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Center for Health Policy and Program Evaluation

2001 Wisconsin Worksite Smoking Policy Survey

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By

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EXECUTIVE SUMMARY

The Wisconsin Tobacco Control Board has focused attention on the health risks of environmental tobacco smoke (ETS) as part of its comprehensive tobacco control program. Several measurable goals were developed to monitor progress in this area. One of the goals is for 90 percent of Wisconsin worksites to be smoke-free by the year 2005. In order to determine progress toward meeting this goal, the Monitoring and Evaluation Program developed a baseline survey to assess smoking policies at Wisconsin worksites having five or more employees. The survey measured various characteristics of worksite smoking policies, as well as reasons for having or not having these policies, policy compliance, and differences by industry type and geographic region.

The 17-item survey was mailed in the fall of 2001 to 2,236 Wisconsin worksites that were selected through stratified random sampling. Each survey was addressed to "Human Resources Manager." Worksites were stratified by size, determined by number of employees, into four categories. The sample was selected from a business list purchased from the Experian Company. For purposes of the current study, the term 'worksite' means "the office, building or facility in which you work." After conducting a second mailing and follow-up telephone calls to non-respondents, a response of 61 percent was obtained.

Results showed that an estimated 74 percent of Wisconsin worksites with five or more employees banned smoking indoors. This ban applied to employees as well as worksite visitors and customers. Five percent of Wisconsin worksites allowed unrestricted indoor smoking. Exposure to second-hand smoke at work was most likely to occur with persons working in restaurant/entertainment/recreation/lodging settings, followed by those in the farming/forestry/mining/construction industry. People working in health care/day care and government/schools were least likely to be exposed to second-hand smoke in the workplace. Overall, 40 percent of the workplaces that are traditionally considered "blue-collar" allow their employees to be exposed to second-hand smoke, compared with 13 percent of predominantly "white-collar workplaces.

We also examined employee compliance with worksite smoking policies. Every worksite in the finance, insurance and real estate stratum reported complete compliance with smoking policies during the 30-day period preceding completion of the survey. Worksites in the professional services, as well as those in the health and day care services, reported 99 percent complete policy compliance.

Other notable findings include the reasons worksites cited for having or not having a smoking policy. The most important reasons cited for having a worksite smoking policy were 'health concerns', 'cleanliness' and 'fire or safety reasons'. The main reason worksites lacked a smoking policy was that 'few or no people smoke at the worksite'.

Introduction and Methods

Overview

The Wisconsin Tobacco Control Board has set forth as one of its goals for the year 2005 that 90 percent of Wisconsin worksites will be smoke-free. In order to obtain a baseline measure of smoke-free workplaces in Wisconsin, the Monitoring and Evaluation Program developed and implemented a statewide worksite survey. Surveys measured not only the prevalence of formal and informal worksite smoking policies, but also the rationale behind having or not having such policies. This report provides details of the methodology and findings. A summary report is also available at the following Internet website: www.medsch.wisc.edu/pophealth/mep.

Background

A review of the literature reveals several relevant worksite smoking policy studies. A California survey conducted in 2000 (Moskowitz et. al.) solicited responses from nearly 5000 employees. Findings revealed that employees with higher education, those who worked indoors, at larger worksites, and who were not Hispanic, were more likely to be employed at worksites with smoking policies. Smoking policies were also more common in areas with moderate and strict smoking ordinances. Another workplace smoking policy study, conducted in Finland in 2000 (Heloma), addressed environmental tobacco smoke (ETS) in the workplace. Results of that study indicated that ETS was directly related to type of industry and employee position. Blue-collar worksites had the highest percentage (66 percent) of employees exposed to more than one hour of ETS per day. Police headquarters and government offices followed, at 50 percent, while 43 percent of employees in the service sector reported workplace ETS exposure greater than one hour during the day. A study conducted by Donald Shopland (2001) utilized U.S. Census Bureau's Current Population Survey data concerning workplace smoking policies. Over 270,000 employees in the private sector were interviewed; results revealed that 69 percent of all indoor employees worked in smoke-free workplaces in 1999. Smoke-free policies increased nationally by 38 percent between 1993 and 1996; the increase from 1996 to 1999 was 9 percent.

Several other workplace smoking policy studies have been conducted. Eisenberg's (2001) telephone survey of 813 worksites contacted in 1997 and 1999, stratified by worksite size, found that tobacco and smoke-free policies occurred most often in larger businesses and those with a higher proportion of female employees. Smaller businesses were less likely to have written tobacco policies. A few Wisconsin workplace smoking studies have also been conducted. Shah (2001) surveyed Wisconsin's fifty largest employers by telephone to gain information on smoking policies. This survey yielded a 60 percent response rate and revealed that over 80 percent of these worksites had a formal smoking policy. Aakko et. al. (1999) conducted a mailed survey of Wisconsin's blue-collar worksites. Manufacturing worksites were stratified by size. Nearly half reported having a completely smoke-free work environment. Those that were smoke-free were the medium-sized and large worksites; smaller manufacturing employers were less likely to have smoking policies. The aforementioned studies help provide a basis for which to conduct our current study of Wisconsin workplace smoking policies.

Sampling

Department of Workforce Development Database

The initial source for defining the survey population was a list of businesses provided by the Wisconsin Department of Workforce Development (DWD). Upon closer examination of this list, however, it was determined unsuitable for our purposes. Our aim was to survey individual worksites about their smoking policies. Many of the companies on the DWD list were independent payroll administrator offices located out of state. These offices were not necessarily owned and operated by the Wisconsin businesses with which they were associated. For this reason, in addition to the fact that the database contained many duplicate listings, an alternative was pursued.

Experian Database

An Internet search yielded several options for comprehensive Wisconsin business lists. After examining the alternatives we purchased a sample from a list maintained by the Experian Company. This list had the following advantages: actual business worksites, as opposed to payroll offices, were listed; a low percentage of duplicate business listings; affordable; and permitted selection for criteria relevant to this study. Experian's list was also more current—updated three times annually—than the DWD list, which was compiled in 1999. Moreover, the Experian list provided business telephone numbers, while DWD's list lacked this information. Having telephone numbers was an important consideration because of the possible need for telephone follow up with non-respondents; our sample included only those businesses that had telephone numbers listed. Experian's business database was compiled from the following sources: yellow pages, business white pages, credit reports, change of address information, new business listings, and county records. A total of 41,555 Wisconsin businesses were included in this database. From this total, Experian randomly selected, per our request, 600 businesses from each of the three smaller worksite strata. Because there were fewer than 600 businesses in the largest stratum, we requested all 527 businesses listed in the 500 or more employee category. Worksites with fewer than five employees were excluded from the database. Our sample, then, consisted of 2,327 individual worksites stratified into the following four categories:

- 5-19 employees at worksite
- 20-99 employees at worksite
- 100-499 employees at worksite
- 500 or more employees at worksite.

This study was conducted via mail survey. Introductory letters and accompanying questionnaires were addressed to the Human Resources Manager at each worksite for completion. Each survey was identified with a unique identifying number to allow for tracking of those surveys that had been returned and those that had not. We expected our response rate to be between 50-75 percent. In order to generate a 95 percent confidence interval of +/- 2 percent, we sampled nearly 2,400 worksites. Please refer to *Table 1* for a comparison between the DWD and Experian business databases.

Table 1. Comparison of Two Wisconsin Business Databases and Sample Selected

Size of Worksite by # of Employees	# of WI DWD Worksites by Size †	% of Total DWD Worksites this Category Comprises †	# Employees Working at WI Worksites of this Size ††	% of WI Employees Working at Worksites of this Size ††	# of WI Experian Worksites	% of Total Experian Worksites this Category Comprises	Random # Sampled from Experian Database
5-19	31,849	66%	419,334	17%	30,773	74%	600
20-99	12,386	26	761,894	30	8,371	20	600
100-499	3,098	6	730,050	29	1,884	5	600
500 +	647	1	593,322	24	527	1	527*
Totals	47,980	99**	2,504,600	100	41,555	100	2,327

† Data provided by the Wisconsin Department of Workforce Development (DWD) for the entire year 1999. Database includes companies that must comply with Wisconsin Unemployment Insurance Law, some of which have out of state addresses.

†† Data from the Wisconsin DWD and the Bureau of Labor Market Information & Customer Services for the first quarter, 1999.

* This size stratum was not randomly sampled. Rather, every available worksite was selected.

** Total does not equal 100 due to rounding.

Instrumentation

The instrument for this study was a written survey questionnaire. This 17-item survey assessed the number of employees at the worksite, type of worksite industry, and whether smoking was allowed indoors, outdoors or in company vehicles by employees and by customers and visitors. Other items addressed compliance with the smoking policy and reasons for having or not having a smoking policy. Questions were based on a review of the literature, which included prior Wisconsin worksite surveys, in addition to surveys conducted elsewhere throughout the United States. The definition of ‘worksite’ for this project was “the office, building or facility in which you work.” Revisions occurred after the pilot-testing phase. Please refer to *Appendix A* for the survey instrument.

Pilot Tests

Pilot tests were conducted prior to the survey mailing by selecting 20 Dane County, Wisconsin worksites from the DWD business list. Five worksites from each of the four size strata were contacted by telephone; surveys were then faxed to worksites for completion. Nine surveys were completed in this manner, including at least two worksites each from the four size strata. Telephone follow-up to the worksites completing surveys was conducted to ask an additional eight questions on the ease or difficulty with which respondents completed surveys, and to elicit additional suggestions. The survey instrument was revised and finalized based on feedback gained during this process.

Mailing

We provided self-addressed, postage-paid envelopes to encourage successful survey completion and return. Survey mailings and follow-up were conducted according to the following schedule: first survey mailing to everyone—2,236 surveys (total from Experian

list, minus duplicates); reminder/thank-you postcards to all respondents one week later; and second survey mailing to 1,438 non-respondents two weeks following the postcard mailing. Finally, a random sample of 120 non-respondents—30 from each of the four size strata—was selected for telephone follow-up. Program staff telephoned these businesses with a two-fold purpose: to complete the survey questionnaire and to learn why respondents initially failed to return the survey. Our aim was to discover whether there had been any bias among non-respondents. Subsequently, two of these surveys were received as completed in the mail. We deleted these two from our list, bringing the number of follow-ups to 118. During this follow-up phase, four additional surveys on our list to contact by telephone were received by mail. Many other worksites contacted reported incorrect company name and/or incorrect telephone number. In all, we completed 87 interviews. Of these interviews, 66 resulted in additional, completed surveys. Nineteen of the 87 interviews were ineligible for data entry because the respondent refused to complete the survey, the worksite had fewer than five employees, or for some other reason. Over half of these non-respondents (53 percent) reported they failed to return surveys because they did not recall receiving them in the mail. Another 17 percent cited time constraints for not returning the surveys. Eight percent of worksites refused to discuss why they failed to return the survey, while an equal percent stated their business policy or practice is not to complete surveys. These results indicate there was no bias among non-respondents regarding reasons for not returning the survey. Please refer to *Appendix B* for additional details. In addition to examining possible bias by return status, we also looked at the possibility of bias in the way mail versus telephone respondents answered the question addressing type and presence of worksite smoking policy. We found no significant differences in the way respondents of both types answered this question.

