

Healthy Lifestyles Environmental Indicators Survey of Maine Small Businesses

FY 2008-2009

Prepared for:



**Maine Center for Disease Control and Prevention
Maine Department of Health and Human Services**

HMP is a collaborative effort among 28 local coalitions, the Maine DHHS (Maine CDC and Office of Substance Abuse) and DOE, supported primarily by the Fund for Healthy Maine with federal grants from US CDC, SAMSHA, and DOE.

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INTRODUCTION

BACKGROUND AND OBJECTIVES

In late 2008, the Maine Center for Public Health (“the Center”) expressed interested in conducting a research effort within Maine’s business community that later would become known as the “Healthy Lifestyles Environmental Indicators” project. This study sought to survey an appropriate cross-section of Maine businesses with the aim of gauging the level of engagement, specifically within the small business community, for promoting sound lifestyle decisions and specific health practices among employees and staff.

The overarching goals of the measurement initiative were to gauge support for healthy lifestyles among small business across the State by assessing worksite policy and environmental changes. Additionally, the results of the data collection effort will serve to provide the 28 local Healthy Maine Partnerships (“HMPs”) – the State’s community-based health promotion/intervention sites – with quantifiable feedback on progress and encourage and further establish a health promotion dialogue among local businesses.

The measurement indicators used in this assessment were developed through a collaborative process among the program managers and staff of specific Maine CDC programs, including: Partnership For A Tobacco-Free Maine, Maine Cardiovascular Health Program, Maine Physical Activity, Nutrition, and – Healthy Weight Program, Office on Substance Abuse, Comprehensive Cancer Program, and Asthma Program.

The Center contracted with Critical Insights to collect data and prepare this report of findings.

METHODOLOGICAL OVERVIEW

Design Overview

The vast majority of U.S. businesses are classified as “small businesses,” based either on revenues or number of employees. With respect to company size based on employment levels, 90% of Maine companies employ fewer than 20 people, 9% have between 20 and 99 staffers, and just 1% have 100 or more employees.

For this study, the Center was interested in surveying decision-makers and key influencers at an appropriate cross-section of smaller employers across Maine – those employing fewer than 50 people. It should be noted that micro-companies and single person entities with only one “employee” and those companies with 50 or more employees were not included in the study. Also excluded from this sample of small businesses at the direction of the Center were employers such as municipalities/schools, child care facilities, institutions of higher education, and health care providers.

Given these inclusion criteria and the fact that the vast majority of Maine companies employ fewer than 20 people, a disproportionate stratification sampling strategy was developed among two distinct classifications of Maine companies of interest to the Center:

- Those with at least two – but only up to 19 – employees; and
- Those with between 20 and 49 employees.

Businesses were sampled equally within each of the two size classifications (2-19 vs. 20-49 employees) with the aim of providing an appropriate cross-section of businesses according to several criteria:

- Business sector (based on North American Industry Classification System ¹ classification),
- Size of business (based on number of employees), and
- Location (based on Maine’s eight DHHS public health districts).

The resulting set of 400 small business interviews sampled companies disproportionately based on company size, but sampled proportionately within company size, according to categories of NAICS classification and DHHS public health district, respectively.

Please see the tables on pages 4 and 5 for a summary of survey allocation, using this stratification approach involving company size, NAICS classification, and public health district.

Data Collection Protocols

Surveys with business decision-makers were conducted by telephone from Critical Insights’ call center facility in Portland, employing the company’s computer assisted telephone interviewing (CATI) system.

In the telephone interviewing process, businesses were contacted at random from sample lists purchased from Dun & Bradstreet, then screened for eligibility (based on company size) and assigned to an appropriate quota group within each size classification, based on NAICS code and DHHS public health district.

With the aim of accurately representing the distribution of Maine small businesses, quotas were established within each company size stratum for representation of both NAICS classification and public health district. To streamline data collection and sample management efforts and to effectively manage the various quotas in place for the study, Critical Insights programmed the survey instrument and managed the Dun & Bradstreet databases using this CATI system.

¹ The North American Industry Classification System (or NAICS) was selected for use in classifying businesses in the study as the System was developed as a standard for use by Federal agencies in classifying business establishments for the collection, analysis, and publication of statistical data.

Initial telephone contact was attempted with 6,159 Maine businesses. Of these contacts, a total of 3,176 were unknown in terms of the eligibility disposition of the contacted company, due to no answers, busy signals, answering machines, and lack of respondent availability. Companies where the eligibility of the business was unknown were contacted multiple times before the sample record was discarded for efficiency reasons. In instances where the appropriate respondent within the company was not available for an interview at the time of the call, callbacks were attempted and/or scheduled to attempt to complete the survey.

Contact was actually made with 2,983 businesses. Of this total, 542 refused to take part in the survey at initial contact, with a variety of reasons cited (company policy against participation in surveys, lack of time, etc.). Another 2,036 businesses contacted were not eligible at the time of contact for the reasons cited in the table below. As noted previously, the sample size of completed interviews was 400. Please see Table 1 below for a summary of all contact dispositions.

Table 1

<u>Disposition</u>	<u>(# of Contacts)</u>
Total Contacts	6,159
Unknown Eligibility	3,176
– <i>No answer</i>	391
– <i>Busy signal</i>	19
– <i>Respondent not available</i>	1,366
– <i>Answering machine</i>	1,400
Initial Refusals (unknown eligibility)	542
Screen-outs	2,013
– <i>Ineligible business, size of company</i>	579
– <i>Over-quota, NAICS code/type of company</i>	1,392
– <i>Over-quota, PHD code/location of company</i>	42
Mid-Interview Terminations (eligible)	23
Completed Interviews	400

The interviews had an average administration length of about 12 minutes. Data were collected between May 14 and June 16 of 2009. As a measure of quality control, a sampling of all completed interviews was verified with callbacks to the responding entity made by our call center supervisors within 24 hours of the actual interview. The purpose of these callbacks was to assure that the interviews were conducted in a professional, accurate and unbiased manner.

A NOTE CONCERNING POSSIBLE DATA LIMITATIONS

It should be noted that all responses reported here were collected in the survey itself and are self-reported by the individual respondents. As with most telephone-based survey efforts, no verification of individual responses or comparisons of responses to known policies in place within a given company were made.

Table 2: Survey Distribution by NAICS Class, According to Company Size and Public Health District

NAICS Class	TOTAL	Company Size		DHHS Public Health District							
		2-19 Employees	20-49 Employees	1 York	2 Cumb.	3 West.	4 Mid.	5 Cent.	6 Penq.	7 Down.	8 Aroo.
Accommodation and Food Services	60	17	43	4	11	6	14	6	9	8	2
Admin., Support, Waste Mgmt., Remediation	21	13	8	6	7	1	1	3	1	1	1
Agriculture, Forestry, Fishing & Hunting	9	5	4	-	1	5	-	-	2	-	1
Arts, Entertainment, and Recreation	9	5	4	-	4	-	2	1	-	2	-
Construction	47	32	15	6	16	2	7	7	4	3	2
Finance and Insurance	16	10	6	3	5	1	1	1	3	-	2
Information	10	4	6	2	-	-	2	1	1	2	2
Management of Companies and Enterprises	1	1	0	-	1	-	-	-	-	-	-
Manufacturing	29	11	18	7	8	4	1	4	2	2	1
Other Services (except Public Admin.)	25	19	6	1	7	2	2	3	6	2	2
Professional, Scientific & Technical Svc.	38	25	13	1	14	4	4	4	6	2	3
Real Estate/Rental/Leasing	13	10	3	-	5	5	1	-	2	-	-
Retail Trade	73	30	43	7	13	8	13	8	11	8	5
Transportation/Warehousing	14	6	8	2	1	1	2	1	3	2	2
Utilities	4	2	2	2	2	-	-	-	-	-	-
Wholesale Trade	31	18	13	4	11	7	2	2	3	2	-
TOTAL	400	208	192	45	106	46	52	41	53	34	23

Table 3: Survey Distribution by Public Health District, According to Company Size

<u>Public Health District</u>	<u>TOTAL</u>	<u>Company Size</u>	
		<u>2-19 Employees</u>	<u>20-49 Employees</u>
1 York	45	23	22
2 Cumberland	106	59	47
3 Western	46	19	27
4 Midcoast	52	25	27
5 Central	41	18	23
6 Penquis	53	30	23
7 Downeast	34	20	14
8 Aroostook	23	14	9
TOTAL	400	208	192

SAMPLE PROFILE AND CLASSIFICATION CRITERIA

DHHS Public Health District

Within each of the two company size categories under examination for this study (2-19 employees and 20-49 employees), target quotas were established for each group to assure a representative sampling of companies across each of Maine's eight DHHS public health districts, according to the distribution of appropriately-sized businesses within each district.

