

The Kentucky Department for Public Health
 University of Kentucky College of Nursing
Whitley County Workplace Tobacco Policy Study, 2008

	<u>Whitley</u>	<u>Kentucky</u>
<u>Demographic Information</u>		
1. How many employees do you have?	n= 3 Mean= 306	n= 654 Mean= 241
2. About what percentage of your employees are male?	n= 3 71.7%	n= 625 70.3%
3. About what percentage of your employees are female?	n= 3 28.3%	n= 625 30.6%
4. About what percentage of your employees are under 18 years of age?	n= 3 0.0%	n= 600 3.7%
5. About what percentage of your employees are	n= 3	n= 596
a. Caucasian	98.7%	83.9%
b. African American	1.0%	11.3%
c. Hispanic	1.0%	7.8%
d. Asian	1.0%	2.1%
e. Other	0.0%	2.0%

Smoking Policy/Environment

6. Does your company have a written smoking policy?	n= 3	n= 644
Yes	3 100.0%	520 80.7%
7. [For those companies without a written policy] Does your company have a smoking policy that is not in writing?	n= 0	n= 120
Yes	0 0.0%	84 70.0%

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8.	How is the company policy communicated?	<u>n=</u>	3	<u>n=</u>	604
	a. Employee handbook	3	100.0%	445	73.7%
	b. Hallways	1	33.3%	97	16.1%
	c. Offices	0	0.0%	60	9.9%
	d. Restrooms	0	0.0%	62	10.3%
	e. Administrative offices	0	0.0%	53	8.8%
	f. Not communicated	1	33.3%	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>	3	<u>n=</u>	651
	Yes	2	66.7%	195	30.0%
10.	[For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	<u>n=</u>	2	<u>n=</u>	193
	Yes	2	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>	2	<u>n=</u>	192
	Yes	2	100.0%	156	81.3%
	No	0	0.0%	12	6.3%
	Does not have a policy, written or unwritten	0	0.0%	24	12.5%
12.	[For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	<u>n=</u>	2	<u>n=</u>	191
	All	1	50.0%	75	39.3%
	Some	0	0.0%	34	17.8%
	None	1	50.0%	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> =	2	<u>n</u> =	183
	Yes	0	0.0%	56	30.6%
	No	2	100.0%	94	51.4%
	Does not have a policy, written or unwritten	0	0.0%	33	18.0%
14.	[For companies allowing indoor smoking] Where is indoor smoking permitted? (Fill in all that apply)	<u>n</u> =	2	<u>n</u> =	195
	a. Cafeteria	0	0.0%	45	23.1%
	b. Break rooms	1	50.0%	101	51.8%
	c. Personal offices	0	0.0%	22	11.3%
	d. Conference rooms	0	0.0%	15	7.7%
	e. Bathrooms	0	0.0%	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> =	3	<u>n</u> =	652
	Yes	3	100.0%	626	96.0%
16.	[For companies allowing outdoor smoking] Where is outdoor smoking permitted?	<u>n</u> =	2	<u>n</u> =	616
	a. Anywhere outside	0	0.0%	160	26.0%
	b. Designated areas outside	2	100.0%	443	71.9%
	c. Other	0	0.0%	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> =	2	<u>n</u> =	609
	Yes	1	50.0%	386	63.4%
	No	1	50.0%	176	28.9%
	Does not have a policy, written or unwritten	0	0.0%	47	7.7%

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18.	[For companies allowing outdoor smoking] Are outdoor smoking areas enclosed? No	n= 1	2 50.0%	n= 512	613 83.5%
19.	Is smoking permitted during work hours? Yes	n= 2	3 66.7%	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= 1	1	n= 390	569
	Yes	1	100.0%	390	68.5%
	No	0	0.0%	135	23.7%
	Does not have a policy, written or unwritten	0	0.0%	44	7.7%
21.	[For companies permitting smoking during work hours] When is smoking permitted?	n= 0	2	n= 105	588
	a. Any time	0	0.0%	105	17.9%
	b. Before work	0	0.0%	293	49.8%
	c. Break time	1	50.0%	497	84.5%
	d. Lunch time	0	0.0%	459	78.1%
	e. After work	0	0.0%	283	48.1%
	f. During meetings	0	0.0%	4	0.7%
	g. After work functions	0	0.0%	22	3.7%
	h. Other times	0	0.0%	2	0.3%
22.	Are No Smoking signs posted at your company? Yes	n= 3	3 100.0%	n= 558	650 85.8%
23.	Do employees smoke in company vehicles?	n= 2	3	n= 165	646
	Yes	2	66.7%	165	25.5%
	No	1	33.3%	372	57.6%
	Does not have company vehicles	0	0.0%	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=	3	n=	516
Yes	1	33.3%	258	50.0%
No	2	66.7%	203	39.3%
Does not have a policy, written or unwritten	0	0.0%	55	10.7%