Survey Returns

As demonstrated in *Appendix C*, some of the surveys in the database were duplicates. Therefore, fewer than 600 worksites were actually surveyed within each size strata. Although all of the worksites in the database reportedly had more than four employees, many surveys were returned indicating that there were, in fact, fewer than five employees at the given site. These numbers appear in column IV of the appended table. A few other surveys were returned as ‘refused’—respondents refused to answer any questions even though the survey was returned. Still others were returned as unusable for other reasons, such as having a corrected, out of state address (column VI). The 163 surveys returned as having fewer than five employees, ‘refused’, or ‘other’ were not used in data analysis. Of the 2,236 surveys that were mailed to Wisconsin worksites, we received 1,209 completed surveys (including the telephone follow-up). The overall response rate, including all returned surveys, was 61 percent.

Weighting

For analytical purposes, we derived two sets of weights for our data. Weighting helps clarify relationships by removing the differences inherent in this stratified sample. In our case, the stratum with 5 to 19 employees is overrepresented because the population from which we selected that stratified sample, as well as the number of completed surveys from that stratum, was larger than the other three worksite size strata. By calculating a weight to the entire survey population of 1,209 completed surveys, relationships become clearer. When we want to discuss how relationships would manifest in regard to the entire population of Wisconsin

worksites, a second weight becomes necessary. In that case, we weighted survey responses to the total number of worksites in Experian’s database of Wisconsin worksites, or 41,555 worksites. Please refer to *Table 2* for details on how these two weights were calculated.

Table 2. Calculation of Weights for Surveys Used in Analysis

Size of Worksite By Number of Employees (Experian)	I	II	III	IV	V	VI	VII
	Number of Wisconsin Experian Worksites (5 or more employees)	Percent of Total Experian Worksites (5 or more employees)	Random Number Sampled From Experian List	Number Of Surveys Received	Percent of Total Experian Surveys Received	Weighting 1 (II * 1209) / IV	Weighting 2 (I / IV)
5-19 Employees	30,773	74%	600	229	19%	3.91	134.4
20-99 Employees	8,371	20	600	339	28	0.71	24.7
100-499 Employees	1,884	5	600	360	30	0.17	5.2
500 and over Employees	527	1	527	281	23	0.04	1.9
Totals	41,555	100	2,327	1,209	100		

Results

Comparison of Experian vs. Self-Reported Worksite Size

Survey respondents reported on the number of employees at their respective worksites. For the most part, these figures matched the size strata reported by Experian. The most extreme outliers that did not coincide with Experian’s data were contacted by telephone. Worksite size by number of employees was verified and the worksite was recoded into the appropriate size stratum. Neither the Experian worksite size, nor that obtained from self-reports were without flaw. Ultimately, we used Experian’s size data in our analyses. *Appendix D* illustrates differences between self-reported size and Experian’s reported worksite size.

Indoor Smoking Policies by *Experian’s Reported Worksite Size*

In examining indoor smoking policies we first looked at differences between employees and customers or visitors. Differences between these two groups were minimal: 77 percent of worksites prohibited employees as well as customers and visitors from smoking indoors. In 18 percent of worksites, employees were allowed to smoke in designated areas; customers and visitors were allowed to smoke in designated areas of 15 percent of worksites. Five percent of worksites allowed employees unrestricted indoor smoking, while nine percent of

worksites allowed customers and visitors to do so. Because of the very slight differences between these two groups, we combined them into one variable to simplify analysis. From this point on, smoking policies and practices apply both to employees and customers and visitors, unless otherwise noted. This section details indoor smoking policies by worksite size as determined by the Experian Company’s size strata.

Table 3 reflects percentages of indoor smoking policies by Wisconsin worksite size. Both sample and population sizes are given for each of the four worksite size strata. Regardless of size, worksites overwhelmingly totally banned smoking indoors. An estimated 74 percent of all worksites statewide banned indoor worksite smoking by employees as well as customers and visitors. Twenty-five percent of all worksites allowed some form of indoor smoking. Worksites having between 20 and 99 employees were least likely of all worksites to ban indoor smoking. By multiplying the Wisconsin population of worksites—41,545—by the 74 percent representing smoke-free worksites, this translates into 30,743 worksites we expect to be smoke-free in Wisconsin. By applying the confidence interval range of 72 to 76 percent we expect the truth to lie within the range of 29,912 and 31,574. In addition to examining indoor policies by Experian’s worksite size groupings, we looked at differences by self-reported size groupings. While estimates of indoor smoking by self-reported worksite size is slightly different, the estimated difference of smoking policy is not much different.

Table 3. Indoor Smoking by Worksite Size

Size of Worksite by Number of Employees (Experian Groupings)	Percent Not Allowing Indoor Smoking	95% Confidence Interval	Percent Allowing Smoking in Designated Areas	Percent Allowing Smoking Everywhere Indoors
5-19 Sample n =229 Population N=30,778	76%	70, 82	18%	6%
20-99 Sample n=339 Population N=8,373	67%	61, 73	28%	5%
100-499 Sample n=358 Population N=1,862	72%	66, 78	27%	1%
500+ Sample n=280 Population n N=532	77%	71, 78	23%	0%
Weighted Percents Sample Total=1,206 Population Total=41,545	74%	72, 76	21%	5%

Estimation of Wisconsin Employees Working at Smoke-Free Worksites

Although not a key intent of this study, we wanted to calculate an estimate of the number of Wisconsin employees who work at smoke-free worksites. Using Experian's worksite size groupings, we extrapolated from our survey to arrive at our best estimate that approximately 1,400,000 employees (from a total of 1,843,000) are employed at smoke-free worksites in Wisconsin having five or more employees. Therefore, an estimated 76 percent of Wisconsin employees work at smoke-free worksites. We compared our estimate with that reported by the Wisconsin Behavioral Risk Factor Surveillance System (B.R.F.S.S.), and found their estimate that 62 percent of Wisconsin employees working in smoke-free environments was much lower than ours. It should be noted that the B.R.F.S.S. data were weighted to account for both sample design and non-response, as well as to adjust for the age-sex distribution of Wisconsin's population.

Indoor Smoking Policies by Industry Type

In addition to measuring differences in where people are allowed to smoke indoors by worksite size, it is helpful to see differences by type of industry. Industry strata were collapsed into the following ten categories:

- Farming, Mining, Forestry, Fishing & Construction
- Manufacturing
- Wholesale & Retail Trade
- Finance, Insurance & Real Estate
- Government & Schools
- Transportation, Communication & Public Utilities
- Professional Services
- Health Care & Day Care Services
- Entertainment, Recreation, Lodging, Restaurants & Taverns
- Other Services (mainly the following: auto service and repair, hair salons, laundry and cleaning, landscaping and nursery, and security services).

Some of our analyses focused on differences by predominantly white- and blue-collar worksites. To make comparisons by industry sector, we collapsed the following industry strata to create a white-collar category: finance, insurance and retail trade; government and schools; professional services; health care and day care services; and wholesale and retail trade. The predominantly blue-collar sector consisted of farming, mining, forestry and construction; manufacturing; transportation, communication and public utilities; entertainment, restaurant, lodging and recreation; and other services.

Table 4 illustrates differences in smoking policy by type of industry. From these data it is clear that, with the exception of wholesale and retail trade, none of the white-collar sector worksites allowed unrestricted indoor smoking. Conversely, all but one of the predominantly blue-collar sector worksites allowed unrestricted indoor smoking. The restaurant-lodging-entertainment-recreation industry was most lenient in this area (16 percent of industry worksites allowed this practice). Transportation-communication-public utility worksites were the only ones in the predominantly blue-collar sector that did not allow smoking everywhere indoors. Worksites in the restaurant and farming industry categories were fairly

evenly split between allowing indoor smoking in designated areas (37 and 40 percent, respectively) and completely banning indoor smoking (47 and 55 percent, respectively). In reviewing these data we see that a few of the industry worksites have achieved the Wisconsin Tobacco Control Board’s goal of 90 percent smoke-free worksites. Health care and day care services, government and schools, and transportation, communication and public utilities had over 90 percent smoke-free worksites (99, 97, and 93 percent, respectively). Worksites in the industries of finance-insurance-real estate and professional services were close behind, with 87 and 86 percent reported as smoke-free. With this information, tobacco control coalitions may wish to concentrate their smoke-free emphasis on worksites in the restaurant-lodging-entertainment-recreation, farming-mining-forestry-construction, and other services industries.

