

## Introduction to the Worksite Telephone Interview

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HELLO. MY NAME IS \_\_\_\_\_ (FIRST NAME) AND I WORK WITH  
\_\_\_\_\_ (NAME OF COALITION).

WE ARE INTERVIEWING AREA WORKSITE HUMAN RESOURCE MANAGERS TO FIND  
OUT MORE ABOUT POLICIES ON SMOKING IN AND AROUND THE WORKPLACE. THIS  
TELEPHONE INTERVIEW WILL TAKE ABOUT TEN MINUTES TO COMPLETE.  
INFORMATION FROM OUR INTERVIEWS WILL HELP US ASSESS THE EXTENT THAT  
SMOKING IS ALLOWED IN \_\_\_\_\_ COUNTY WORKSITES.

DO YOU HAVE TIME TODAY TO ANSWER A FEW QUESTIONS ABOUT YOUR  
WORKSITE'S POLICIES ON TOBACCO USE? **IF NOT:** COULD I MAKE AN  
APPOINTMENT TO CALL YOU BACK?

<b>Telephone Questionnaire: WORKSITE Smoking Policies</b>	
<b>Instructions:</b> Please read each question <b>as it is written</b> . Avoid paraphrasing. Record the appropriate response from the list on the right.	
<b>1 Unique identifier</b>	
<b>2 Interviewer</b>	
<b>3 Date of interview</b>	
<b>4 Name of local worksite</b>	
<b>5 County</b>	
<b>6 City</b>	
<b>7 Zip code</b>	
<b>8 Telephone</b>	
<b>9 Are you located at a local worksite within this county?</b>	<p><b>1</b> No—and <u>there is</u> a Human Resources staff person at the local (county) level (<b>GET NAME AND TELEPHONE NUMBER OF THE APPROPRIATE PERSON AT THE LOCAL WORKSITE. TERMINATE THIS INTERVIEW AND CALL THE LOCAL WORKSITE.</b>)</p> <p>1a Local Worksite Telephone Number: _____</p> <p>1b Local Worksite Contact Name: _____</p> <p><b>2</b> No—and <u>there is no</u> Human Resources staff person at the local level. (INTERVIEW THE HUMAN RESOURCES PERSON AT THIS NUMBER)</p> <p><b>3</b> Yes (PROCEED WITH INTERVIEW)</p>
<b>10 How many people are employed at your worksite?</b>	<p>_____ (<b>IF LESS THAN 5, TERMINATE INTERVIEW.</b>) Thank you for taking the time to respond to my call. We are interested in talking with worksites with more than 5 employees. Have a good day.</p> <p><b>888</b> Don't Know  <b>999</b> Refused to respond</p>
<b>11 What is your title?</b>	
<b>12 What is your worksite's industry?</b>	

<b>Telephone Questionnaire: WORKSITE Smoking Policies</b>	
<b>13 Is your worksite supervised or governed by another office? For example, are you a local branch of a regional or national company?</b>	<b>1</b> Yes <b>2</b> No  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>14 Who PRIMARILY is responsible for establishing local worksite smoking policies? Would you say: The owner, managers at your worksite, non-management employees at your worksite, corporate management at another site, or someone else?</b>	<b>1</b> The owner <b>2</b> Managers at your worksite <b>3</b> Non-management employees at your worksite <b>4</b> Corporate management at another site <b>5</b> Other _____  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>Now I would like to ask you a few questions about smoking policies at your worksite.</b>	
<b>15 Are employees allowed to smoke INSIDE building(s) at your worksite? Would you say: No, nowhere inside; yes, but only in designated areas; or yes, anywhere inside.</b>	<b>1</b> No, nowhere inside. <b>2</b> Yes, but only in designated areas. <b>3</b> Yes, anywhere inside.  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>16 Are customers or other visitors allowed to smoke INSIDE buildings at your worksite? Would you say: No, nowhere inside; yes, but only in designated areas; or yes, anywhere inside.</b>	<b>1</b> No, nowhere inside. <b>2</b> Yes, but only in designated areas. <b>3</b> Yes, anywhere inside.  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>17 Are employees allowed to smoke OUTSIDE on worksite grounds? Would you say: No, nowhere on worksite grounds; yes, but only in designated areas; or yes, anywhere outside.</b>	<b>1</b> No, nowhere on worksite grounds. <b>2</b> Yes, but only in designated areas. <b>3</b> Yes, anywhere outside.  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>18 Are customers or other visitors allowed to smoke OUTSIDE on worksite grounds? Would you say: No, nowhere on worksite grounds; yes, but only in designated areas; or yes, anywhere outside.</b>	<b>1</b> No, nowhere on worksite grounds. <b>2</b> Yes, but only in designated areas. <b>3</b> Yes, anywhere outside.  <b>8</b> Don't Know <b>9</b> Refused to respond
<b>19 Do you have or use company-owned or leased vehicles?</b>	<b>1</b> Yes <b>2</b> No ( <b>SKIP QUESTION 20</b> )