Table 4 below presents the proportion of businesses in the sample from each of the two size categories surveyed from each DHHS public health district.

Table 4: Sample Distribution by Public Health District, According to Company Size

<u>Public Health District</u>	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
1 – York	11	11
2 – Cumberland	28	24
3 – Western	9	14
4 – Midcoast	12	14
5 – Central	9	12
6 – Penquis	14	12
7 – Downeast	10	7
8 – Aroostook	7	5

NAICS Classification

Similarly, target quotas were also established within each company size stratum and within each DHHS public health district to assure an appropriate, representative sampling of companies according to eligible NAICS classifications. It should again be noted that entities such as municipalities/schools, child care facilities, institutions of higher education, and health care providers were excluded from the study and thus are not reflected in the sample design shown below.

Table 5 below presents the proportion of businesses in the sample from each of the two size categories drawn from each of the 16 eligible NAICS business classifications.

Table 5: Sample Distribution by NAICS Classification, According to Company Size

<u>NAICS Classification (NAICS Code)</u>	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Retail trade (44-45)	14	22
Accommodations and food services (72)	8	22
Construction (23)	15	8
Professional, scientific, and technical services (54)	12	7
Wholesale trade	9	7
Manufacturing (31-33)	5	9
Other services (exc. public administration) (81)	9	3
Admin., support, waste mgmt., remediation (56)	6	4
Finance and insurance (52)	5	3
Transportation and warehousing (48-49)	3	4
Real estate, rental and leasing (53)	5	2
Information (51)	2	3
Agriculture, forestry, fishing, and hunting (11)	2	2
Arts, entertainment and recreation (71)	2	2
Utilities (22)	1	1
Management of companies and enterprises (55)	^	-

^ Denotes less than 1%.

Annual Sales Volume

As a means of classification, responding businesses were asked to indicate their annual sales volume. Given the difficulty and reluctance respondents often have in answering these types of items, respondents were offered the scale shown in the table below and asked to classify their company's annualized sales.

Not surprisingly, a majority (53%) of Maine businesses employing between two and 19 people have annual sales of less than a million dollars; by contrast, just 16% of larger business (20-49 employees) have annualized sales at this level.

Roughly half of businesses in the 20-49 stratum have sales in the \$1M to just under \$10M range. See Table 6 below.

Table 6: Annual Sales Volume, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Less than \$500,000	37	5
\$500,000-\$9 million	16	11
\$1-\$4.9 million	22	40
\$5-\$9.9 million	4	11
\$10-\$49 million	1	8
\$50 million or more	-	1
Refused	9	13

Tenure Doing Business in Maine

Responding businesses were asked how long they had been operating in Maine.

While a majority of all businesses surveyed have been operating in Maine for 20 years or longer, larger small businesses tend to have been doing business in Maine longer than have smaller businesses. Close to three-quarters (72%) of the larger businesses surveyed have been operating in the State for at least 20 years, a significantly greater proportion than is observed among smaller businesses (59%).

Table 7: Tenure Operating in Maine, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
5 years or less	12	3
6 to 19 years	28	25
20 years or more	59	72
Don't know	1	-

Location of Company Headquarters

The majority of businesses surveyed are headquartered in Maine.

Larger small businesses were more likely than smaller enterprises to be headquartered elsewhere.

Table 8: Location of Company Headquarters, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Maine-based	92	84
Based elsewhere	8	16

Survey Respondent Job Title

When companies were contacted for the study, it was introduced as a brief survey about health issues facing Maine businesses and the things companies are currently doing or providing for their employees, with the aim of helping individual businesses such as theirs, as well as the small business industry in Maine as a whole. Interviewers asked to speak with the owner of the business or highest ranking manager or appropriate employee that was present at the time of the call.

A majority of respondents in both company size strata have the title of either owner or COO/GM. Another sizable block of those responding to the survey claimed to be either a manager or office manager.

Table 9: Respondent Job Title, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
COO/General Manager	25	31
Owner	30	21
Manager/Office Manager	15	16
President/CEO	9	4
CFO/Treasurer/Finance/Accounting	6	8
EVP, SVP or VP	3	6
Director	3	6
Administrator	3	5
Other	5	4

STUDY FINDINGS

GENERAL QUESTIONS

Principal Health-Related Worksite Issues

To begin the survey, responding businesses were asked to indicate what they saw as the top health-related issues at their worksite. Given expectations for a high volume of the response “health insurance,” interviewers were asked to note this response and to then probe for additional areas of concern.

The most common citation was the issue of the cost of insurance and healthcare. This issue was commonly cited by decision-makers at all types and sizes of companies.

Compared to smaller businesses (2-19 employees), mentions of the following as worksite issues are significantly more prevalent among larger small businesses (20 – 49): injuries/accidents, back issues, and smoking/alcohol/substance abuse.

Approximately one-quarter of all businesses surveyed claimed that there are no acute health-related issues at their business.

Table 10: Health-Related Worksite Issues, According to Company Size

	Company Size (%)	
	2-19 n=208	20-49 n=192
Costs of healthcare/insurance	22	20
Injuries/accidents	10	21
Colds and flu	10	13
Back issues	5	11
Safety-related issues	8	8
Stress	6	5
Smoking, alcohol and substance abuse	2	8
Aging workforce	3	2
Carpal tunnel issues	2	1
Allergies	2	-
None, no issues	31	23
Other	9	10
Don't know	9	7

Table 11: Health-Related Worksite Issues, According to Public Health District

	DHHS Public Health District (%)							
	<u>1 York</u> (n=45)	<u>2 Cumb.</u> (n=106)	<u>3 West.</u> (n=46)	<u>4 Mid.</u> (n=52)	<u>5 Cent.</u> (n=41)	<u>6 Penq.</u> (n=53)	<u>7 Down.</u> (n=34)	<u>8 Aroo.</u> (n=23)
Costs of healthcare/insurance	18	25	20	13	24	25	26	9
Injuries/accidents	11	23	13	15	12	9	18	13
Colds and flu	18	11	9	8	12	11	6	17
Back issues	9	8	7	4	2	9	12	22
Safety-related issues	7	8	7	10	12	6	6	4
Stress	-	8	4	4	2	2	12	9
Smoking, alcohol and substance abuse	11	4	2	8	7	-	-	13
Aging workforce	-	3	2	-	2	8	6	-
Carpal tunnel issues	-	1	4	-	5	-	-	4
Allergies	2	-	-	-	2	2	-	4
None, no issues	36	21	30	23	29	32	29	26
Other	7	3	20	15	15	4	12	13
Don't know	7	10	2	17	2	8	9	-

Among different types of businesses (classified according to NAICS class), costs of healthcare and insurance is an even more pressing issue for those in retail trade and professional/scientific/technical services. Accidents and injuries are the most common concern among those in accommodations/food service. Businesses in the construction field are most likely to cite back issues and safety-related concerns.

Please refer to the separate volume of summary tabulations for detailed findings according to NAICS classification.

Working with Healthy Maine Partnerships

Businesses were asked if they had worked with the local Healthy Maine Partnership (HMP) in their area on any worksite-related programs, such as the Work Healthy Award, the Quit and Win Program, or the Good Work Resource Kit.

About one-in-ten of all businesses surveyed for the study (6%) reported having worked with their local HMP. Directionally, reports of working with an HMP are greater among businesses employing 20-49 staffers, as well as among businesses in the following DHHS public health districts: Western, Central, and Aroostook. Please see Figures 1 and 2 below.

Figure 1: Working with Healthy Maine Partnerships, According to Company Size
Has your worksite worked with your local Healthy Maine Partnership on any worksite-related programs?