Table 4. Percent Worksites Allowing Indoor Smoking, by Type of Industry
(All weighted data)

Industry Type	Indoor Worksite Smoking Allowed?			Totals
	No, Nowhere Inside	Yes, Only in Designated Areas	Yes, Anywhere Inside	
Farming, Mining, Forestry, Construction	55%	40%	5%	82 (100%)
Manufacturing	66%	28%	6%	188 (100%)
Wholesale and Retail Trade	74%	18%	8%	194 (100%)
Finance, Insurance and Real Estate	87%	13%	0%	97 (100%)
Government & Schools	97%	3%	0%	77 (100%)
Transportation, Communication and Public Utilities	93%	7%	0%	30 (100%)
Professional Services	86%	15%	0%	110 (101%*)
Health Care and Day Care Services	99%	1%	0%	139 (100%)
Restaurant, Entertainment, Lodging and Recreation	47%	37%	16%	114 (100%)
Other	61%	30%	9%	151 (100%)
Totals	74%	20%	5%	1,182**

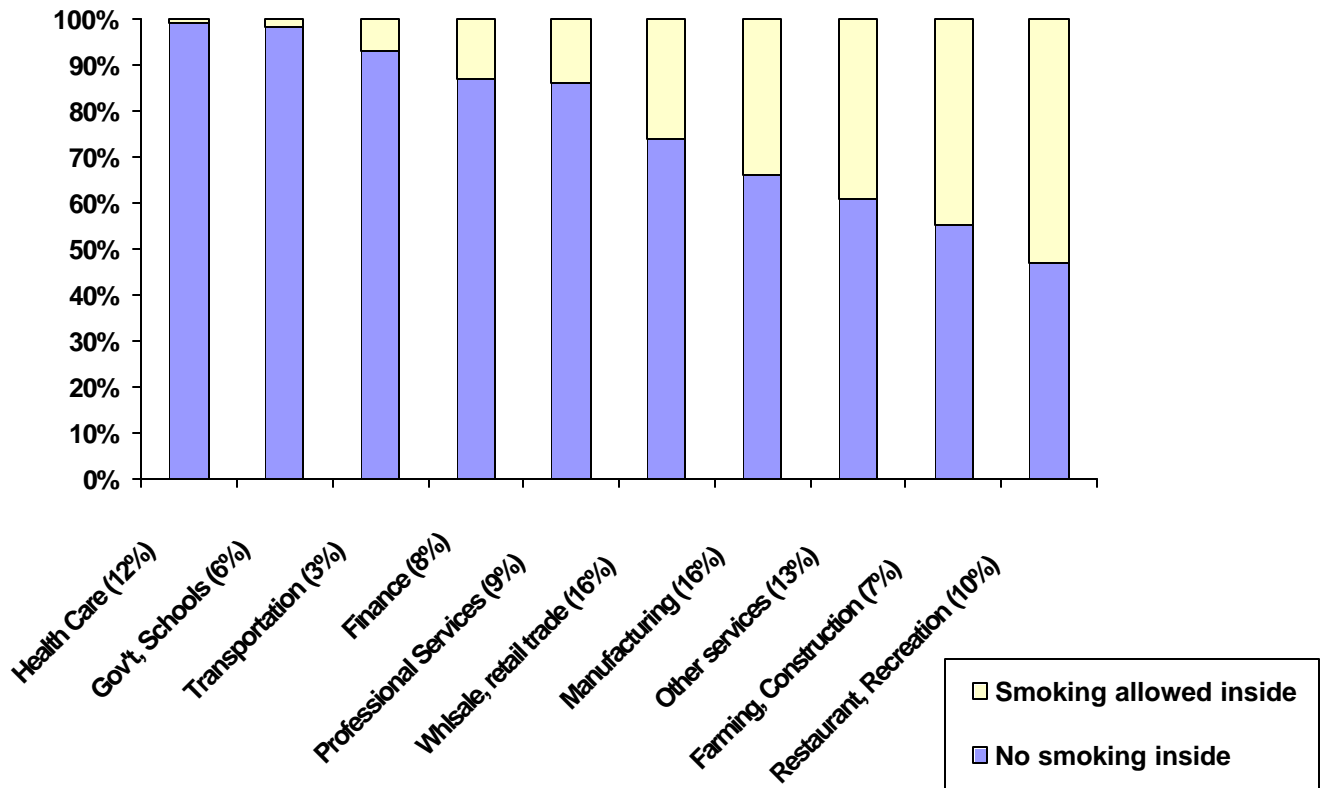
* Total does not equal 100 due to rounding.

** 27 cases missing

Expanding on the data from Table 4, *Figure 1* illustrates whether or not indoor smoking was allowed at all, by industry type, as weighted to our sample. The three original smoking policy response categories—smoking allowed anywhere indoors, smoking only allowed in designated areas or times, and smoking not allowed indoors—were collapsed into two. The

newly created dichotomous variable measured whether any form of indoor smoking was allowed (anywhere, or in designated areas or times), or not (original response category of smoking banned indoors). The restaurant, recreation, lodging and entertainment worksites were most lenient with indoor smoking. Over half of these worksites allowed some form of indoor smoking. In contrast, the mostly white-collar sectors of health care as well as government and schools were most likely to completely ban indoor smoking (99 and 98 percent, respectively).

Figure 1. Distribution of Indoor Smoking Policy by Type of Industry (Weighted to sample)



By collapsing the industry strata into white- and blue-collar sectors we gain a more concise picture of industries' smoking policies. In comparing the white- and blue-collar industries with worksite smoking policies, we find that 88 percent of the white-collar sector bans indoor smoking, compared with only 59 percent for blue-collar industries. Blue-collar industries are also five times as likely as their white-collar counterparts to allow indoor smoking anywhere (five and one percent, respectively). Similarly, the blue-collar industries were three times more likely than white-collar industries to allow smoking in designated indoor areas or times (36 and 11 percent, respectively). *Table 5* illustrates these differences.

Geographic Regions of the State

Our analyses are enhanced by examining differences in key variables by geographic region of the state. The Division of Public Health has developed five geographic regions

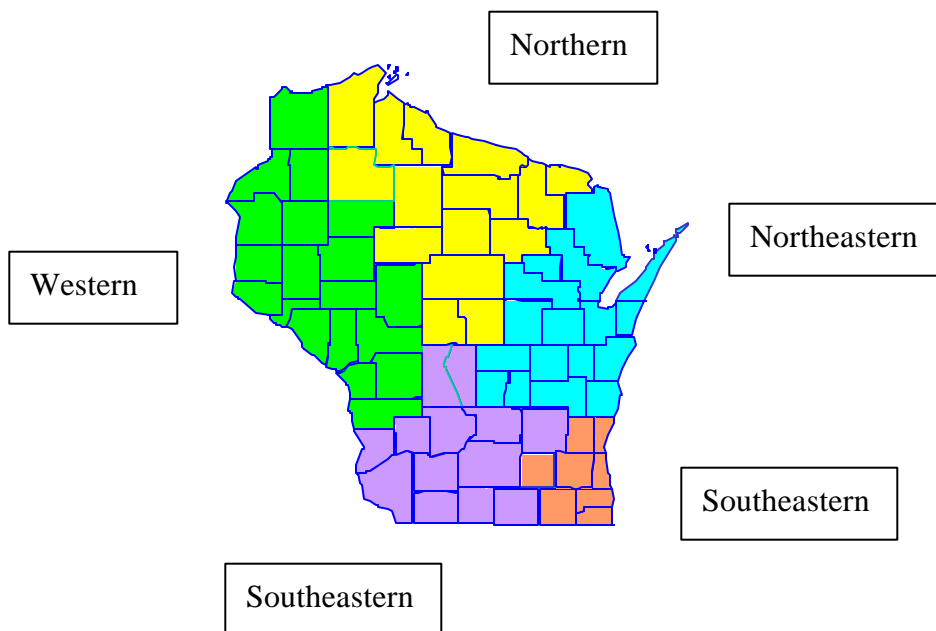
encompassing all 72 Wisconsin counties (Figure 2). For a detailed list of counties within each region please refer to Appendix E.

Table 5. Percent Worksites Allowing Indoor Smoking, by White- and Blue-Collar Industries (Un-weighted data; weighted totals)

Industry Type	Indoor Worksite Smoking Allowed?			Totals
	No, Nowhere Inside	Yes, Only in Designated Areas	Yes, Anywhere Inside	
White-Collar	88%	11%	1%	524 (100%)
Blue-Collar	59%	36%	5%	655 (100%)
Weighted Totals	74%	20%	5%	1,181*

* 28 cases missing

Figure 2. Wisconsin DPH Regions



Indoor Smoking Policies by Geographic Region

One way to examine worksite smoking policies is to look at differences by region of the state. Here, we compared indoor smoking policies with Wisconsin’s five DPH regions. Worksites in the Western and Northeastern regions were most likely of all worksites to ban

indoor worksite smoking (77 and 75 percent, respectively). Worksites in the Southeastern region were most likely to allow unrestricted indoor smoking (four percent). *Please refer to Table 6 for details.*

When we dichotomized the smoking policy variable into indoor smoking allowed or not allowed, we found slight differences by region. The proportion of banned to allowed indoor smoking was highest for worksites in the Western region: three to one in favor of banning indoor smoking (77 percent banned). The Southeastern region had the smallest proportion of smoke-free worksites—only about two to one in favor of banning indoor smoking.

Table 6. Percent Worksites Allowing Indoor Smoking, by Geographic Region
(Un-weighted data; weighted totals)

DPH Region	Indoor Worksite Smoking Allowed?			Totals
	No, Nowhere Inside	Yes, Only in Designated Areas	Yes, Anywhere Inside	
Southeastern	69%	27%	4%	427 (100%)
Southern	73%	24%	3%	243 (100%)
Western	77%	22%	2%	149 (101%*)
Northern	73%	24%	3%	101 (100%)
Northeastern	75%	23%	2%	286 (100%)
Weighted Totals	74%	20%	5%	1,209

* Total does not equal 100 due to rounding.

Types of Smoking Policies

Figure 3 illustrates the various types of smoking policies reported by worksites in this study, weighted to our sample. The majority of worksites in this study indicated they had either a written (41 percent) or unwritten (38 percent) smoking policy. Less than one-fifth of worksites reported not having any type of worksite smoking policy, while a scant one percent was unsure whether they had a smoking policy.

Types of Smoking Policies by Industry

Some interesting differences in smoking policy among industries are noted in Table 7. Over 90 percent of government and school worksites reported having a written smoking policy—by far the highest percentage of any industry. The health care and day care industries followed, with 80 percent of worksites having a written smoking policy. Over half (51 percent) of those in the farming-mining-construction industry sector indicated they had an unwritten policy—a higher percentage than any other industry. Worksites in the ‘other’, restaurant-lodging-entertainment-recreation, and farming-mining-construction industries

were most likely to report not having a smoking policy (21, 19, and 18 percent of these worksites, respectively).