Smoking Policy Compliance/Enforcement

25. To what extent do employees comply with the existing smoking policy?	n=	3	n=	655
a. All of the time	2	66.7%	364	55.6%
b. Some of the time	0	0.0%	24	3.7%
c. Most of the time	1	33.3%	237	36.2%
d. Never	0	0.0%	1	0.2%
e. Does not have a policy, written or unwritten	0	0.0%	29	4.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	n=	3	n=	655
a. Immediate Supervisor	3	100.0%	491	75.0%
b. Manager	3	100.0%	392	59.8%
c. Security	1	33.3%	69	10.5%
d. Peers	0	0.0%	103	15.7%
e. Others	0	0.0%	128	19.5%
f. Does not have a policy, written or unwritten	0	0.0%	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=	3	n=	655
a. Verbal reprimand	2	66.7%	428	65.3%
b. Written reprimand	1	33.3%	118	18.0%
c. Participation in smoking cessation or education program	0	0.0%	0	0.0%
d. Other	0	0.0%	90	13.7%
e. Does not have a policy, written or unwritten	0	0.0%	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> =	3	<u>n</u> =	655
a. Verbal reprimand	0	0.0%	70	10.7%
b. Written reprimand	3	100.0%	403	61.5%
c. Day off without pay	0	0.0%	33	5.0%
d. Participation in smoking cessation or education program	0	0.0%	3	0.5%
e. Other	0	0.0%	138	21.1%
f. Does not have a policy, written or unwritten	0	0.0%	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> =	3	<u>n</u> =	655
a. Verbal reprimand	0	0.0%	21	3.2%
b. Written reprimand	1	33.3%	90	13.7%
c. Day off without pay	0	0.0%	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	1	33.3%	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	0	0.0%	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> =	3	<u>n</u> =	655
a. Immediate supervisor	1	33.3%	485	74.0%
b. Health and safety personnel	1	33.3%	129	19.7%
c. Risk manager	1	33.3%	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> =	3	<u>n</u> =	647
Yes	2	66.7%	427	66.0%
32. What resources are available? (Fill in all that apply)	<u>n</u> =	2	<u>n</u> =	427
a. Cooper-Clayton Method to Stop Smoking	1	50.0%	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	1	50.0%	163	38.2%
f. Telephone Quit Line	1	50.0%	51	11.9%
g. Self-Help Booklets/Posters	1	50.0%	40	9.4%
h. Counselor	0	0.0%	25	5.9%
i. Computer/On-Line help	1	50.0%	9	2.1%
j. Doctor/Other Health Care Professional	0	0.0%	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> =	2	<u>n</u> =	427
a. Company Nurse	1	50.0%	24	5.6%
b. Community resource person	1	50.0%	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> = 3	<u>n</u> = 653
Yes	1 33.3%	6 0.9%
35. If "Yes", how are cigarettes sold? (Fill in all that apply)	<u>n</u> = 1	<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> = 3	<u>n</u> = 641
Yes	1 33.3%	173 27.0%
No	2 66.7%	407 63.5%
Does not have a policy, written or unwritten	0 0.0%	61 9.5%
37. How satisfied are you with your current smoking policy?	<u>n</u> = 3	<u>n</u> = 654
a. Very satisfied	2 66.7%	308 47.1%
b. Somewhat satisfied	1 33.3%	126 19.3%
c. Satisfied	0 0.0%	139 21.3%
d.. Not satisfied	0 0.0%	52 8.0%
e. Does not have a policy, written or unwritten	0 0.0%	29 4.4%
38. Are you contemplating changes in your smoking policy?	<u>n</u> = 3	<u>n</u> = 652
No	3 100.0%	527 80.8%
39. How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> = 3	<u>n</u> = 651
a. Very interested	0 0.0%	53 8.1%
b. Somewhat interested	1 33.3%	102 15.7%
c. Not interested	2 66.7%	496 76.2%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	<u>n</u> =	3	<u>n</u> =	648
a. Very interested	1	33.3%	135	20.8%
b. Somewhat interested	1	33.3%	206	31.8%
c. Not interested	1	33.3%	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> =	3	<u>n</u> =	649
a. Not allowed in common areas	1	33.3%	334	51.5%
b. Allowed in some common areas	1	33.3%	48	7.4%
c. Allowed in all common areas	1	33.3%	64	9.9%
d. Other	0	0.0%	53	8.2%
e. No official policy	0	0.0%	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> =	3	<u>n</u> =	636
a. Not allowed in work areas	1	33.3%	353	55.5%
b. Allowed in some work areas	1	33.3%	50	7.9%
c. Allowed in all work areas	1	33.3%	61	9.6%
d. Other	0	0.0%	19	3.0%
e. No official policy	0	0.0%	153	24.1%

43. If your company has an official spit tobacco policy, how often is it enforced?	<u>n</u> =	3	<u>n</u> =	632
a. Always enforced	1	33.3%	324	51.3%
b. Sometimes enforced	1	33.3%	76	12.0%
c. Never enforced	0	0.0%	9	1.4%
d. Other	0	0.0%	18	2.8%
e. Does not have a policy, written or unwritten	1	33.3%	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> =	3	<u>n</u> =	637
Yes	1	33.3%	245	38.5%
No	2	66.7%	224	35.2%
Does not have written policies	0	0.0%	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> =	3	<u>n</u> =	648
Yes	2	66.7%	369	56.9%
No	1	33.3%	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> =	3	<u>n</u> =	655
a. Pharmacotherapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	2	66.7%	320	48.9%
b. Behavioral counseling or classes for smoking cessation	1	33.3%	212	32.4%

47. Does your company have community outreach or funding programs for community projects?	<u>n</u> =	3	<u>n</u> =	651
Yes	2	66.7%	321	49.3%

Miscellaneous

48. Does the manufacture of your products involve flammable materials?	<u>n</u> =	3	<u>n</u> =	645
Yes	3	100.0%	398	61.7%
49. Do your employees belong to a union?	<u>n</u> =	3	<u>n</u> =	652
Yes	0	0.0%	125	19.2%

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Manufacturing Facility Participation Rate	100.0%	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
for Health and Family Services and the University of Kentucky College of Nursing*

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