

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

WEDCO 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 WEDCO 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 (100% participation rate). The mean number of employees was 144. On average, 76% of the employees were Caucasian, and 75% 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?

	WEDCO n=23	Total n=428
Yes	19 (83%)	296 (69%)

Are employees permitted to smoke inside your company?

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

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

	WEDCO n=14	Total n=243
Yes	14 (100%)	220 (91%)

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

	WEDCO n=12	Total n=211
Yes	8 (67%)	165 (78%)

If "Yes," where is indoor smoking permitted?

	WEDCO n=14	Total n=247
Cafeteria	4 (29%)	82 (33%)
Breakrooms	7 (50%)	133 (54%)
Personal offices	1 (7%)	29 (12%)
Conference rooms	1 (7%)	16 (7%)
Bathrooms	2 (14%)	24 (10%)
Other	10 (71%)	96 (39%)

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

	WEDCO <u>n</u> =14	Total <u>n</u> =242
Yes	8 (57%)	114 (47%)

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

	WEDCO <u>n</u> =11	Total <u>n</u> =200
Yes	3 (27%)	60 (30%)

Are employees permitted to smoke outside your company?

	WEDCO <u>n</u> =23	Total <u>n</u> =430
Yes	22 (96%)	416 (97%)

If "Yes," where is outdoor smoking permitted?

	WEDCO <u>n</u> =22	Total <u>n</u> =414
Anywhere outside	9 (41%)	230 (56%)
Designated areas	10 (46%)	176 (42%)
Other	3 (14%)	13 (3%)

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

	WEDCO <u>n</u> =19	Total <u>n</u> =360
Yes	7 (37%)	124 (34%)

If "Yes," are outdoor smoking areas enclosed?

	WEDCO <u>n</u> =21	Total <u>n</u> =399
Yes	6 (29%)	50 (13%)

Is smoking permitted during working hours?

	WEDCO <u>n</u> =23	Total <u>n</u> =432
Yes	19 (83%)	394 (91%)

If "Yes," when is smoking permitted?

	WEDCO n=19	Total n=394
At any time	9 (47%)	125 (32%)
Before work	10 (53%)	148 (38%)
At break times	12 (63%)	308 (78%)
At lunch	12 (63%)	260 (66%)
After work	11 (58%)	146 (37%)
During meetings	–	14 (4%)
After work functions	5 (26%)	57 (15%)

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

	WEDCO n=17	Total n=343
Yes	9 (53%)	151 (44%)

Are 'No Smoking' signs posted at your company?

	WEDCO n=23	Total n=424
Yes	20 (87%)	347 (82%)

Do employees smoke in company vehicles?

	WEDCO n=16	Total n=347
Yes	10 (63%)	182 (52%)

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

	WEDCO n=15	Total n=318
Yes	5 (33%)	74 (23%)

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

	WEDCO n=23	Total n=417
All or most of the time	23 (100%)	398 (95%)

Who enforces the smoking policy for employees?

	WEDCO n=23	Total n=437
Immediate Supervisor	16 (70%)	255 (58%)
Manager	12 (52%)	190 (44%)
Security	3 (13%)	38 (9%)
Peers	9 (39%)	57 (13%)
Other	6 (26%)	93 (21%)

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

	WEDCO 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	16 (70%)	3 (13%)	–	269 (62%)	71 (16%)	19 (4%)
Written Reprimand	3 (13%)	13 (57%)	4 (17%)	54 (12%)	198 (45%)	82 (19%)
Termination/Dismissal	–	1 (4%)	1 (4%)	25 (6%)	31 (7%)	69 (15%)
Cessation/Education	–	–	–	2 (1%)	2 (1%)	-
*Other	7 (30%)	7 (30%)	16 (70%)	50 (11%)	67 (15%)	176 (40%)

* Includes responses with no policy for smoking violations, further warnings, day without pay or suspensions

Who do the employees contact if they have complaints about smoking restrictions?

	WEDCO n=23	Total n=437
Immediate supervisor	15 (65%)	208 (48%)
Health and safety personnel	3 (13%)	41 (9%)
Risk manager	–	27 (6%)
Other	19 (83%)	220 (50%)

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

	WEDCO n=19	Total n=361
Yes	8 (42%)	95 (26%)

Does your company offer tobacco use prevention education?

	WEDCO n=23	Total n=425
Yes	2 (9%)	91 (21%)

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

	WEDCO n=2	Total n=91
Pamphlet handouts	–	52 (57%)
Tobacco prevention posters	–	22 (24%)
Individual or group advice from company healthcare providers	–	15 (17%)
Other	2 (100%)	41 (45%)

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

	WEDCO n=23	Total n=421
Yes	7 (30%)	100 (24%)

If “Yes,” what resources are available?

	WEDCO n=7	Total n=100
Cooper/Clayton Method to Stop Smoking	2 (29%)	12 (12%)
Fresh Start (ACS)	–	4 (4%)
Freedom from Smoking (ALA)	–	5 (5%)
Other	4 (57%)	68 (68%)

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

	WEDCO n=7	Total n=100
Nurse	–	4 (4%)
Community resource person(s)	1 (14%)	17 (17%)
Local hospital or outside vendor	5 (71%)	43 (43%)

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

	WEDCO n=1	Total n=12*
Once per year	1 (100%)	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?

	WEDCO n=7	Total n=100
Before working hours	–	4 (4%)
During working hours	–	9 (9%)
After working hours	2 (29%)	21 (21%)
Weekend workshops	–	1 (1%)
Other	2 (29%)	21 (21%)

Are cigarettes sold on company property?

	WEDCO n=23	Total n=429
Yes	2 (9%)	43 (10%)

If yes, how are cigarettes sold?

	WEDCO n=2	Total n=43
Vending machine	2 (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?

	WEDCO n=21	Total n=365
Yes	6 (29%)	61 (17%)

How satisfied are you with your current smoking policy?

	WEDCO n=23	Total n=421
Very satisfied	8 (35%)	201 (48%)

Are you contemplating changes in your smoking policy?

	WEDCO n=23	Total n=422
Yes	6 (26%)	66 (16%)

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

	WEDCO n=19	Total n=413
Very interested	4 (21%)	34 (8%)
Somewhat interested	6 (32%)	75 (18%)

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

	WEDCO n=22	Total n=420
Very interested	10 (46%)	77 (18%)
Somewhat interested	6 (27%)	142 (34%)

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

	WEDCO n=19	Total n=391
Yes	9 (47%)	224 (57%)

For more information please contact:

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