Figure 3. Types of Worksite Smoking Policies (*Weighted to sample*)

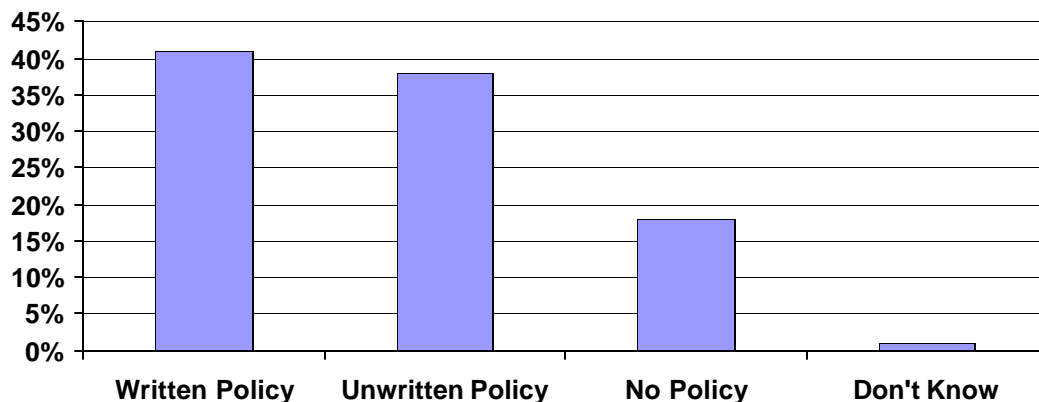


Table 7. Worksite Smoking Policy Type by Industry Type (*Un-weighted data; weighted totals*)

Type of Industry	Type of Smoking Policy				Totals
	Written	Unwritten	No Policy	Don't Know	
Farming, etc.	31%	51%	18%	0%	61 (100%)
Manufacturing	71%	21%	7%	1%	371 (100%)
Trade	59%	28%	13%	1%	155 (101%*)
Finance, etc.	73%	22%	3%	2%	63 (100%)
Govt. & Schools	91%	4%	4%	0%	90 (99%*)
Transportation	66%	24%	10%	0%	50 (100%)
Professional Services	57%	34%	8%	1%	77 (100%)
Health Care, etc.	80%	15%	2%	2%	131 (99%*)
Restaurant, etc.	41%	38%	19%	2%	93 (100%)
Other	43%	36%	21%	1%	73 (101%*)
Weighted Totals	42%	39%	18%	1%	1,155 **

* Totals do not equal 100 due to rounding.

** 53 cases missing

Table 8 depicts differences in types of smoking policies by the white- and blue-collar sectors. From these data it is obvious that the white-collar worksites were more likely (71 percent) than their blue-collar counterparts (60 percent) to have a written smoking policy. Similarly,

worksites in the blue-collar sector reported a greater frequency of unwritten policies (28 percent) than did the white-collar sector (21 percent). Blue-collar worksites were additionally more likely to report not having a smoking policy at all.

Table 8. Worksite Smoking Policy Type by White- and Blue-Collar Sector
(Un-weighted data; weighted totals)

Industry Sector	Type of Smoking Policy				Totals
	Written	Unwritten	No Policy	Don't Know	
White-Collar	71%	21%	7%	1%	516 (100%)
Blue-Collar	60%	28%	11%	1%	648 (100%)
Weighted Totals	42%	39%	18%	1%	1,156*

* 53 cases missing

Type of Worksite Policy by Geographic Region

Next, we examined types of smoking policies by geographic region of the state. Worksites in the Western region had the highest proportion (68 percent) of written policies of the five regions, while those in the Southern region had the lowest (62 percent). The Northern region had the highest proportion of worksites with unwritten policies (28 percent), while the Western region had the lowest (22 percent). Worksites in the Southern and Western regions were most likely to report not having smoking policies (12 and 10 percent, respectively). Please refer to *Table 9* for details.

Table 9. Worksite Smoking Policy Type by Geographic Region
(Un-weighted data; weighted totals)

Region	Type of Smoking Policy				Totals
	Written	Unwritten	No Policy	Don't Know	
Southeastern	64%	25%	9%	1%	419 (99%*)
Southern	62%	25%	12%	1%	237 (100%)
Western	68%	22%	10%	1%	148 (101%*)
Northern	63%	28%	9%	0%	101 (100%)
Northeastern	66%	26%	8%	1%	285 (101%*)
Weighted Totals	42%	39%	18%	1%	1,180**

* Totals do not equal 100 due to rounding.

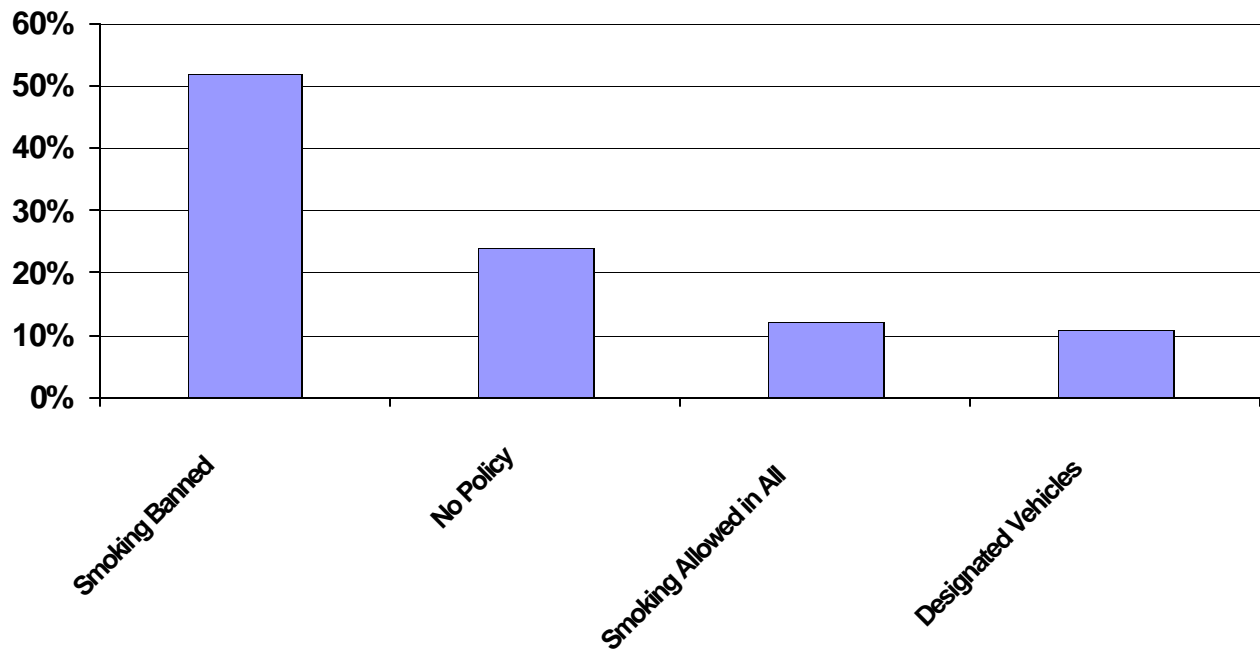
** 29 cases missing

Smoking in Worksite Vehicles

Thirty-six percent of worksites surveyed indicated they did not have company-owned

vehicles. Of the remaining worksites that had vehicles, over half (52 percent) reported they banned vehicle smoking. Another 24 percent of these worksites indicated they had no specific policy regarding smoking in company vehicles. Twelve percent of worksites with vehicles allowed smoking in all vehicles, while only 11 percent of worksites allowed smoking in designated vehicles. Please refer to *Figure 4*; these data are weighted to our sample.

Figure 4. Of Worksites Owning Vehicles, Type Vehicle Smoking Policy (*Weighted to sample*)



Smoking in Vehicles by Type of Industry

Table 10 depicts percentages of vehicle smoking policies by industry, including only those worksites having vehicles. Worksites in the health care and day care industries, as well as those in government and schools were most likely to ban smoking in vehicles (86 and 71 percent, respectively). Farming-mining-construction worksites were least likely to ban smoking in vehicles (28 percent of these worksites). Worksites in the transportation-communication-public utilities industries and those in the farming stratum were most likely (28 and 26 percent, respectively) to indicate they allow smoking in all of their company vehicles. Worksites in the restaurant-lodging-entertainment-recreation category most frequently reported not having a vehicle smoking policy (35 percent of worksites in this stratum).

In examining vehicle smoking policies by white- and blue-collar sectors, we found that worksites in the mostly white-collar sector were much more likely (64 percent) than worksites in the mostly blue-collar sector (46 percent) to ban smoking in company-owned vehicles. Furthermore, the mostly blue-collar worksites allowed smoking in all vehicles and in designated vehicles at a ratio of two-to-one over the mostly white-collar worksites. Please refer to *Table 11* for details.

Table 10. Worksite Vehicle Smoking Policy Type by Industry Type (*Un-weighted*)

Type of Industry	Vehicle Smoking Policy—If Owned Vehicles				Totals
	Smoking Banned in All	Smoking Allowed in Some	Smoking Allowed in All	There is No Policy	
Farming, etc.	28%	13%	26%	33%	61 (100%)
Manufacturing	52%	6%	10%	32%	320 (100%)
Trade	48%	6%	14%	33%	118 (101%*)
Finance, etc.	59%	3%	5%	33%	39 (100%)
Govt. & Schools	71%	8%	3%	18%	61 (100%)
Transportation	40%	9%	28%	23%	47 (100%)
Professional	63%	9%	7%	22%	46 (101%*)
Health Care	86%	0%	2%	12%	87 (100%)
Restaurant	42%	14%	9%	35%	43 (100%)
Other	43%	22%	21%	14%	63 (100%)
Weighted Totals	52%	12%	13%	24%	726**

* Totals do not equal 100 due to rounding.

** 21 cases missing

Table 11. Worksite Vehicle Smoking Policy Type by White- and Blue-Collar Sectors (*Un-weighted data; weighted totals*)

Type of Industry	Vehicle Smoking Policy				Totals
	Smoking Banned in All	Smoking Allowed in Some	Smoking Allowed in All	There is No Policy	
White-Collar	64%	5%	7%	24%	351 (100%)
Blue-Collar	46%	10%	14%	30%	534 (100%)
Weighted Totals	52%	12%	13%	24%	727*

* 20 cases missing

Smoking in Vehicles by Region

There were some interesting differences in vehicle smoking policies by region of the state. Of those worksites reporting they had company-owned vehicles, the Western and Northern regions had the highest percentage (61 and 60 percent, respectively) of worksites completely banning smoking in company-owned vehicles, while worksites in the Southeastern region

were least likely (48 percent) to ban this practice. Conversely, worksites in the Northeastern and Southeastern regions were most likely to allow smoking in all company vehicles (13 and 12 percent, respectively). Worksites in the Southeastern region were, by far, most likely to report not having a policy relating to vehicle smoking (35 percent), while worksites in the Western region were least likely (16 percent) to report a lack of such policies. Please refer to *Table 12*, which includes only those worksites reporting they had company-owned vehicles. An additional 433 worksites reported they did not have company-owned vehicles.

