | 4 66.7% | 51 52.0% |
| Does not have a policy, written or unwritten | 0 0.0% | 14 14.3% |
| 14. [For companies allowing indoor smoking] Where is indoor smoking permitted? | n = 8 | n = 112 |
| a. Cafeteria | 4 50.0% | 17 15.2% |
| b. Break rooms | 4 50.0% | 36 32.1% |
| c. Personal offices | 0 0.0% | 8 7.1% |
| d. Conference rooms | 0 0.0% | 5 4.5% |
| e. Bathrooms | 1 12.5% | 8 7.1% |
| f. Work area/plant floor | 0 0.0% | 28 25.0% |
| g. Smoking rooms | 1 12.5% | 35 31.3% |
| h. Other | 0 0.0% | 0 0.0% |
| 15. Are employees permitted to smoke outside your company? | n = 54 | n = 554 |
| Yes | 54 100.0% | 522 94.2% |

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| 16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted? | n = 54 | n = 522 |
| a. Anywhere outside | 6 11.1% | 96 18.4% |
| b. Designated areas outside | 43 79.6% | 405 77.6% |
| c. Other | 5 9.3% | 21 4.0% |
| 17. [For companies allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas? | n = 52 | n = 516 |
| Yes | 43 82.7% | 356 69.0% |
| No | 9 17.3% | 134 26.0% |
| Does not have a policy, written or unwritten | 0 0.0% | 26 5.0% |
| 18. [For companies allowing outdoor smoking] Are outdoor smoking areas enclosed? | n = 54 | n = 516 |
| No | 47 87.0% | 426 82.6% |
| 19. Is smoking permitted during work hours? | n = 54 | n = 555 |
| Yes | 54 100.0% | 489 88.1% |
| 20. [For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted? | n = 53 | n = 478 |
| Yes | 42 79.2% | 328 68.6% |
| No | 11 20.8% | 127 26.6% |
| Does not have a policy, written or unwritten | 0 0.0% | 23 4.8% |

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| 21. [For companies permitting smoking during work hours] When is smoking permitted? | n = 54 | n = 496 |
| a. Anytime | 8 14.8% | 68 13.7% |
| b. Before work | 4 7.4% | 242 48.8% |
| c. Break time | 45 83.3% | 421 84.9% |
| d. Lunch time | 45 83.3% | 414 73.7% |
| e. After work | 3 5.6% | 235 47.4% |
| f. During meetings | 0 0.0% | 3 0.6% |
| g. After work functions | 0 0.0% | 29 5.8% |
| h. Other times | 0 0.0% | 13 2.6% |
| 22. Are No Smoking signs posted at your company? | n = 53 | n = 555 |
| Yes | 48 90.6% | 484 87.2% |
| 23. Do employees smoke in company vehicles? | n = 49 | n = 544 |
| Yes | 10 20.4% | 126 23.2% |
| No | 26 53.1% | 329 60.5% |
| Does not have company vehicles | 13 26.5% | 89 16.4% |
| 24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles? | n = 37 | n = 448 |
| Yes | 22 59.5% | 234 52.2% |
| No | 15 40.5% | 178 39.7% |
| Does not have a policy, written or unwritten | 0 0.0% | 36 8.0% |