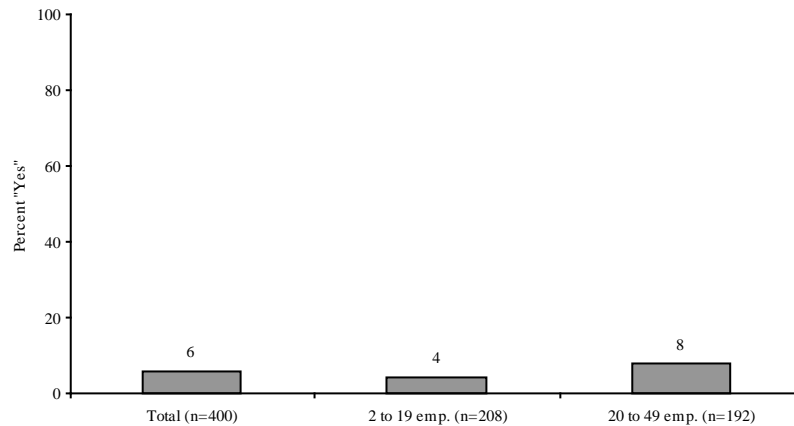
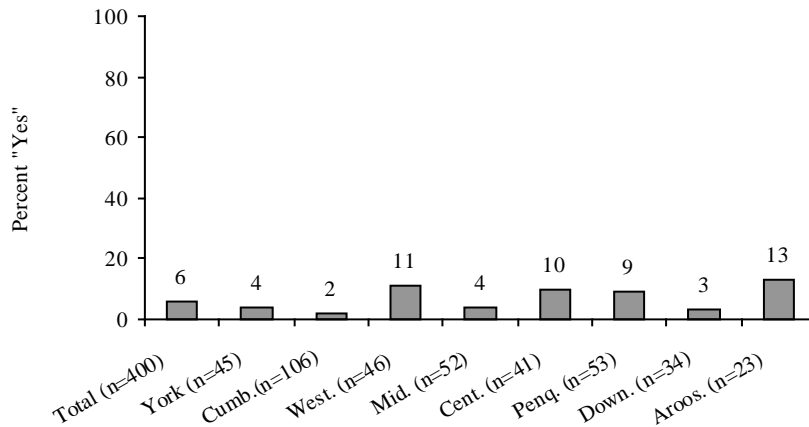


Figure 2: Working with Healthy Maine Partnerships, According to Public Health District
Has your worksite worked with your local Healthy Maine Partnership on any worksite-related programs?



While still limited overall, businesses within the following NAICS classes are most likely to have worked with their local HMP: manufacturing; other services (except public administration); accommodation/food service, and administration, support, waste management, and remediation.

Please refer to the separate volume of summary tabulations for detailed findings according to NAICS codes.

Reports of Working with Select Organizations on Health-Related Programs

Responding businesses were read a list of organizations and programs and were asked to indicate whether their company had worked with them on any health-related programs.

A majority of businesses surveyed (70%) report that they do not work with any entity on health-related programs. Indeed, three-quarters 2 to 19 employee business (75%) and 65% of 20-49 businesses noted that they don't work with any organization or program concerning health programs.

However, there were a relevant number of mentions for specific listed entities. About one-in-ten businesses each claimed to have worked with an area business group (such as a local Chamber of Commerce, Rotary Club, etc.) or with Anthem's Chamber Blue Program, which offers a 2% health insurance deductions for small group employers who meet wellness related criteria. See Table 12 below.

Table 12: Reports of Working with Select Organizations on Health-Related Programs, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Business group (Chamber, Rotary, SHRM, etc.)	9	13
Anthem Chamber Blue Program	10	8
MEMIC	2	4
Local or regional wellness council	2	3
Governor's Council on Physical Fitness, Sports, Health and Wellness <i>Contest for Communities Award</i>	1	1
Aetna	-	1
WELCOA	1	-
Other	4	10
None	75	65
Don't know	3	2

Position of Corporate Leadership on Wellness Committees/Teams

Businesses were read a list of statements and asked to select the one that best matched their worksite leadership's (i.e., owner, management) current position on forming a wellness committee or wellness team, that is a team made up of employees with an interest in addressing worksite wellness issues.

Presently, some businesses (11% of 2-19 and 16% of 20-49 employers) already have or are in the process of forming a wellness team.

About one-in-ten businesses report that while they would form a wellness team, there is a lack of either resources/capacity or employee buy-in that is preventing them from doing so.

In the case of both smaller (2-19 employees) and larger (20-49 employees) small businesses, the most common response from businesses is that there is little or no interest in forming a wellness team. Indeed, half of smaller business and 36% of larger businesses say that lack of interest is the position of the worksite’s leadership concerning wellness teams.

Notably, however, one-quarter of smaller businesses and one-third of larger small businesses surveyed report that while they have not considered forming a wellness team to this point, they will give it thought.

See Table 13 below for a full summary of responses.

Table 13: Current Perspective on Wellness Teams, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
We already have a wellness team	8	13
We are in the process of forming a wellness team	3	3
We would form a wellness, but don’t have the resources or capacity	7	7
We would form a wellness team, but wouldn’t have employee buy-in	3	3
We have not considered forming a wellness team, but will give it thought	27	34
There is little or no interest in forming a wellness team	50	36
Other	-	1
Don’t know	1	4

Among different types of businesses, reports of an existing wellness team are most common among companies in the finance/insurance sector. Please refer to the summary tabulations for detailed findings according to NAICS codes.

INSURANCE & HEALTH RISK APPRAISALS

Reports of Responding Companies Offering Health Insurance

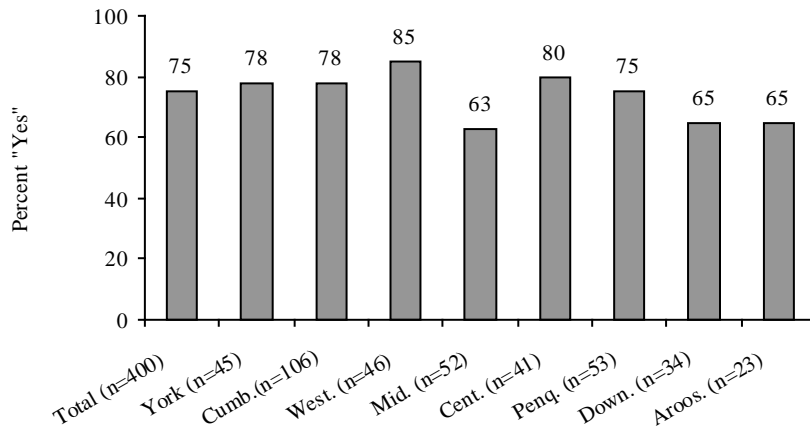
Businesses surveyed were asked if their worksite offered health insurance to employees.

A majority of businesses (75%) reported that insurance is offered, with larger businesses being significantly more likely than smaller entities to report that they offer health insurance. Currently, 63% of 2-19 employee companies and fully 89% of 20-49 employee worksites claim to offer health insurance.

Some variance is also observed across public health districts; see Figure 4 below.

Figure 3: Proportion of Companies Offering Health Insurance, According to Company Size
Does your worksite offer health insurance?

Figure 4: Proportion of Companies Offering Health Insurance, According to Public Health District
Does your worksite offer health insurance?



Among different types of businesses, reports of the company offering insurance are more limited among those in accommodations/food services and other services (except public administration). Please refer to the accompanying volume of summary tabulations for detailed findings according to NAICS codes.

Scope of Coverage, Among Those Offering Health Insurance

Those who offer health insurance to their employees (300 of the 400 businesses surveyed for the study) were then asked to indicate whether the plan covers employee costs for selected treatments, screenings, and wellness programs.

Directionally, plans offered by larger small businesses tended to cover a broader range of treatments, screenings, and programs.

Overall, the most common plan offerings – regardless of business size – included general chronic disease risk factor reduction, treatment for substance or drug abuse, medications to control chronic diseases (e.g. hypertension, cholesterol), and cancer screenings.

About one-in-ten businesses surveyed said they don't know what is covered by their insurance.

Table 14: Scope of Health Insurance Coverage, According to Company Size

	Company Size (%)	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Chronic disease risk factor reduction (general)	65	68
Treatment for substance abuse or drug abuse	58	68
Medications to control chronic disease	57	64
Cancer screenings	55	58
Cardiovascular rehab services for heart attack or stroke	48	56
Diabetes screenings	47	52
Treatment to help stop smoking, such as medication	42	51
Exercise programs, such as YMCA or gym memberships	24	25
Nutrition counseling	22	26
Education for chronic disease risk factor reduction	18	21
Disincentive for smoking	19	9
Eye exams	1	1
None	-	1
Other	2	2
Don't know	17	11
Refused to specify	3	5

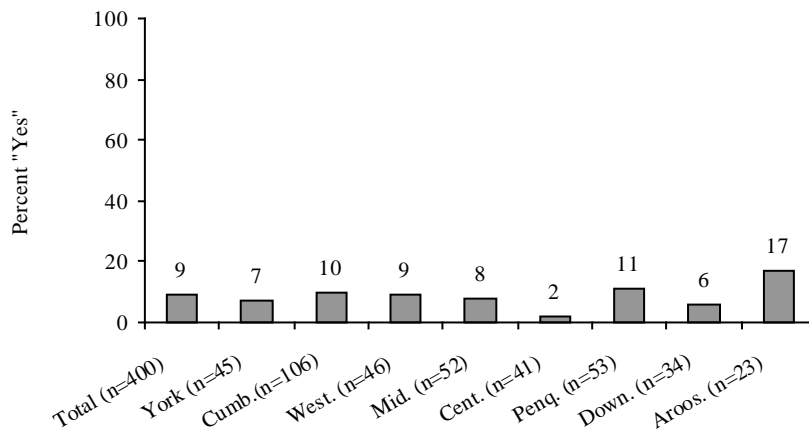
Health Risk Appraisals

Responding companies were also asked if their worksite offers Health Risk Appraisals. HRAs typically include an individual employee survey with questions about lifestyle and personal and family medical history, and often include lab work or a physical exam.