Table 12. Worksite Vehicle Smoking Policy Type by Geographic Region
(Un-weighted data; weighted totals)

Region	Vehicle Smoking Policy				Totals
	Smoking Banned in All	Smoking Allowed in Some	Smoking Allowed in All	There is No Policy	
Southeastern	48%	5%	12%	35%	313 (100%)
Southern	53%	10%	10%	27%	176 (100%)
Western	61%	11%	11%	16%	114 (99%*)
Northern	60%	9%	9%	22%	78 (100%)
Northeastern	56%	7%	13%	24%	225 (100%)
Weighted Totals	53%	11%	12%	24%	747**

* Total does not equal 100 due to rounding.

** None missing

Outdoor Smoking on Worksite Grounds

Our study of worksite smoking policies focused mainly on those practices that applied to indoor smoking, and to a lesser extent, in worksite vehicles; however, it is also helpful to examine policies that apply to outdoor smoking on worksite grounds. Although the percentages for banned outdoor smoking were nearly identical for employees as well as customers and visitors (14 and 13 percent, respectively), the percentages varied greatly with respect to the other two aspects of policy. While 67 percent of worksites allowed customers and visitors to smoke anywhere outside on worksite grounds, only 55 percent allowed employees to do so. Worksites in this study were more likely to report that they allowed employees to smoke outdoors in designated areas (31 percent) than to allow customers and visitors to do so (20 percent). These data indicate that employees are subjected to more strict regulations with regard to outdoor smoking than are customers and visitors. *Figure 5* illustrates differences in outdoor smoking policies for employees and worksite customers and visitors; these data are weighted to our sample.

Reasons for Having a Worksite Smoking Policy, and by Worksite Size

Worksites developed their smoking policies for a variety of reasons. The majority of worksites cited health, cleanliness (cigarette butts and ashes) and fire and safety (66, 52, and 49 percent, respectively) as reasons for developing their policy. Reasons least cited for

developing such a policy were collective bargaining agreement (one percent), local ordinance (five percent), and ‘other’ (nine percent). *Figure 6* more clearly details the rank order breakdown of reasons for having a worksite smoking policy, weighted to our sample. There were no differences in reason for having a smoking policy by worksite size. See *Appendix F*.

Figure 5. Percent Comparison of Outdoor Smoking Policies for Employees and Customers/Visitors (*Weighted to sample*)

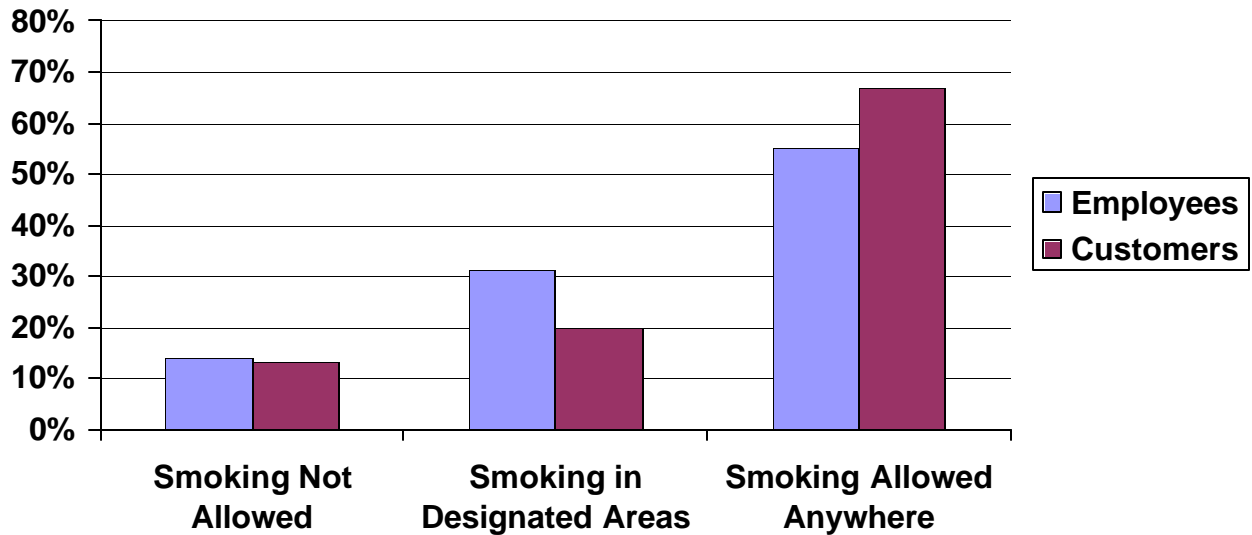
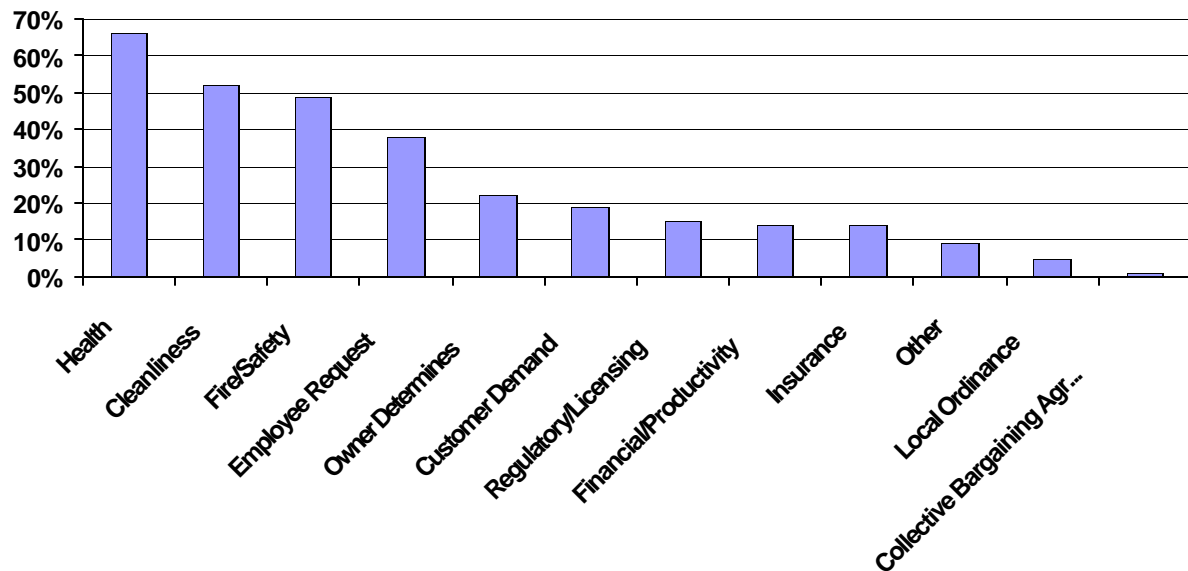


Figure 6. Reasons Worksites Have Smoking Policies (*Weighted to sample*)



Reasons for having Worksite Smoking Policies, by Industry Type and Region

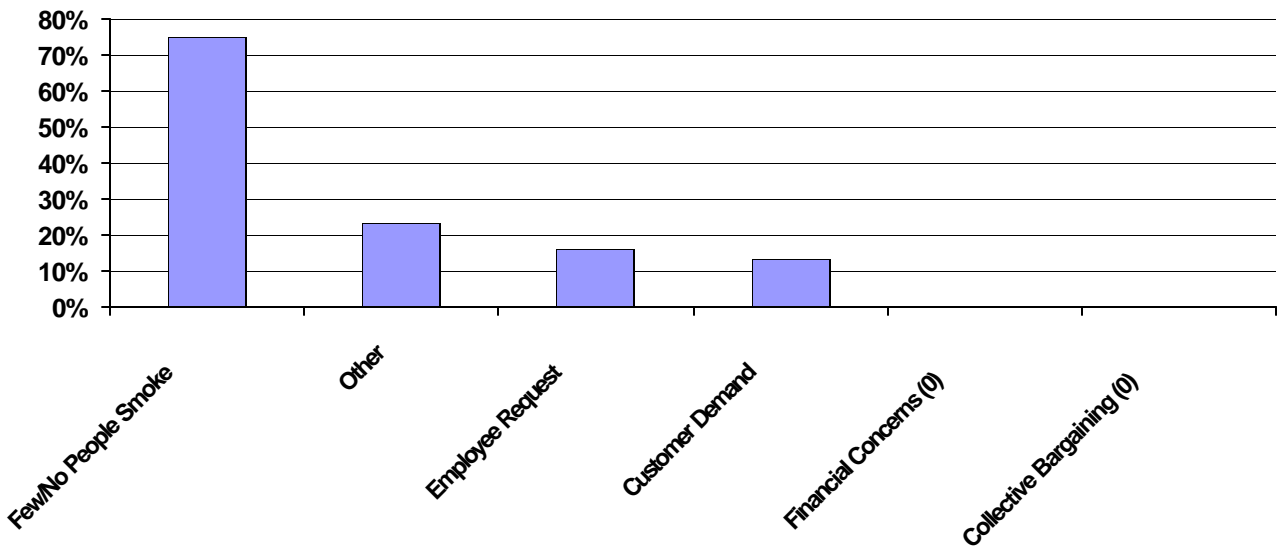
In addition to examining smoking policies by worksite size and region, it is helpful to learn whether differences exist by type of industry. Please refer to *Appendix G* for a breakdown of reasons for having a smoking policy by industry type. Reasons for having worksite smoking policies were also compared across geographic regions. All five regions of the state cited the same top four reasons for having worksite smoking policies: health; cleanliness; fire and safety; and employee request. This relationship is presented in *Appendix H*.

Reasons Worksites Did NOT Have Smoking Policies, and by Region

Those Wisconsin worksites that lacked smoking policies overwhelmingly indicated (75 percent) that the reason was due to the fact that few or no people at the worksite smoked. Nearly one-fourth of worksites checked ‘other’ for their reasons not to have such a policy. Of the 31 respondents providing a reason under ‘other’, the most frequently cited reason was that smoking was not a problem, or that a policy was not necessary (29 percent). The next two reasons cited for not having a policy under the ‘other’ category were that respondents had never thought about it (13 percent) and many employees smoke (10 percent). No worksites indicated that a collective bargaining agreement was a factor in their decision not to have a smoking policy, and less than one percent indicated their decision was based on financial reasons. Please refer to *Figure 7*; these data are weighted to our sample. Reasons for not having a policy were similar across regions. Please see *Appendix I*.