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| Smoking Policy Compliance/Enforcement | | |
| 25. To what extent do employees comply with the existing smoking policy? | n = 54 | n = 560 |
| a. All of the time | 39 72.2% | 349 62.3% |
| b. Some of the time | 0 0.0% | 38 6.8% |
| c. Most of the time | 15 27.8% | 165 29.5% |
| d. Never | 0 0.0% | 0 0.0% |
| e. Does not have a policy, written or unwritten | 0 0.0% | 8 1.4% |
| 26. Who enforces the smoking policy for employees? (Fill in all that apply) | n = 54 | n = 562 |
| a. Immediate supervisor | 50 92.6% | 426 75.8% |
| b. Manager | 39 72.2% | 364 64.8% |
| c. Security | 0 0.0% | 44 7.8% |
| d. Peers | 0 0.0% | 78 13.9% |
| e. Others | 4 7.4% | 76 13.5% |
| f. Does not have a policy, written or unwritten | 0 0.0% | 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 = 54 | n = 562 |
| a. Verbal reprimand | 43 79.6% | 383 68.1% |
| b. Written reprimand | 19 35.2% | 95 16.9% |
| c. Participation in smoking cessation or educational program | 1 1.9% | 1 0.2% |
| d. Other | 15 27.8% | 106 18.9% |
| e. Does not have a policy, written or unwritten | 0 0.0% | 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 = 54 | n = 562 |
| a. Verbal reprimand | 10 18.5% | 72 12.8% |
| b. Written reprimand | 43 79.6% | 353 62.8% |
| c. Day off without pay | 1 1.9% | 10 1.8% |
| d. Participation in smoking cessation or education program | 4 7.4% | 5 0.9% |
| e. Other | 19 35.2% | 125 22.2% |
| f. Does not have a policy, written or unwritten | 0 0.0% | 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 = 54 | n = 562 |
| a. Verbal reprimand | 0 0.0% | 22 3.9% |
| b. Written reprimand | 17 31.5% | 94 16.7% |
| c. Day off without pay | 3 5.6% | 34 6.0% |
| d. Participation in smoking cessation or education program | 3 5.6% | 5 0.9% |
| e. Mandatory smoking cessation program | 1 1.9% | 1 0.2% |
| f. Suspension from work | 15 27.8% | 122 21.7% |
| g. Termination | 18 33.3% | 185 32.9% |
| h. Never happens | 14 25.9% | 76 13.5% |
| i. Other | 3 5.6% | 72 12.8% |
| j. Does not have a policy, written or unwritten | 0 0.0% | 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 = 54 | n = 562 |
| a. Immediate supervisor | 47 87.0% | 406 72.2% |
| b. Health and safety personnel | 7 13.0% | 76 13.5% |
| c. Risk manager | 1 1.9% | 36 6.4% |
| d. Human resources | 18 33.3% | 305 54.3% |
| e. Manager | 36 66.7% | 174 31.0% |
| f. Other | 1 1.9% | 35 6.2% |
| | | |
| Smoking Cessation | | |
| 31. Does your company provide resources to employees who want to quit using tobacco products? | n = 54 | n = 560 |
| Yes | 42 77.8% | 423 75.5% |

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| 32. What resources are available? (Fill in all that apply) | n = 42 | n = 425 |
| a. Cooper-Clayton Method to Stop Smoking | 5 11.9% | 87 20.5% |
| b. Fresh Start (American Cancer Society) | 0 0.0% | 7 1.6% |
| c. Freedom from Smoking (American Lung Association) | 0 0.0% | 2 0.5% |
| d. Make Yours a Fresh Start Family (American Cancer Society) | 0 0.0% | 1 0.2% |
| e. Employee Assistance Program | 23 54.8% | 187 44.0% |
| f. Telephone Quit Line | 0 0.0% | 50 11.8% |
| g. Self-Help Booklets/Posters | 0 0.0% | 37 8.7% |
| h. Counselor | 0 0.0% | 20 4.7% |
| i. Computer/On-line Help | 0 0.0% | 30 7.1% |
| j. Doctor/Other Health Care Professional | 0 0.0% | 25 5.9% |
| k. Insurance | 38 90.5% | 228 53.6% |
| l. Other classes | 10 23.8% | 20 4.7% |
| m. Reimbursements/Incentives | 1 2.4% | 60 14.1% |
| n. Other | 6 14.3% | 82 19.3% |