Overall, while a majority of businesses surveyed offer health insurance, only about one-in-ten (9%) offer HRAs. See Figures 5 and 6 below.

Figure 5: Proportion of Companies Offering Health Risk Appraisals, According to Company Size
Does your worksite offer health risk appraisals?

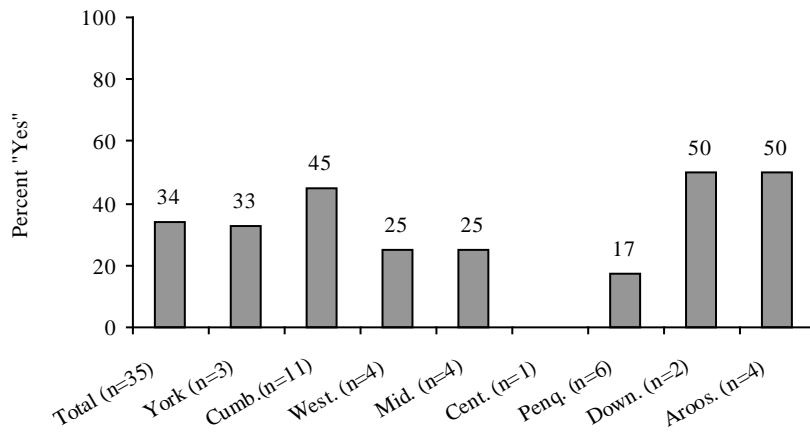
Figure 6: Proportion of Companies Offering Health Risk Appraisals, According to Public Health District
Does your worksite offer health risk appraisals?



Those who offer HRAs to their employees (just 35 of the 400 businesses surveyed for the study) were then asked to indicate whether they are mandatory; about one-third of these businesses indicated that HRAs are indeed mandatory. See Figures 7 and 8 below (please interpret proportions with caution due to small base size of 35 respondents).

Figure 7: Proportion of Companies with Mandatory HRAs, According to Company Size
Are health risk appraisals mandatory? (based on businesses offering HRAs, n=35)

Figure 8: Proportion of Companies with Mandatory HRAs, According to Public Health District
Are health risk appraisals mandatory? (based on businesses offering HRAs, n=35)



Those businesses offering HRAs (n=35) were also asked to indicate how the HRAs are administered. See Table 15 below (again, please interpret proportions with caution due to the small base of respondents).

Table 15: Approach for Administering HRAs, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=19	<u>20-49</u> n=16
Paper questionnaires are filled out by a health professional	53	31
Employees fill them out and turn them in	26	44
Employees fill them out using a web-based questionnaire	21	25

TOBACCO

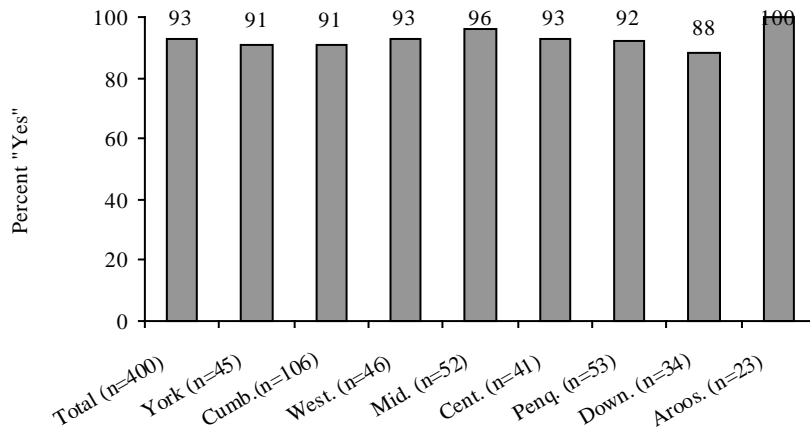
Reported Awareness of Maine Workplace Tobacco Regulations

Businesses were asked if they were aware of Maine’s laws about smoking and secondhand smoke exposure in the workplace. These laws prohibit smoking in all enclosed areas where work is performed, including common areas, private offices and in vehicles used in the course of work. The law also states that employers must establish a written smoking policy that complies with the law, post it, supervise its implementation, and provide a copy to any employee who requests it.

Notably, virtually all responding businesses claim to be aware of the laws. See Figures 9 and 10 below.

Figure 9: Awareness of Workplace Tobacco Regulations, According to Company Size
Are you aware of Maine’s law about smoking and secondhand smoke exposure in the workplace?

Figure 10: Awareness of Workplace Tobacco Regulations, According to Public Health District
Are you aware of Maine's law about smoking and secondhand smoke exposure in the workplace?



Workplace Smoking Policy

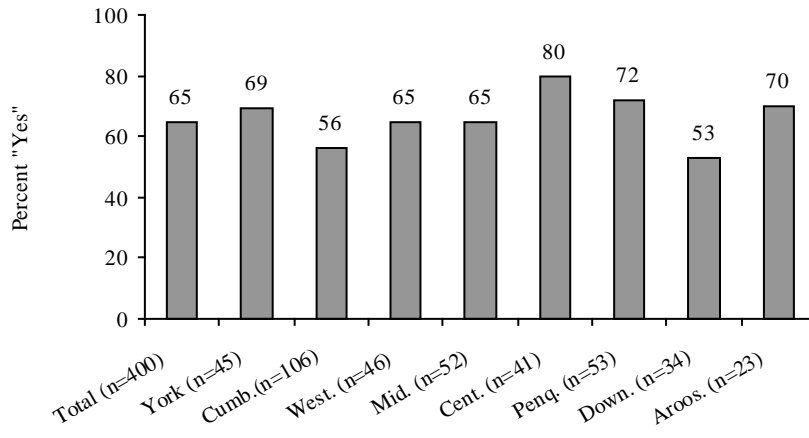
Consistent with Maine's laws about smoking and secondhand smoke exposure in the workplace, businesses were asked if their worksite has a written policy regarding smoking, if the policy is posted, and if the policy is enforced.

About two-thirds of Maine businesses (65%) claim to actually have a written policy regarding smoking, as dictated by the law. Larger small businesses (20-49 employees) are significantly more likely (80%) than are their smaller counterparts (50%) to have a written policy, as shown in Figure 11 below.

Figure 11: Existence of Written Workplace Policy Regarding Smoking, According to Company Size
Does your worksite have a written policy regarding smoking?

Some variance is also observed across public health districts; see Figure 12 below.

Figure 12: Existence of Written Workplace Policy Regarding Smoking, According to Public Health District
Does your worksite have a written policy regarding smoking?



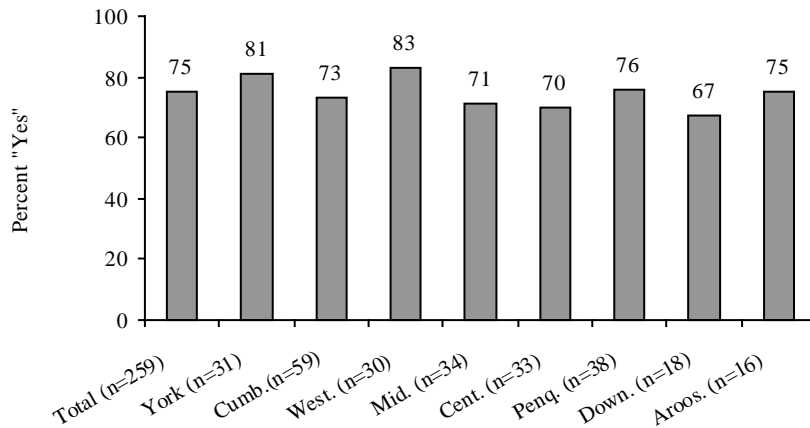
Among different types of businesses, reports of a written policy on smoking tend to be more limited among companies in construction, wholesale trade, other services (except public admin.), and real estate/rental/leasing. Please refer to the accompanying summary tabulations volume for detailed findings according to NAICS codes.