Figure 7. Reasons Worksites Did NOT Have Smoking Policies

(Weighted to sample)

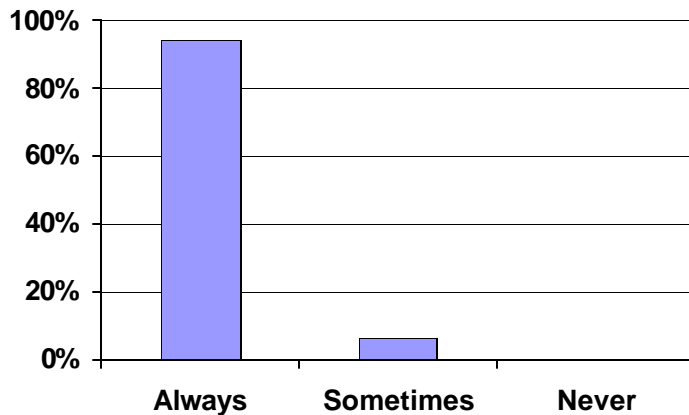


Compliance with Smoking Policies

Our survey asked respondents to indicate—during the 30-day period preceding survey completion—the level of employee compliance with worksite smoking policies. ‘Always’

meant employees complied completely with worksite smoking policies; ‘sometimes’ meant employees complied some of the time; and ‘never’ signified that within the specified time period of 30 days, employees did not comply at all with the smoking policy. As *Figure 8* illustrates, employees had high compliance with smoking policies. Over 90 percent of worksites reported their employees complied with these policies all of the time. No worksites indicated that employees never complied. Only those respondents reporting they had a smoking policy answered the compliance question (N=1,025). These data are weighted to our sample.

Figure 8. Compliance with Worksite Smoking Policies (*Weighted to sample*)



Compliance with Policy by Industry and Region

All industries indicated over 80 percent complete compliance with smoking policies. Highest compliance occurred in the industries of finance (100 percent), professional, and health (both 99 percent). Industries experiencing a lesser degree of compliance included restaurants, and ‘other’ (both 88 percent), and government and schools (89 percent). These data, weighted to our sample, are depicted in *Figure 9*.

When an analysis was run comparing policy compliance with white- and blue-collar industry sectors there were minor differences. The relationship between compliance by industry sector is provided in *Appendix J*. Policy compliance did not differ by region.

Responsibility for Developing Smoking Policies

Survey data indicate that business owners and on-site management staff develop the majority of Wisconsin worksite smoking policies. Worksites were least likely to have their policies determined by employees or the worksite building owner. *Please refer to Figure 10*; data are weighted to our sample.

Figure 9. Worksite Smoking Policy Compliance by Industry (*Weighted to sample*)

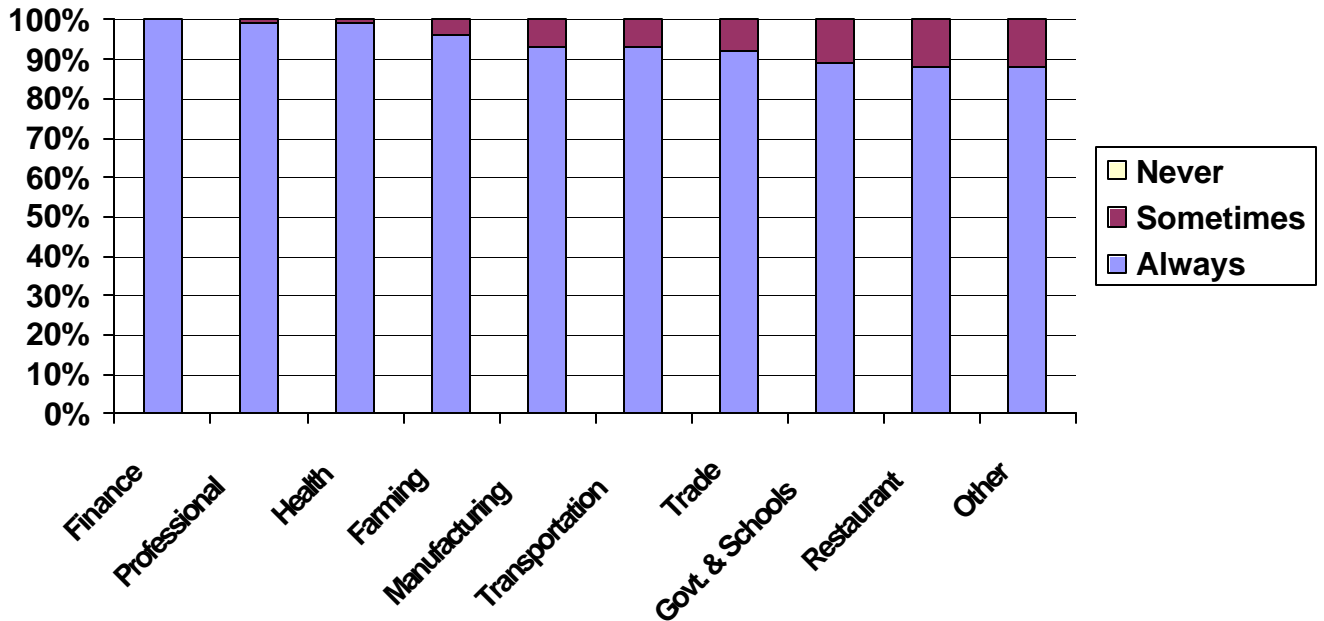
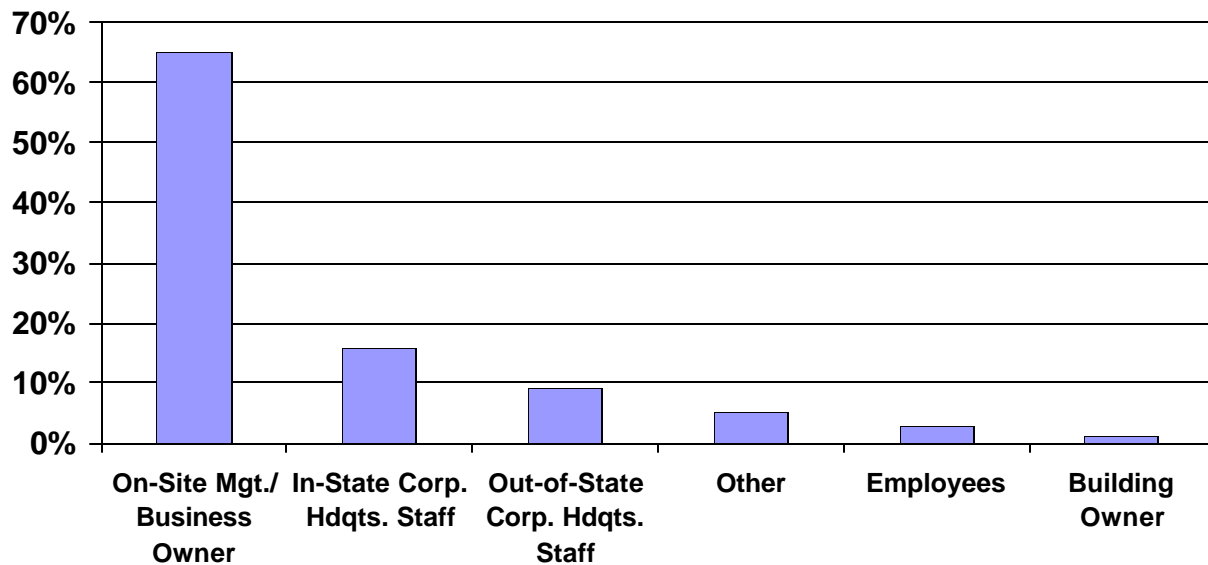


Figure 10. Responsibility for Developing Worksite Smoking Policies (*Weighted to sample*)



The analysis of responsibility for developing worksite smoking policies by industry type should be particularly interesting to members of anti-tobacco coalitions throughout the state. This information may assist local coalitions as they address worksite smoking policy issues in their counties. As *Table 13* illustrates, all industries with the exception of finance, overwhelmingly relied on the business owner or on-site management staff to develop

smoking policies. Finance used mainly in-state corporate headquarters' staff for this purpose. Government and schools used three sources nearly equally in developing their worksite smoking policies: on-site management staff, 'other', and in-state corporate headquarters' staff (33, 33, and 30 percent, respectively). The 'other' category consisted largely of some combination of the other responses offered. Transportation utilized out-of-state corporate headquarters' staff with greater frequency than did other industries in developing their smoking policies.

Table 13. Person Responsible for Developing Policy, by Industry Type
(Un-weighted data; weighted totals)

Type Industry	Who is Responsible for Developing Worksite Smoking Policies						Totals
	Corp. Hdqtrs. staff (Out of State)	Corp. Hdqtrs. staff (In State)	On-Site Mgt. Or Business Owner	Worksite Employees	Building Owner	Other	
Farming, etc.	5%	19%	66%	3%	0%	7%	62 (100%)
Manufacturing	9%	22%	60%	1%	0%	7%	372 (99%*)
Trade	18%	20%	56%	3%	0%	4%	155 (101%*)
Finance, etc.	14%	58%	23%	2%	2%	2%	64 (101%*)
Govt. & Schools	0%	30%	33%	4%	0%	33%	91 (100%)
Transportation	27%	31%	37%	0%	2%	4%	49 (101%*)
Professional	3%	25%	52%	1%	1%	18%	77 (100%)
Health Care	4%	29%	58%	1%	0%	9%	129 (101%*)
Restaurant, etc.	9%	15%	71%	3%	2%	0%	93 (100%)
Other	11%	13%	69%	1%	3%	3%	71 (100%)
Weighted Totals	9%	16%	65%	3%	1%	5%	1,159**

* Totals do not equal 100 due to rounding.

** 49 cases missing

Respondent Comments

Respondents were allotted a section at the end of the survey in which to enter optional, open-ended comments or clarification. The majority (39 percent) of the 62 comments appearing in this field were clarifications of survey questions. Fifteen percent of respondents commented that they wanted increased workplace smoking regulation, while ten percent indicated they wanted less regulation.

Conclusion

Results indicate that an estimated 74 percent (95 percent confidence interval, +/- 2%) of Wisconsin worksites totally ban indoor smoking. Only five percent of worksites allowed smoking anywhere indoors, while 20 percent allow indoor smoking in designated areas. Worksites having 20 to 99 employees were least likely of all worksites to ban indoor smoking (67 percent), while the largest worksites—those having 500 or more employees—were most likely to ban this practice.

