

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

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

In this district, 23 manufacturers participated in a telephone survey conducted by the Tobacco Prevention Coordinators in collaboration with the research staff at the University of Kentucky (79% participation rate). The mean number of employees was 184. On average, 77% of the employees were Caucasian, and 60% 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?

	North Central n=23	Total n=428
Yes	15 (65%)	296 (69%)

Are employees permitted to smoke inside your company?

	North Central n=23	Total n=432
Yes	14 (61%)	247 (57%)

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

	North Central n=14	Total n=243
Yes	12 (86%)	220 (91%)

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

	North Central n=12	Total n=211
Yes	10 (83%)	165 (78%)

If "Yes," where is indoor smoking permitted?

	North Central n=14	Total n=247
Cafeteria	8 (57%)	82 (33%)
Breakrooms	12 (86%)	133 (54%)
Personal offices	3 (21%)	29 (12%)
Conference rooms	3 (21%)	16 (7%)
Bathrooms	3 (21%)	24 (10%)
Other	2 (14%)	96 (39%)

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

	North Central <u>n</u> =14	Total <u>n</u> =242
Yes	7 (50%)	114 (47%)

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

	North Central <u>n</u> =11	Total <u>n</u> =200
Yes	6 (55%)	60 (30%)

Are employees permitted to smoke outside your company?

	North Central <u>n</u> =23	Total <u>n</u> =430
Yes	20 (87%)	416 (97%)

If "Yes," where is outdoor smoking permitted?

	North Central <u>n</u> =20	Total <u>n</u> =414
Anywhere outside	8 (40%)	230 (56%)
Designated areas	11 (55%)	176 (42%)
Other	1 (5%)	13 (3%)

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

	North Central <u>n</u> =15	Total <u>n</u> =360
Yes	7 (47%)	124 (34%)

If "Yes," are outdoor smoking areas enclosed?

	North Central <u>n</u> =19	Total <u>n</u> =399
Yes	5 (26%)	50 (13%)

Is smoking permitted during working hours?

	North Central <u>n</u> =23	Total <u>n</u> =432
Yes	23 (100%)	394 (91%)

If "Yes," when is smoking permitted?

	North Central n=23	Total n=394
At any time	4 (17%)	125 (32%)
Before work	6 (26%)	148 (38%)
At break times	22 (96%)	308 (78%)
At lunch	19 (83%)	260 (66%)
After work	6 (26%)	146 (37%)
During meetings	1 (4%)	14 (4%)
After work functions	2 (9%)	57 (15%)

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

	North Central n=19	Total n=343
Yes	12 (63%)	151 (44%)

Are 'No Smoking' signs posted at your company?

	North Central n=23	Total n=424
Yes	19 (83%)	347 (82%)

Do employees smoke in company vehicles?

	North Central n=20	Total n=347
Yes	9 (45%)	182 (52%)

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

	North Central n=18	Total n=318
Yes	6 (33%)	74 (23%)

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

	North Central n=21	Total n=417
All or most of the time	21 (100%)	398 (95%)

Who enforces the smoking policy for employees?

	North Central n=23	Total n=437
Immediate Supervisor	17 (74%)	255 (58%)
Manager	15 (65%)	190 (44%)
Security	2 (9%)	38 (9%)
Peers	3 (13%)	57 (13%)
Other	8 (35%)	93 (21%)

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

	North Central n=23			Total n=437		
	1 st offense	2 nd offense	3 rd offense	1 st offense	2 nd offense	3 rd offense
Verbal Reprimand	14 (61%)	2 (9%)	–	269 (62%)	71 (16%)	19 (4%)
Written Reprimand	7 (30%)	9 (39%)	3 (13%)	54 (12%)	198 (45%)	82 (19%)
Termination/ Dismissal	4 (17%)	8 (35%)	13 (57%)	25 (6%)	31 (7%)	69 (15%)
Cessation/ Education	–	–	–	2 (1%)	2 (1%)	-
*Other	1 (4%)	6 (26%)	5 (22%)	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?

	North Central n=23	Total n=437
Immediate supervisor	11 (48%)	208 (48%)
Health and safety personnel	1 (4%)	41 (9%)
Risk manager	1 (4%)	27 (6%)
Other	16 (70%)	220 (50%)

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

	North Central n=19	Total n=361
Yes	5 (26%)	95 (26%)

Does your company offer tobacco use prevention education?

	North Central n=21	Total n=425
Yes	4 (19%)	91 (21%)

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

	North Central n=4	Total n=91
Pamphlet handouts	1 (25%)	52 (57%)
Tobacco prevention posters	–	22 (24%)
Individual or group advice from company healthcare providers	–	15 (17%)
Other	3 (75%)	41 (45%)

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

	North Central n=22	Total n=421
Yes	6 (27%)	100 (24%)

If “Yes,” what resources are available?

	North Central n=6	Total n=100
Cooper/Clayton Method to Stop Smoking	–	12 (12%)
Fresh Start (ACS)	–	4 (4%)
Freedom from Smoking (ALA)	–	5 (5%)
Other	5 (83%)	68 (68%)

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

	North Central n=6	Total n=100
Nurse	–	4 (4%)
Community resource person(s)	–	17 (17%)
Local hospital or outside vendor	4 (67%)	43 (43%)

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

	North Central n=6	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?

	North Central <u>n</u> =6	Total <u>n</u> =100
Before working hours	–	4 (4%)
During working hours	–	9 (9%)
After working hours	–	21 (21%)
Weekend workshops	–	1 (1%)
Other	2 (33%)	21 (21%)

Are cigarettes sold on company property?

	North Central <u>n</u> =23	Total <u>n</u> =429
Yes	1 (4%)	43 (10%)

If yes, how are cigarettes sold?

	North Central <u>n</u> =1	Total <u>n</u> =43
Vending machine	1 (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?

	North Central <u>n</u> =15	Total <u>n</u> =365
Yes	4 (27%)	61 (17%)

How satisfied are you with your current smoking policy?

	North Central <u>n</u> =21	Total <u>n</u> =421
Very satisfied	9 (43%)	201 (48%)

Are you contemplating changes in your smoking policy?

	North Central <u>n</u> =22	Total <u>n</u> =422
Yes	4 (18%)	66 (16%)

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

	North Central n=22	Total n=413
Very interested	1 (5%)	34 (8%)
Somewhat interested	2 (9%)	75 (18%)

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

	North Central n=22	Total n=420
Very interested	1 (5%)	77 (18%)
Somewhat interested	8 (36%)	142 (34%)

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

	North Central n=20	Total n=391
Yes	15 (75%)	224 (57%)

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