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| 33. Who provides the smoking cessation services? (Fill in all that apply) | n = 42 | n = 425 |
| a. Company nurse | 0 0.0% | 18 4.2% |
| b. Community resource person | 0 0.0% | 14 3.3% |
| c. Employee Assistance Program | 6 14.3% | 122 28.7% |
| d. Insurance Company Program | 9 21.4% | 181 42.6% |
| e. Hospital/Health Department | 16 38.1% | 91 21.4% |
| f. Physicians/Other Health Care Professionals | 0 0.0% | 15 3.5% |
| g. Human Resources | 2 4.8% | 36 8.5% |
| h. Other | 1 2.4% | 58 13.6% |
| | | |
| Availability of Tobacco Onsite | | |
| 34. Are cigarettes sold on company property? | n = 54 | n = 561 |
| Yes | 0 0.0% | 4 0.7% |
| 35. [For companies selling cigarettes on company property] How are cigarettes sold? (Fill in all that apply) | n = 0 | n = 5 |
| a. Company store | 0 0.0% | 0 0.0% |
| b. Vending machines | 0 0.0% | 1 20.0% |
| c. Other | 0 0.0% | 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 = 54 | n = 552 |
| Yes | 22 40.7% | 134 24.3% |
| No | 32 59.3% | 396 71.7% |
| Does not have a policy, written or unwritten | 0 0.0% | 22 4.0% |
| 37. How satisfied are you with your current smoking policy? | n = 54 | n = 560 |
| a. Very satisfied | 25 46.3% | 271 48.4% |
| b. Somewhat satisfied | 1 1.9% | 119 21.3% |
| c. Satisfied | 28 51.9% | 123 22.0% |
| d. Not satisfied | 0 0.0% | 38 6.8% |
| e. Does not have a policy, written or unwritten | 0 0.0% | 9 1.6% |
| 38. Are you contemplating changes in your smoking policy? | n = 54 | n = 558 |
| No | 53 98.1% | 468 83.9% |
| 39. How interested are you in receiving assistance on changing your smoking policy? | n = 54 | n = 554 |
| a. Very interested | 0 0.0% | 38 6.9% |
| b. Somewhat interested | 1 1.9% | 84 15.2% |
| c. Not interested | 53 98.1% | 432 78.0% |

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|--|---------------------------------|-----------------------------|
| 40. How interested are you in receiving assistance on effective smoking cessation programs? | n = 54 | n = 557 |
| a. Very interested | 1 1.9% | 113 20.3% |
| b. Somewhat interested | 24 44.4% | 156 28.0% |
| c. Not interested | 29 53.7% | 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 = 54 | n = 561 |
| a. Not allowed in common areas | 42 77.8% | 354 63.1% |
| b. Allowed in some common areas | 3 5.6% | 63 11.2% |
| c. Allowed in all common areas | 0 0.0% | 37 6.6% |
| d. Other | 4 7.4% | 30 5.3% |
| e. No official policy | 5 9.3% | 77 13.7% |
| 42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas? | n = 54 | n = 559 |
| a. Not allowed in work areas | 44 81.5% | 379 67.8% |
| b. Allowed in some work areas | 3 5.6% | 51 9.1% |
| c. Allowed in all work areas | 0 0.0% | 42 7.5% |
| d. Other | 2 3.7% | 13 2.3% |
| e. No official policy | 5 9.3% | 74 13.2% |

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|--|---------------------------------|-----------------------------|
| 43. If your company has an official spit tobacco policy, how often is it enforced? | n = 54 | n = 554 |
| a. Always enforced | 44 81.5% | 352 63.5% |
| b. Sometimes enforced | 1 1.9% | 63 11.4% |
| c. Never enforced | 0 0.0% | 9 1.6% |
| d. Other | 4 7.4% | 10 1.8% |
| e. Does not have a policy, written or unwritten | 5 9.3% | 120 21.7% |
| 44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them? | n = 54 | n = 547 |
| Yes | 0 0.0% | 191 34.9% |
| No | 54 100.0% | 262 47.9% |
| Does not have written policies | 0 0.0% | 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 = 54 | n = 553 |
| Yes | 38 70.4% | 362 65.5% |
| No | 16 29.6% | 181 32.7% |
| Don't know | 0 0.0% | 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 = 54 | n = 562 |
| a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.) | 40 74.1% | 332 59.1% |
| b. Behavioral counseling or classes for smoking cessation | 13 24.1% | 232 41.3% |

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| 47. Does your company have community outreach or funding programs for community projects? | n = 54 | n = 549 |
| Yes | 46 85.2% | 284 51.7% |

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|--|---------------------------------|-----------------------------|
| Miscellaneous | | |
| 48. Does the manufacture of your products involve flammable materials? | n = 54 | n = 554 |
| Yes | 43 79.6% | 329 59.4% |
| 49. Do your employees belong to a union? | n = 54 | n = 560 |
| Yes | 10 18.5% | 120 21.4% |
| | | |
| Manufacturing Facility Participation Rate | 87.7% | 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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