One important finding was that whether worksites allowed indoor smoking was related to industry type. First, it should be noted that manufacturing and wholesale/retail trade worksites constituted the largest segment (16 percent each) of all industry worksites in our sample. Health and other services also comprised a large portion of worksites (12 and 13 percent, respectively). Worksites in the remaining seven industry classifications each made up less than 10 percent of the sample. The restaurant-lodging-entertainment-recreation strata was most likely of the industries to allow some form of indoor smoking, with 53 percent of these worksites allowing this practice. Ninety-nine percent of health care and day care service worksites, and 97 percent of government and school worksites completely banned indoor smoking. Worksites in the restaurant, et.al. category were least likely to ban indoor smoking (47 percent of worksites), with farming-mining-forestry-construction worksites second with 55 percent of worksites banning indoor smoking.

When the ten industry strata were collapsed into five white- and five blue-collar sectors each, we again compared indoor smoking practices with these industry classifications. The mostly blue-collar industries allowed unrestricted indoor smoking at a rate of five-to-one over white-collar worksites. When we re-coded the indoor smoking variable from three options (smoking allowed anywhere, in designated areas, or nowhere) to two options (smoking allowed, or not allowed) we again found differences by industry sector. Forty-one percent of blue-collar worksites allowed some form of indoor smoking, compared with only 12 percent of the white-collar industries.

Another of our analyses compared indoor smoking policies with geographic region of the state. The Division of Public Health (DPH) created the following five Wisconsin regions: Southeastern; Southern; Western; Northern; and Northeastern. Worksites in the Western and Northeastern regions were most likely of all worksites to ban indoor worksite smoking (77 and 75 percent, respectively). Worksites in the Southeastern region were most likely of the worksites (four percent) to allow unrestricted indoor smoking.

For the most part, worksites reported having either a written (42 percent) or unwritten (39 percent) smoking policy. Less than 20 percent indicated they had no smoking policy. Government and school worksites had the highest percentage of written smoking policies (91percent), while over half (51 percent) of the farming-mining-forestry-construction worksites used unwritten policies. The 'other' worksites, as well as those in the strata of restaurant, et. al. and farming, et. al., were most likely not to have smoking policies at all (21, 19, and 18 percent, respectively).

We next examined employee smoking in company-owned vehicles. The mostly blue-collar worksites were twice as likely as white-collar worksites to allow smoking in some or all company-owned vehicles. The blue-collar sector was also more likely not to have a vehicle

smoking policy at all (30 percent, compared with 24 percent for the white-collar sector).

Outdoor smoking policies were also examined. Over half of the worksites surveyed and analyzed here (55 percent) allowed employees unrestricted outdoor smoking; only 14 percent completely banned outdoor smoking by employees. Worksite customers and visitors were allowed more leniency in smoking outdoors on worksite grounds. These non-employees could smoke unrestricted outdoors at 67 percent of worksites, and were forbidden to smoke outdoors at 13 percent of worksites.

Our survey asked respondents to indicate their reasons for having, or not having, worksite smoking policies. The top three reasons cited for having such policies were health (22 percent), cleanliness (17 percent), and fire and safety (16 percent). Reasons least cited were collective bargaining agreement, local ordinance, and 'other' (zero, one, and three percent, respectively). For those worksites lacking smoking policies, the overwhelming reason (54 percent) given was that few or no people at the worksite smoked.

Not only is it important to study smoking policies, but also employee compliance with such policies. Respondents reported on compliance during the 30 days prior to completing the survey. The three response options were that employees complied 'always', 'sometimes', or 'never' during that time frame. Ninety-four percent of worksites indicated that employees always complied with policy. Industries with the highest worksite smoking policy compliance were finance-insurance-real estate, professional services, health care and day care, and farming et. al. (100, 99, 99, and 97 percent, respectively).

Finally, we examined who was responsible for developing worksite smoking policies. The majority of worksites relied on the business owner or on-site management staff (65 percent) to develop their smoking policies. Those least likely to be involved in this process were building owners and worksite employees (one and three percent, respectively).

Limitations

Some limitations to the current study should be pointed out. First, the Experian business list we purchased had some flaws. Approximately four percent of the worksites on the list were duplicate listings. After deleting these duplicates from our list, we experienced some difficulties during the mailing process. Many of the addresses appearing in the Experian list were incorrect; the U.S. Postal Service did not have forwarding addresses for a large number of these. Staff spent a good deal of time contacting these businesses by telephone to confirm their mailing addresses. In numerous cases, the telephone number included in Experian's database turned out to be incorrect as well as the address; this necessitated an Internet search of worksite mailing addresses. In order to increase our response rate, we conducted telephone follow-up with a random sample of non-respondents after the second survey mailing. This follow-up resulted in the completion of 66 surveys. In addition to completing the survey by telephone, callers inquired of worksite staff their reason for not returning the survey by mail. A total of 87 worksites were questioned about their reason for not returning the survey. Results of this inquiry revealed no bias in non-response. The vast majority of worksites contacted by telephone during this phase indicated they did not recall receiving the survey, were too busy to complete it, or had a policy not to complete surveys.

A couple of other confounding factors should be mentioned as limitations to the current

study. There was some variance between worksite size as determined by Experian's reported number of worksite employees and that reported by worksites themselves. In most cases, Experian's numbers matched with self-reported numbers, but in a few instances, they differed. Extreme outliers were contacted and recoded into the appropriate size strata. Another confounding issue was the fact that all surveys were addressed to the "Human Resources Manager." Not all worksites employ people with this title. In those cases it was not clear which staff member completed surveys. It is also not accurate to assume that Human Resource Managers are intimately acquainted with every aspect of their worksite's smoking policy. Our aim was to target the person most likely to be familiar with the policy.

Summary

In short, a majority (81 percent) of worksites have smoking policies; of these worksites, 74 percent totally banned indoor smoking. Worksites in the white-collar sector are estimated to have more stringent smoking policies than are those in the blue-collar sector. Most worksites rely on business owners and on-site management for developing smoking policies, and close to 100 percent of worksites report complete employee compliance with established smoking policies. The data presented here indicate that there is more work to be done to implement worksite smoking policies to achieve the 90 percent smoke-free worksite goal of the Wisconsin Tobacco Control Board. It is evident that Wisconsin worksites in some industries have already achieved 90 percent smoke-free workplaces. Findings from this study will help coalitions target their efforts in working with industries in regions that have yet to attain the 90 percent smoke-free worksite policies.

Appendix A

University of Wisconsin Center for Health Policy and Program Evaluation *Worksite Smoking Policy Survey*

Your participation is voluntary and your responses will remain confidential. For all questions, 'worksite' means the office, building or facility in which you work.

- 1) Does your worksite have 5 or more employees including yourself working at this location?
 Yes --- Please continue with the survey.
 No --- Stop here. Our survey is designed for worksites having 5 or more employees. However, we would like you to return this survey in the enclosed postage-paid envelope. Thank you!
- 2) Are you located in Wisconsin?
 Yes No
- 3) During the past 30 days, what is the total number of employees who worked at your worksite (include permanent, temporary, seasonal and part-time employees)? _____
- 4) Which of the following best describes your worksite? (Check only one.)
 Headquarters/ Corporate Office
 Satellite Office or Facility (including branch office or franchise)
 Single Location/ Independent Business
 Other _____
- 5) What type of industry best describes your worksite or company?

- 6) Who is primarily responsible for developing your worksite health and safety policies? (Check one.)
 Corporate headquarters' staff--out of state
 Corporate headquarters' staff--Wisconsin
 On site management staff or business owner
 Worksite employees
 The building owner (not the business owner)
 Other (please specify) _____
- 7) Are **employees** allowed to smoke **inside** the building at your worksite?
 No, nowhere inside
 Yes, but only in designated areas or times
 Yes, anywhere inside
- 8) Are **customers or visitors** allowed to smoke **inside** the building at your worksite?
 No, nowhere inside building(s)
 Yes, but only in designated areas or times
 Yes, anywhere inside building(s)

- 9) Are **employees** allowed to smoke **outside** on worksite grounds?
- No, nowhere on worksite grounds
 - Yes, but only in designated areas or times
 - Yes, anywhere outside
- 10) Are **customers or visitors** allowed to smoke **outside** on worksite grounds?
- No, nowhere outside on worksite grounds
 - Yes, but only in designated areas or times
 - Yes, anywhere outside on worksite grounds
- 11) Are **employees** allowed to smoke in company-owned **vehicles**? Would you say:
- Our worksite does not use or have any company-owned vehicles
 - Smoking is not allowed in any company-owned vehicles
 - Smoking is allowed only in some company-owned vehicles
 - Smoking is allowed in any company-owned vehicle
 - There is no specific policy about smoking in company-owned vehicles
- 12) Which of the following statements best describes the smoking policy at your worksite?
- We have a formal, written smoking policy – **Please continue with question 13A**
 - We have an informal policy that is not written down – **Please continue with question 13A**
 - We do NOT HAVE a local worksite smoking policy – **Please continue with question 13C**
 - Don't Know

13A) If you HAVE a smoking policy:

What are the main reasons for having a smoking policy at your worksite? (Check all that apply)

- Customer demand
- Fire or Safety reasons
- Health concerns
- Employee request
- Financial or productivity reasons
- Regulatory, legal or licensing reasons
- Local ordinance
- Cleanliness (e.g. ashes and cigarette butts)
- Collective bargaining agreement
- Insurance
- Owner of worksite building determines policy
- Other (please specify): _____

13B) In the past 30 days, how often did employees comply with worksite smoking policies?

Would you say:

- Always Sometimes Never

13C) If you DO NOT have a smoking policy:

What are the main reasons for not having a smoking policy at your worksite?

(Check all that apply)

- Few or no people smoke at worksite
- Customer demand
- Employee request
- Financial concerns (e.g. loss of customers)
- Collective bargaining agreement
- Other (please specify): _____

*If you are a Headquarters as described in Question 4,
Please complete the questions on this page as well.*

If not a Headquarters, please stop here. We thank you for your assistance!