<b>Telephone Questionnaire: WORKSITE Smoking Policies</b>	
<p><b>20</b> What statement best applies to policies regarding smoking in company-owned vehicles? Would you say: Smoking is not allowed in any company-owned vehicles; smoking is allowed only in designated vehicles; smoking is allowed in any vehicle; or there is no specific policy about smoking in company-owned vehicles.</p>	<p>1 Smoking is not allowed in any company-owned vehicles.            2 Smoking is allowed only in designated company-owned vehicles.            3 Smoking is allowed in any company-owned vehicle.            4 There is no specific policy about smoking in company-owned vehicles.             8 Don't Know            9 Refused to respond</p>
<p><b>21</b> Does your worksite have a collective bargaining agreement with a labor union?</p>	<p>1 Yes            2 No (<b>SKIP QUESTION 22</b>)</p>
<p><b>22</b> Does your worksite's collective bargaining agreement address smoking policies?</p>	<p>1 Yes            2 No             8 Don't Know            9 Refused to respond</p>
<p><b>23</b> Do health insurance plans offered by your worksite offer help to quit smoking as a benefit? (READ IF NECESSARY: <i>Examples of help to quit smoking include counseling or nicotine replacement drugs.</i>)</p>	<p>1 Yes            2 No            3 Our worksite doesn't offer health insurance             8 Don't Know            9 Refused to respond</p>
<p><b>24</b> In the past 12 months has your worksite offered any programs to help smokers quit?</p>	<p>1 Yes            2 No             8 Don't Know            9 Refused to respond</p>
<p><b>25</b> Which of the following best describes the smoking policy at your worksite? Would you say you have a formal, written smoking policy; an informal policy, but it isn't written down, or we do <u>NOT HAVE</u> a local worksite smoking policy.</p>	<p>1 We have a formal, written smoking policy.            2 We have an informal policy, but it isn't written down.            3 We do <u>NOT HAVE</u> a local worksite smoking policy. <b>GO TO QUESTION 27.</b>             8 Don't Know            9 Refused to respond</p>

**Telephone Questionnaire: WORKSITE Smoking Policies**

**26 I will read several possible reasons that worksites establish smoking policies. Please tell me whether each one is *very important*, *somewhat important*, or *not at all important* in your worksite's decision to have a smoking policy. (READ EACH ITEM BELOW, ONE AT A TIME.)**

<p><b>26a Customer demand</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26b Regulatory, legal or licensing reason(s)</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26c Safety reasons</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26d Health concerns</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26e Employee request</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26f Cleanliness</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>
<p><b>26g Financial or productivity reasons</b></p>	<p>1 Very important          2 Somewhat important          3 Not at all important           8 Don't Know          9 Refused to respond</p>

**Telephone Questionnaire: WORKSITE Smoking Policies**

<p><b>26h Are there other reasons your worksite has established smoking policies?</b></p>   <p style="text-align: center;"><b>GO TO QUESTION 28</b></p>	
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**27 I will read several reasons that worksites might allow smoking on site. Please tell me whether each one is very important, somewhat important, or not at all important in your worksite's decision to allow smoking. (READ EACH ITEM BELOW, ONE AT A TIME.)**

<p><b>27a Customer demand</b></p>	<p><b>1</b> Very important  <b>2</b> Somewhat important  <b>3</b> Not at all important</p> <p><b>8</b> Don't Know  <b>9</b> Refused to respond</p>
<p><b>27b Employee demand</b></p>	<p><b>1</b> Very important  <b>2</b> Somewhat important  <b>3</b> Not at all important</p> <p><b>8</b> Don't Know  <b>9</b> Refused to respond</p>
<p><b>27c Few or no people smoke at our worksite</b></p>	<p><b>1</b> Very important  <b>2</b> Somewhat important  <b>3</b> Not at all important</p> <p><b>8</b> Don't Know  <b>9</b> Refused to respond</p>
<p><b>27d Are there other reasons your worksite allows smoking?</b></p>  <p style="text-align: center;"><b>GO TO QUESTION 31</b></p>	

<p><b>28 How often do employees comply with worksite smoking policies? Would you say: All of the time, most of the time, some of the time, or never?</b></p>	<p><b>1</b> All of the time  <b>2</b> Most of the time  <b>3</b> Some of the time  <b>4</b> Never</p> <p><b>8</b> Don't Know  <b>9</b> Refused to respond</p>
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<p><b>29 Are there consequences for employees who break worksite smoking policies?</b></p>	<p><b>1</b> Yes  <b>2</b> No (<b>SKIP QUESTION 30</b>)</p> <p><b>8</b> Don't Know  <b>9</b> Refused to respond</p>
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<p><b>30 If yes, please describe the consequences:</b></p>	
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**Telephone Questionnaire: WORKSITE Smoking Policies**

<b>31 Would your worksite be interested in assistance with developing or improving existing smoking policies?</b>	<b>1</b> Yes <b>2</b> No (IF NO, SKIP QUESTION 32 AND TERMINATE INTERVIEW.)  <b>8</b> Don't Know <b>9</b> Refused to respond
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**32 Whom should we contact to discuss your worksite's smoking policies?**

<b>32a Name</b>  	<hr/> <b>8</b> Don't Know <b>9</b> Refused to respond
<b>32b Title</b>  	<hr/> <b>8</b> Don't Know <b>9</b> Refused to respond
<b>32c Telephone Number</b>  	<hr/> <b>8</b> Don't Know <b>9</b> Refused to respond

**THANK YOU** for taking the time to answer these questions.

Notes on interview: \_\_\_\_\_

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