Those 65% of businesses who have a written policy in their worksite regarding smoking (259 of the 400 businesses surveyed) were then asked to indicate whether the policy is posted.

A strong majority of these 259 businesses with a written policy (75%) claim that the policy is posted. See Figures 13 and 14 below.

Figure 13: Existence of Posted Written Workplace Policy, According to Company Size
Is your written policy posted? (based on businesses with a policy, n=259)

Figure 14: Existence of Posted Written Workplace Policy, According to Public Health District
Is your written policy posted? (based on businesses with a policy, n=259)

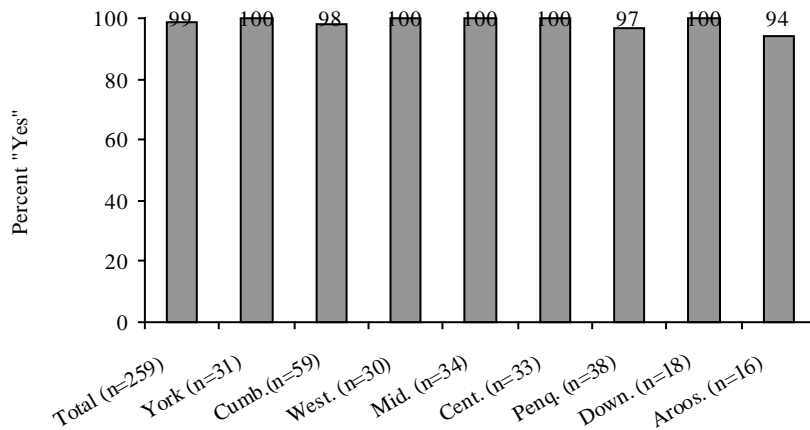


When different types of businesses with a written policy were examined, it is less frequently posted at businesses in the accommodations/food service classification. Please refer to the companion volume of summary tabulations for detailed findings according to all NAICS codes.

Almost all businesses who claim to have a written smoking policy (n=259 out of 400) claim that the policy is enforced at the worksite. See Figures 15 and 16 below.

Figure 15: Enforcement of Written Workplace Policy, According to Company Size
Does your worksite enforce the written policy? (based on businesses with a policy, n=259)

Figure 16: Enforcement of Written Workplace Policy, According to Public Health District
Does your worksite enforce the written policy? (based on businesses with a policy, n=259)



'No Smoking' Signage at Workplace

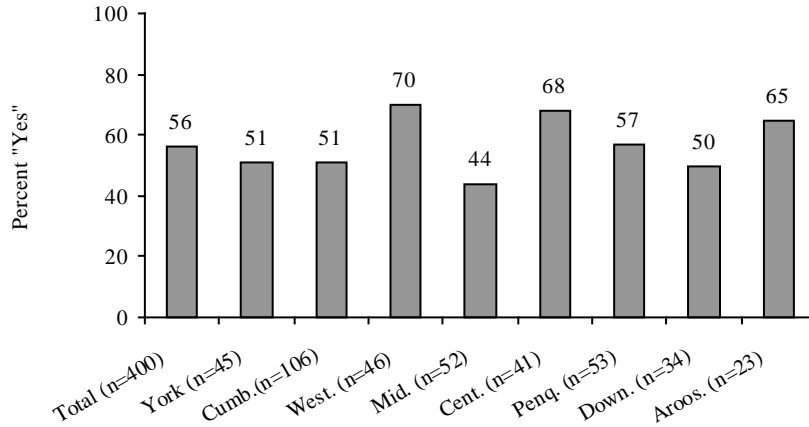
Regardless of the worksite's smoking policy status, businesses were asked if there were "no smoking" signs at the worksite that employees could see.

Just over half of Maine businesses surveyed (56%) report having visible signage prohibiting smoking. Existence of these signs is significantly higher among those businesses employing between 20 and 49 staffers (64%). See Figure 17 below.

Figure 17: Presence of Visible 'No Smoking' Signs at Worksite, According to Company Size
Are there 'no smoking' signs at your worksite that employees can see?

Some variance is also observed across public health districts; see Figure 18 below.

Figure 18: Presence of Visible 'No Smoking' Signs at Worksite, According to Public Health District
Are there 'no smoking' signs at your worksite that employees can see?



Among different types of businesses, those companies in professional/scientific/technical services and in the information field are least likely to report this type of visible signage. Please refer to the separate volume of summary tabulations for detailed findings according to NAICS codes.

Maine Tobacco Helpline

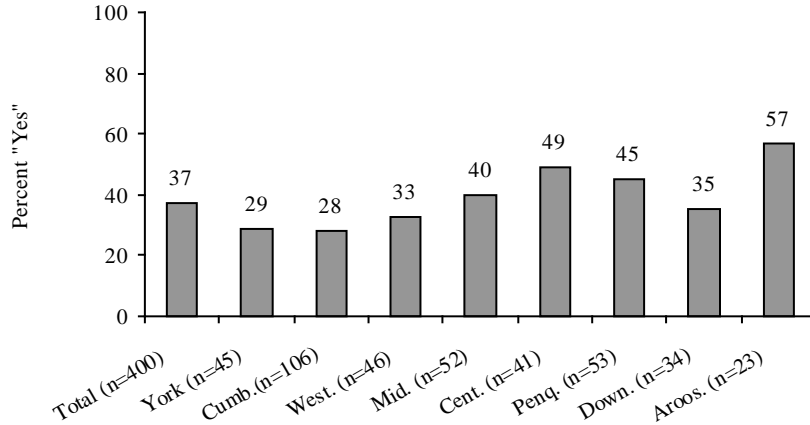
Independent of the worksite's smoking policy status, businesses were asked if their worksite had information available for employees concerning the Maine Tobacco Helpline.

Close to four-in-ten Maine businesses surveyed for the study (37%) claim to have this information available for their employees. See Figure 19 below.

Figure 19: Availability of Information on Maine Tobacco Helpline, According to Company Size
Does your worksite have information available for employees about the Maine Tobacco Helpline?

Some variance in the reported availability of this information is also observed across public health districts. Please see Figure 20 below.

Figure 20: Availability of Information on Maine Tobacco Helpline, According to Public Health District
Does your worksite have information available for employees about the Maine Tobacco Helpline?



NUTRITION

Employee Access to Healthy Eating/Nutrition Information

When businesses were asked to indicate what information about healthy eating and nutrition their company had available for employees at their worksite, the vast majority noted that no information was made available.

Most representatives from 2 to 19 employee businesses (87%) and eight-in-ten 20-49 employee businesses (80%) claim to not have any information of this type available for employees. See Table 16 below.

Table 16: Employee Access to Healthy Eating/Nutrition Information, According to Company Size

	Company Size (%)	
	2-19 n=208	20-49 n=192
Nutrition facts and products	3	4
Food pyramid information	1	2
Weight Watchers or other weight management program	1	1
American Heart Assoc. nutrition guidelines	^	1
Other	7	10
None	87	80
Don't know/Refused to specify	^	3

^ Denotes less than 1%.

Worksite Efforts to Encourage Healthy Eating/Nutrition

Businesses were asked to indicate what their worksite did to encourage healthy eating and nutrition among employees.

About two-in-ten of all businesses surveyed (21%) are engaged in some efforts to promote healthy eating among their staff. Peer support and encouragement and making healthy eating options available at the worksite were the most common activities cited.

However, similar to earlier claims of not making nutritional information available, most companies surveyed (79%) claim that their businesses do nothing in this area. Representatives from smaller businesses (81%) and three-quarters of larger businesses (76%) claimed to not do anything in this regard for employees.

Larger small businesses are directionally more active in this area, with some mentions of offering peer support and encouragement, healthy eating options, and distributing pamphlets, newsletters, and emails on the subject of healthy eating. See Table 17 below.

Table 17: Efforts to Encourage Healthy Eating/Nutrition, According to Company Size

	Company Size (%)	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Peer support and encouragement	5	7
Making healthy eating options available	5	7
Pamphlet, newsletter, email distribution	2	4
Identify healthy items on vending machine	1	1
Other	6	4
Nothing	81	76
Don't know/Refused to specify	1	4

Reported Awareness of Maine 'Right to Breastfeed' Law

Businesses were asked if they were aware of the "Right to Breastfeed" law in Maine, which states that a mother has the right to breastfeed her baby in any location, whether public or private, as long as she is otherwise allowed to be in that location.

About half of all businesses surveyed for the study (54%) claim to be aware of the law. See Figures 21 and 22 below for details according to business size and public health district.