- 14) Including this worksite, what is the total number of worksites your company has in Wisconsin? _____
- 15) Including employees at this worksite, what is the approximate total number of employees who work in Wisconsin? _____
- 16) Does the same smoking policy *you follow* apply to *all* of your Wisconsin worksites?
 Yes No
- 17) Are *all* of your Wisconsin worksites smoke-free?
 Yes No

**SMOKE-FREE IS DEFINED AS SMOKING NOT ALLOWED AT ALL
INSIDE ANY WORKSITE BUILDINGS**

COMMENTS

**We appreciate your taking the time to compete this survey.
Your answers are very important to us.**

If you have any questions or would like more information on this study please contact Amy Anderson (contact information below). Please return the survey in the enclosed envelope and send to:

Amy E. Anderson, MA
Center for Health Policy and Program Evaluation
Monitoring and Evaluation Program
WARF Building, Room 370
610 Walnut Street
Madison, WI 53705
Phone: (608) 263-9438 or (800) 462-7416
Email: aeanders@uwccc.wisc.edu

Appendix B

TELEPHONE FOLLOW-UP: REASONS RESPONDENTS FAILED TO RETURN THE MAILED SURVEY

Reason for Not Returning Survey	Frequency	Percent
Did not receive/did not recall receiving	46	53%
Time did not allow	15	17%
Respondent refused to answer this question	7	8%
Company policy or practice not to complete surveys	7	8%
Forwarded survey to corporate office	3	3%
Worksite had < 5 employees	2	2%
“Nobody’s Business”	1	1%
Completed, but forgot to send, survey	1	1%
HR mgr. was on leave	1	1%
Respondent did not have enough information to complete survey	1	1%
Thought survey was not important	1	1%
Couldn’t understand respondent (non-English speaker)	1	1%
Respondent DID return survey	1	1%
Total	87	98%*

*Total does not equal 100 due to rounding.

Appendix C

SUMMARY OF SURVEYS MAILED AND RECEIVED, BY TYPE OF RETURN

Size of Company by # of Employees	Experian's Random Number Sampled	Surveys Mailed (Random # Sampled, Minus Duplicates)	Surveys Received And Included in Data Analysis*	Surveys Received, as % of Mailed Surveys	Surveys With < 5 Employees	Surveys Refused	Surveys Coded as "Other"
5-19	600	591	237	40%	71	5	10
20-99	600	592	337	57%	14	2	3
100-499	600	586	358	61%	24	8	6
500 +	527	467	277	59%	14	2	4
Totals	2,327	2,236	1,209	--	123	17	23

* Surveys with less than five employees, "refused" and "other" surveys were not included in data analysis.

Appendix D

COMPARISON OF WORKSITE SIZE STRATA
(EXPERIAN VS. SELF-REPORTED GROUPINGS)
(*Un-weighted*)

Worksite Size by Number of Employees (Experian Groupings)	Worksite Size by Number Employees (Self-Reported Groupings)				Totals
	5-19	20-99	100-499	500+	
5-19	184	36	2	0	222
20-99	59	253	14	8	334
100-499	19	73	240	18	350
500+	15	51	89	119	274
Totals	277	413	345	145	1,180*

* 29 missing

Appendix E

COUNTY COMPOSITION OF THE FIVE STATE DPH REGIONS

DPH Region				
Northeastern N=17	Northern N=15	Western N=19	Southern N=13	Southeastern N=8
Brown	Ashland	Barron	Adams	Jefferson
Calumet	Bayfield	Buffalo	Columbia	Kenosha
Door	Florence	Burnett	Crawford	Milwaukee
Fond du Lac	Forest	Chippewa	Dane	Ozaukee
Green Lake	Iron	Clark	Dodge	Racine
Kewaunee	Langlade	Douglas	Grant	Walworth
Manitowoc	Lincoln	Dunn	Green	Washington
Marinette	Marathon	Eau Claire	Iowa	Waukesha
Marquette	Oneida	Jackson	Juneau	
Menominee	Portage	La Crosse	Lafayette	
Oconto	Price	Monroe	Richland	
Outagamie	Sawyer	Pepin	Rock	
Shawano	Taylor	Pierce	Sauk	
Sheboygan	Vilas	Polk		
Waupaca	Wood	Rusk		
Waushara		St. Croix		
Winnebago		Trempealeau		
		Vernon		
		Washburn		

Appendix F

REASONS WORKSITES HAVE SMOKING POLICIES, BY WORKSITE SIZE (EXPERIAN GROUPINGS)

(Un-weighted data, with weighted totals)

Size of Worksite by Number of Employees	Reasons to Have a Smoking Policy												Totals
	Cust. Demand	Fire/ Safety	Health	Employee Request	Financial/Product.	Regulat./ Licensing	Local Ord.	Cleanli.	Collect. Bargain. Agree.	Insur.	Owner Deter. Policy	Other	
5-19	7%	16%	21%	12%	4%	5%	2%	17%	0%	4%	8%	3%	522 (99%*)
20-99	5%	17%	22%	13%	5%	5%	1%	18%	0%	5%	6%	2%	927 (99%*)
100-499	4%	18%	24%	14%	5%	5%	1%	17%	1%	5%	4%	1%	1076 (99%*)
500+	6%	17%	25%	14%	4%	5%	2%	16%	1%	4%	3%	2%	899 (99%*)
Weighted Totals †	6% (246 missing)	16% (248 missing)	22% (246 missing)	12% (246 missing)	5% (246 missing)	5% (245 missing)	1% (246 missing)	17% (246 missing)	0% (247 missing)	5% (246 missing)	7% (246 missing)	3% (246 missing)	2,920 99%*

Overall total is high because respondents were allowed to check as many reasons as applicable.

* Totals do not equal 100 due to rounding.

† Denominators in this row combine not only worksites checking the given reason, but also those that did NOT check the reason for having a smoking policy.

Appendix G

REASONS FOR SMOKING POLICY BY INDUSTRY TYPE *(Un-weighted data, with weighted totals)*

Industry Type	Reasons for Policy												Totals
	Customer Demand	Fire/Safety	Health	Employee Request	Financial/Productivity	Regulatory/Licensing	Local Ordinance	Cleanliness	Collective Bargaining Agreement	Insurance	Owner Determines	Other	
Farming, Mining, etc.	6%	18%	23%	14%	5%	2%	0%	19%	0%	5%	7%	2%	151 (101%*)
Manufacturing	1%	19%	25%	14%	6%	3%	0%	18%	1%	6%	4%	1%	1,070 (98%*)
Trade	6%	19%	20%	15%	6%	3%	1%	18%	0%	5%	5%	3%	473 (101%*)
Finance, Insurance, Real Estate	7%	13%	28%	18%	4%	1%	1%	18%	0%	5%	2%	3%	181 (100%)
Govt. & Schools	6%	12%	25%	12%	1%	15%	7%	11%	2%	3%	2%	4%	244 (100%)
Transp., Commun., etc.	4%	20%	22%	16%	5%	2%	1%	16%	0%	6%	6%	2%	161 (100%)
Profess.	4%	13%	26%	18%	3%	6%	1%	17%	0%	4%	5%	3%	217 (100%)
Health Care & Day Care	9%	19%	24%	9%	3%	11%	2%	16%	0%	2%	4%	2%	423 (101%*)
Restaurant, Lodging, etc.	13%	10%	19%	8%	6%	7%	4%	19%	0%	3%	11%	1%	253 (101%*)
Other	8%	17%	21%	13%	4%	3%	1%	15%	1%	6%	8%	4%	157 (101%*)
Weighted Totals †	6% (266 missing)	16% (264 missing)	22% (261 missing)	13% (263 missing)	4% (263 missing)	5% (264 missing)	2% (263 missing)	17% (264 missing)	0% (264 missing)	4% (265 missing)	7% (262 missing)	3% (263 missing)	2,852 99%*

Overall total is high because respondents were allowed to check as many reasons as applicable.

* Totals do not equal 100 due to rounding.

† Denominators in this row combine not only worksites checking the given reason, but also those that did NOT check the reason for having a smoking policy.

Appendix H

REASONS WORKSITES HAVE SMOKING POLICIES, BY DPH REGION

(Un-weighted data, with weighted totals)

WI Region	Reasons to Have a Smoking Policy												Totals
	Cust. Demand	Fire/ Safety	Health	Employee Request	Financial/Product.	Regulat./ Licensing	Local Ord.	Cleanli.	Collect. Bargain. Agree.	Insur.	Owner Deter. Policy	Other	
Southeastern	5%	16%	24%	14%	5%	4%	2%	17%	0%	5%	6%	2%	1,163 (100%)
Southern	5%	16%	22%	14%	6%	6%	3%	16%	1%	4%	4%	2%	684 (99%*)
Western	6%	17%	23%	14%	4%	5%	2%	17%	1%	4%	4%	2%	433 (99%*)
Northern	6%	17%	25%	11%	3%	6%	1%	17%	1%	5%	5%	1%	279 (98%*)
Northeastern	5%	19%	23%	12%	4%	4%	1%	17%	1%	6%	5%	2%	865 (99%*)
Weighted Totals †	6% (246 missing)	16% (247 missing)	22% (246 missing)	12% (245 missing)	4% (247 missing)	5% (247 missing)	2% (245 missing)	17% (246 missing)	0% (247 missing)	5% (247 missing)	7% (247 missing)	3% (246 missing)	2,919 99%*

Overall total is high because respondents were allowed to check as many reasons as applicable.

* Totals do not equal 100 due to rounding.

† Denominators in this row combine not only worksites checking the given reason, but also those that did NOT check the reason for having a smoking policy.

Appendix I

REASONS WORKSITES INDICATED FOR NOT HAVING A SMOKING POLICY BY DPH REGION

(Un-weighted data, with weighted totals)

WI Region	Reasons for NOT Having a Smoking Policy						Totals
	Few/ No People Smoke	Customer Demand	Employee Request	Financial Concerns	Collective Bargaining Agreement	Other	
Southeastern	50%	9%	13%	2%	0%	26%	46 (100%)
Southern	37%	10%	23%	3%	0%	27%	30 (100%)
Western	47%	13%	7%	0%	0%	33%	15 (100%)
Northern	50%	17%	17%	0%	0%	17%	12 (101%**)
Northeastern	52%	4%	17%	0%	4%	22%	23 (99%**)
Weighted Totals †	54% (995 missing)	11% (995 missing)	14% (996 missing)	0% (997 missing)	0% (998 missing)	20% (997 missing)	240 99%*

Respondents were allowed to check multiple responses.

*Totals do not equal 100 due to rounding.

† Denominators in this row combine not only worksites checking the given reason, but also those that did NOT check the reason for having a smoking policy.

Appendix J

WORKSITE SMOKING POLICY COMPLIANCE BY INDUSTRY SECTOR

(Un-weighted data, with weighted totals)

Industry Sector	Smoking Policy Compliance in Last 30 Days			Totals
	Always	Sometimes	Never	
White-Collar	93%	7%	0%	459 (100%)
Blue-Collar	87%	12%	0%	546 (99%*)
Weighted Totals	94%	6%	0%	903* 100%

305 cases missing.

* Total does not equal 100 due to rounding.

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