Figure 21: Awareness of 'Right to Breastfeed' Law, According to Company Size
Are you aware of Maine's 'Right to Breastfeed' law?

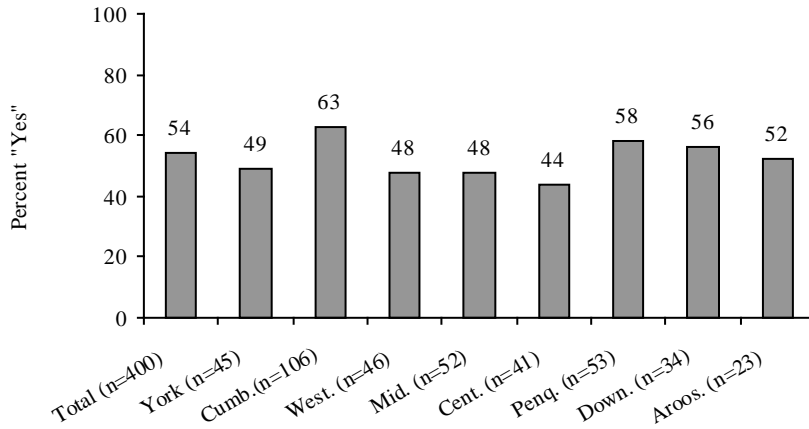


Figure 22: Awareness of 'Right to Breastfeed' Law, According to Public Health District
Are you aware of Maine's 'Right to Breastfeed' law?

According to different types of businesses, those in professional/scientific/technical services, accommodations/food service, administration/support/waste management and remediation and in information are most likely to be aware of this law. Please refer to the companion volume of summary tabulations for detailed findings according to NAICS codes.

PHYSICAL ACTIVITY

Businesses were asked to indicate how their worksite encourages physical activity among employees.

While a majority of businesses do not do so (noting either that they do not promote activity or that it is not necessary due to the physical nature of the job), other businesses did note some varied ways in which physical activity is promoted in the workplace, with comments focused largely in the areas of exercise/stretching, and information on walking trails, clubs, or programs.

Please see Table 18 below.

Table 18: Worksite Efforts to Encourage Physical Activity, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Not necessary, job is already physical	12	8
Recommended stretch breaks	4	7
Reimbursement/payment for fitness/exercise programs	4	5
Structured physical activity programs	3	5
An exercise area	3	4
Peer support/encouragement	4	3
Walking clubs	3	2
Extra time off for lunch to exercise, walk, etc.	2	2
Promote <i>Healthy Maine Walks</i> website	1	2
Walking trails on-site for employee use	2	1
Exercise videos available for use	^	1
Identified safe walking routes nearby	-	1
Other	3	5
No promotion/Do not promote physical activity	61	58
Don't know/Refused to specify	2	4

^ Denotes less than 1%.

While still limited overall, businesses in the manufacturing sector are most likely to recommend employee stretching breaks. Those in construction are more likely than others to claim that promoting physical activity is not necessary due to the physical nature of the job.

Please refer to the accompanying summary tabulations for detailed findings according to NAICS codes.

SUN EXPOSURE

All businesses were asked to indicate what, if anything, they do to provide for sun protection if employees spent a lot of time outdoors.

Close to four-in-ten businesses surveyed (38%) claimed this issue was not applicable to them, given their line of business.

Another similar proportion of businesses (38%) claim that they do nothing.

The most common responses among those businesses that do provide sun protection for employees include providing sun screen and/or hats. Please see Table 19 below.

Table 19: Sun Exposure Protection, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Sun screen	16	13
Hats	9	13
Shade	3	3
Proper clothing	1	3
Sun glasses	1	3
Other	2	4
Nothing	38	33
Don't know/Refused to specify	2	3
Not applicable	36	39

Businesses in the construction and transportation/warehousing sector are more likely than others to provide sunscreen to staff. Providing hats is also commonplace among construction-related businesses. Please refer to the volume of summary tabulations for detailed findings according to NAICS codes.

CHRONIC DISEASE

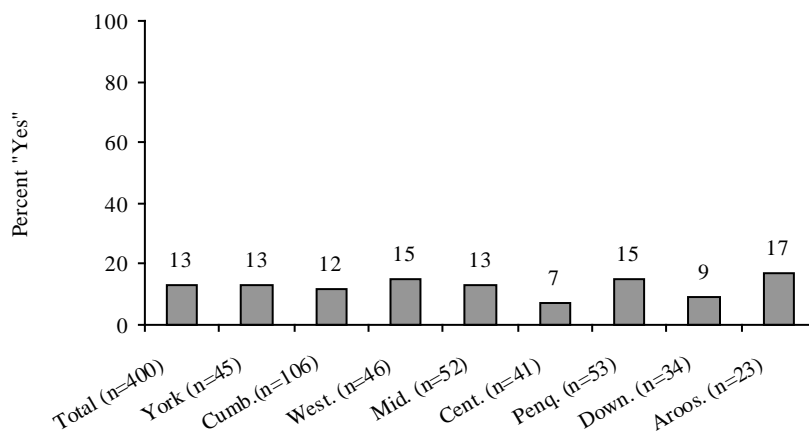
Worksite Efforts to Promote Awareness of Prevention/Screening for Chronic Disease

When businesses were asked to indicate if their worksite has done anything to promote awareness of prevention and screening information regarding chronic disease, about one-in-ten (13%) claimed that their worksite has taken measures in this area.

See Figures 23 and 24 below.

Figure 23: Promoting Awareness of Chronic Disease Prevention/Screening, According to Company Size
Has your worksite done anything to promote employee awareness of prevention and screening information regarding chronic disease (e.g. cancer, diabetes, asthma, cardiovascular disease)?

Figure 24: Promoting Awareness of Chronic Disease Prevention/Screening, According to Public Health District
Has your worksite done anything to promote employee awareness of prevention and screening information regarding chronic disease (e.g. cancer, diabetes, asthma, cardiovascular disease)?



Those businesses in the finance/insurance sector are more likely than others to promote increased awareness of these issues. Please see the separate volume of summary tabulations for detailed findings according to NAICS codes.

When those businesses who had done something to promote awareness of prevention and screening information regarding chronic disease (51 out of 400 businesses surveyed) were asked to specify what they had done, the most common areas of feedback included distributing printed material and discussing the issues in meetings.

See Table 20 below (please interpret proportions with caution due to small base sizes).

Table 20: Efforts to Promote Awareness of Prevention/Screening for Chronic Disease, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=27	<u>20-49</u> n=24
Distribute handouts, brochures, newsletters, etc.	22	54
Discussed in meeting	33	29
Tests, shots, and/or physical required	19	13
Insurance company requirements	4	4
Information on website or Internet	7	-
Other	19	8
Don't know/Refused to specify	-	4

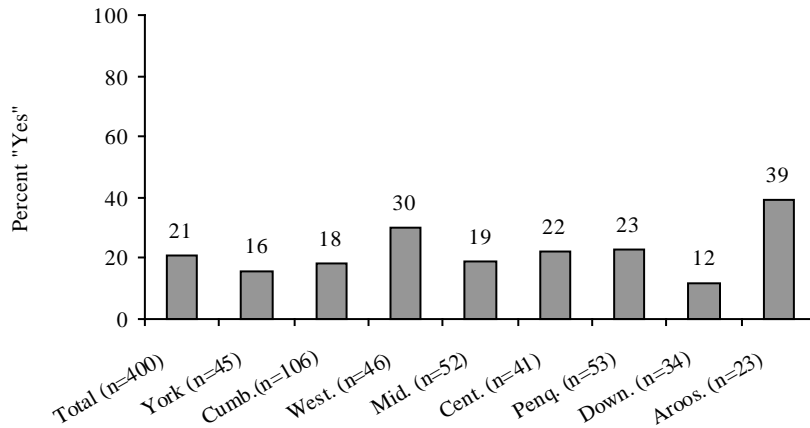
Worksite Efforts to Promote Awareness of Signs of Heart Attack and Stroke

Similarly, when businesses were asked to indicate if their worksite has done anything to help employees identify the signs of heart attack and stroke, about two-in-ten claim that they had indeed done something in this area.

See Figures 25 and 26 below.

Figure 25: Identifying Signs of Heart Attack and Stroke, According to Company Size
Has your worksite done anything to help employees identify the signs of heart attack and stroke?

Figure 26: Identifying Signs of Heart Attack and Stroke, According to Public Health District
Has your worksite done anything to help employees identify the signs of heart attack and stroke?



As with chronic disease prevention, those businesses in the finance/insurance sector – as well as transportation/warehousing – are more likely than others to promote increased awareness of identifying signs of heart attack/stroke. Again, please see the separate volume of summary tabulations for detailed findings according to NAICS codes.

When the 21% of businesses surveyed that have done something to promote greater awareness among employees of the signs of heart attack and stroke (84 out of 400 businesses surveyed) were asked to specify what they had done, the most common areas of feedback included holding CPR classes and distributing printed material. See Table 21 below (interpret proportions with caution due to small base sizes).

Table 21: Efforts to Promote Awareness of Signs of Heart Attack and Stroke, According to Company Size

	Company Size (%)	
	2-19 n=37	20-49 n=47
CPR classes	16	34
Distribute handouts, brochures, newsletters, etc.	30	17
First aid training/videos	27	13
Staff meetings	16	17
Posters/information displayed	14	17
Other	11	6
Don't know/Refused to specify	-	2

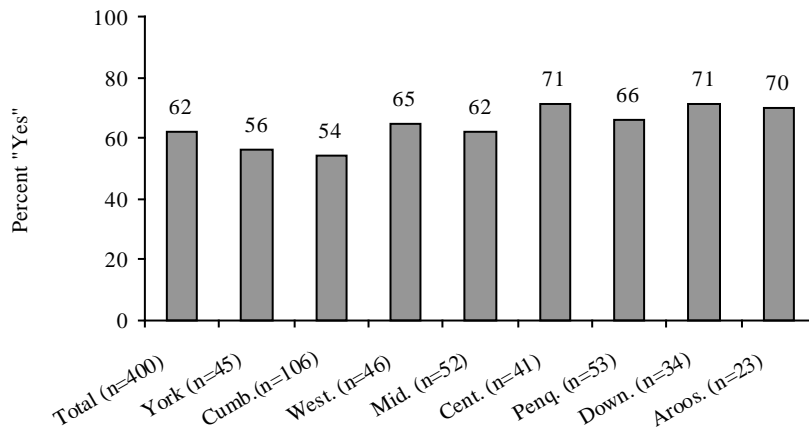
‘Call 911 for Emergencies’ Signage at Workplace

Businesses were asked if “Call 911 for Emergencies” (or other emergency response numbers, as appropriate) are posted in visible areas, including on or near telephones, throughout the worksite.

A majority of businesses claim that emergency numbers are indeed posted throughout the worksite. See Figures 27 and 28 below.

Figure 27: Posting of ‘Call 911 for Emergencies’ in Visible Areas, According to Company Size
Is ‘Call 911 for Emergencies’ or other emergency response numbers as appropriate posted in visible areas, including on or near telephones, throughout the worksite?

Figure 28: Posting of ‘Call 911 for Emergencies’ in Visible Areas, According to Public Health District
Is ‘Call 911 for Emergencies’ or other emergency response numbers as appropriate posted in visible areas, including on or near telephones, throughout the worksite?



Businesses in the following sectors are most likely to have emergency contact information posted for their employees: transportation/warehousing, agriculture/forestry/fishing/hunting, accommodations/food service, manufacturing, admin./support/waste management and remediation, and retail. Please refer to the summary tabulations for detailed findings according to NAICS codes.

SUBSTANCE ABUSE

Reports of Company Being Affected by Workplace Substance Abuse

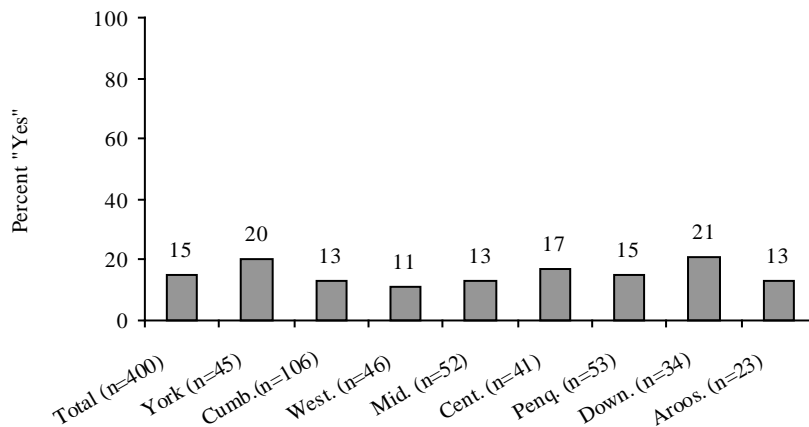
Businesses surveyed were asked if substance abuse had a negative impact on their worksite's productivity or bottom-line.

Only a minority of all businesses surveyed (15%) claim to have been affected by substance abuse issues among their workforce, with 20-49 employee businesses (20%) being significantly more likely than their smaller, 2-19 employee counterparts (11%) to report encountering this type of problem. See Figure 29 below.

Figure 29: Reports of Impact of Substance Abuse, According to Company Size
Has substance abuse had a negative impact on your worksite's productivity (i.e. your 'bottom line')?

Some slight variability is also observed across DHHS public health district; see Figure 30 below.

Figure 30: Reports of Impact of Substance Abuse, According to Public Health District
Has substance abuse had a negative impact on your worksite's productivity (i.e. your 'bottom line')?



Businesses in the following sectors are most likely to report having been impacted by employee substance abuse: accommodations/food service, manufacturing, and retail. Please refer to the companion volume of summary tabulations for detailed findings according to NAICS codes.

Reported Components of Drug-Free Workplace Program

Businesses were then read a list of selected components of a Drug-Free Workplace Program and were asked to identify those that were currently in place at their worksite.

Notably, larger small businesses (20-49 employees) are significantly more likely than are smaller, 2-19 employee entities to have a program currently in place. Indeed, only 15% of larger businesses claimed to currently not have a program, compared to 40% of smaller businesses.

Among those with an existing program, the most common component regardless of the size of the business is a written policy. See Table 22 below for details.

Table 22: Components of Drug-Free Workplace Program, According to Company Size

	<u>Company Size (%)</u>	
	<u>2-19</u> n=208	<u>20-49</u> n=192
Written policy	50	79
Employee assistance	18	36
Supervisor training about substance abuse effects and policy	18	28
Employee education about substance abuse effects and policy	18	27
Drug testing	14	29
Other	^	1
No such program	40	15
Don't know/Refused to specify	-	1

^ Denotes less than 1%.

HEALTHY MAINE WORKS

At the conclusion of the survey, businesses were given some background information on *Healthy Maine Works*, a Maine CDC project delivered in collaboration with local Healthy Maine Partnerships. The program uses an online toolkit to guide and support Maine employers interested in developing new or boosting existing worksite wellness programs.

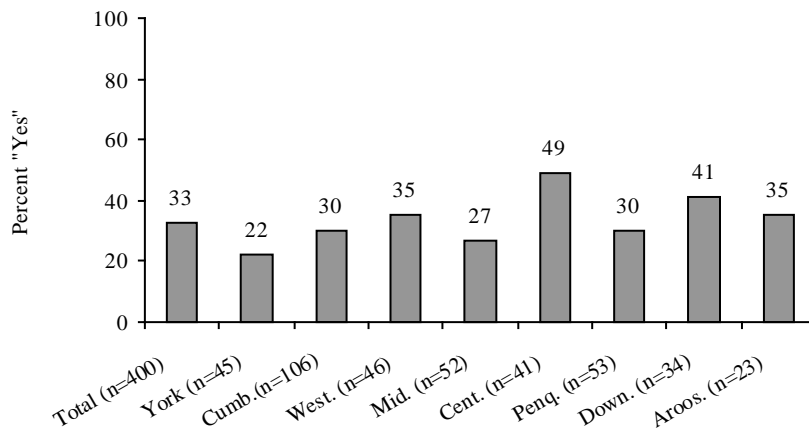
Businesses were then asked if they were interested in learning more about the program and being contacted by their local HMP.

One-third of Maine businesses surveyed for the study (33%) expressed interest in *Healthy Maine Works*. Some variance is observed according to business size, where 20-49 employee businesses (40%) were significantly more likely than 2-19 employee businesses (26%) to express interest. Please see Figure 31 below.

Figure 31: Reported Interest in *Healthy Maine Works*, According to Company Size
Is your worksite interested in learning more about Healthy Maine Works?

Some variance was noted as well according to DHHS public health district; see Figure 32 below.

Figure 32: Reported Interest in *Healthy Maine Works*, According to Public Health District
Is your worksite interested in learning more about Healthy Maine Works?



A list of all businesses interested in being contacted about *Healthy Maine Works* has been provided to the Center as a separate appendix document to this report.

Those businesses in the following NAICS classes have the highest proportion of interested companies: transportation/warehousing, art/entertainment/recreation, information, real estate/rental/leasing, retail trade, professional/scientific/technical services, and construction.

Please refer to the separate summary tabulations for detailed findings according to NAICS codes.

EXECUTIVE SUMMARY

BACKGROUND AND OBJECTIVES

In the spring of 2009, the Maine Center for Public Health commissioned the “Healthy Lifestyles Environmental Indicators” project, a study which sought to survey an appropriate cross-section of Maine businesses with the aim of gauging the level of engagement, specifically within the small business community, for promoting sound lifestyle decisions and specific health practices among employees and staff.

METHODOLOGICAL OVERVIEW

For the “Healthy Lifestyles Environmental Indicators” study, the Maine Center for Public Health was interested in surveying policy decision-makers and key influencers at an appropriate cross-section of smaller employers across Maine – those employing fewer than 50 people. Micro-companies and single person entities with only one “employee” and those companies with 50 or more employees were not included in the study. Also excluded were employers such as municipalities/schools, child care facilities, institutions of higher education, and health care providers.

A disproportionate stratification sampling strategy was developed among two distinct classifications of Maine companies of interest to the Maine Center for Public Health: 2-19 employee companies and 20-49 employee companies. Businesses were sampled equally within each of the two size classifications.

Between May 14 and June 16 of 2009, a total of 400 interviews were conducted with a cross-section of Maine small businesses with the aim of providing an appropriate sampling of businesses according to business sector and type, size of business, and location (as defined by Maine’s eight public health districts).

It should be noted that all responses reported in this document were collected in the survey itself and are self-reported by the individual respondents. As with most telephone-based survey efforts, no verification of individual responses or comparisons of responses to known policies in place within a given company were made.

HIGHLIGHTS OF STUDY FINDINGS

Perceptions of Key Health-Related Worksite Issues

The most common health-related worksite issue cited by employers was the issue of the cost of insurance and healthcare. This was the case among decision-makers at all types and sizes of companies.

Compared to smaller businesses (i.e. 2-19 employees), mentions of injuries/accidents, back issues, and smoking/alcohol/substance abuse as being worksite issues were significantly more prevalent among larger small businesses (i.e. 20 – 49 employees).

Approximately one-quarter of all businesses surveyed claimed that there are no acute health-related issues at their business.

Reports of Working with Healthy Maine Partnerships and Select Organizations on Health-Related Programs

Less than one-in-ten of all businesses surveyed for the study (6%) reported having worked with their local HMP on any worksite-related programs, such as the Work Healthy Award, the Quit and Win Program, or the Good Work Resource Kit.

When read a list of possible collaborative organizations and programs, a majority of businesses surveyed said that they do not presently work with any entity on health-related programs.

Position of Corporate Leadership on Wellness Committees/Teams

When asked to note management's current position on forming a wellness committee or wellness team at their business, more than one-in-ten businesses said they either already have or are in the process of forming a wellness team.

However, the most common response from businesses was that there is presently little or no interest in forming a wellness team.

Health Insurance and Health Risk Appraisals

A majority of businesses surveyed reported that health insurance is presently offered, with larger businesses being significantly more likely than smaller entities to report that they currently offer employees health insurance.

Among those who offer insurance, the most common plan components include general chronic disease risk factor reduction, treatment for substance or drug abuse, medications to control chronic diseases (e.g. hypertension, cholesterol), and cancer screenings.

Directionally, plans offered by 20-49 employee businesses tend to cover a broader range of treatments, screenings, and programs than do the plans offered by 2-19 employee businesses.

Only about one-in-ten businesses surveyed claimed to offer Health Risk Appraisals. Among those offerings HRAs, they are frequently not mandatory, however.

Tobacco-Related Issues

Virtually all Maine businesses surveyed claimed to be aware of the state's laws about smoking and secondhand smoke exposure in the workplace.

Two-thirds of Maine businesses said they have a written policy regarding smoking and three-quarters have the policy posted. Virtually all businesses who claimed to have a written smoking policy said that the policy is enforced.

Close to four-in-ten businesses surveyed claimed that they make information about the Maine Tobacco Helpline service available to their employees.

Workplace Signage

Over half of Maine businesses claimed to have visible ‘No Smoking’ signage at their worksite.

Additionally, a majority of businesses (62%) reported that ‘Call 911 for Emergencies’ or other appropriate emergency numbers are posted throughout the worksite.

Issues Related to Nutrition and Physical Activity

Most businesses (80 to 87%) claimed that no information about healthy eating and nutrition is currently made available to employees at their worksite.

About two-in-ten of all businesses surveyed claimed to be engaged in some efforts (such as peer support and making healthy eating portion available) to encourage healthy eating and nutrition among employees.

About half of all businesses surveyed for the study claimed to be aware of the “Right to Breastfeed” law in Maine.

While a majority of businesses surveyed do not presently encourage physical activity among their employees (with many noting either that they do not promote activity [~60%] or that it is not necessary due to the physical nature of the job [~10%]), some businesses did note varied ways in which physical activity is promoted in the workplace, principally in the areas of exercise/stretching, and providing information on walking trails, clubs, or programs.

Sun Exposure

Close to four-in-ten businesses surveyed claimed that the issue of sun exposure was not applicable to them, given their line of business. A similar proportion claimed that they do nothing specific in this area. Among those businesses that did claim to provide sun protection for employees, making sun screen and/or hats available was the most common solution.

Issues Related to Chronic Disease

About one-in-ten businesses reported that their business has taken steps to promote awareness of prevention and screening for chronic disease, with the most common efforts including distributing printed material and discussing the issues in meetings.

About two-in-ten businesses surveyed claimed that they had undertaken efforts to help employees identify the signs of heart attack and stroke, with the most commonly cited efforts including holding CPR classes and distributing printed materials.

Substance Abuse-Related Issues

Only a minority of all businesses surveyed (under 20%) claimed to have been affected by substance abuse issues among their workforce, with 20-49 employee businesses being significantly more likely than their smaller, 2-19 employee counterparts to report encountering this type of problem.

Larger, 20-49 employee businesses are significantly more likely than are the smaller, 2-19 employee entities to have a Drug Free Workplace Program currently in place at their company. Among those businesses with such a program, the most common component is a written worksite drug policy.

Reaction to *Healthy Maine Works* Program

After being provided with background information on *Healthy Maine Works*, businesses were asked if they were interested in learning more about the program and being contacted by their local HMP.

One-third of Maine businesses surveyed for the study expressed interest in *Healthy Maine Works*, with larger, 20-49 employee businesses being significantly more likely than 2-19 employee businesses to express interest. The list of these businesses has been provided to MCPH, and since shared with Maine CDC.

APPENDIX

Sample Questionnaire

INTRODUCTION AND CLASSIFICATION

Good morning/afternoon/evening, my name is _____ and I'm calling from Critical Insights, Inc., a Portland public opinion polling firm. We are conducting a brief survey about health issues facing your business and the things you currently do or provide to your employees. Information collected is intended to help individual businesses such as yourselves, as well as the small business industry in Maine as a whole.

May I please speak with the owner or highest ranking manager or employee that is currently present?

- *IF NOT RESPONDENT, ASK TO SPEAK TO SUCH A PERSON.*

IF OWNER NOT THERE ASK: Can you tell me a time when I can call back and speak with the owner or highest ranking manager or appropriate employee? [INTERVIEWER RECORD CALL BACK TIME]

_____ DATE TIME

Before we start, let me assure you that your answers will be held in complete confidence and reported data will be anonymous. Your responses will be combined with those of other businesses and reported back to the Healthy Maine Partnerships Initiative. The Healthy Maine Partnerships Initiative has recently initiated a program that directly serves business like yours throughout the state, providing support for a variety of worksite health issues through a program called Healthy Maine Works. The data collected through this survey will help tailor the Healthy Maine Works program to best meet the needs of Maine's small businesses. Forty-eight businesses have already begun participating in the Healthy Maine Works program. We will take 30 seconds at the end of the survey to explain this program and how your business might be able to take advantage of the free services provided. We sincerely appreciate your time.

We will begin by asking some background information.

(If asked: This survey has been piloted/administered and is averaging ____ minutes in duration)

(Interviewer)

Public Health District:

- _____ Aroostook
- _____ Central
- _____ Cumberland
- _____ Downeast
- _____ Midcoast
- _____ Penquis
- _____ Western Maine
- _____ York

- 1 What is your job title?
 - 1 Owner
 - 2 CEO
 - 3 President
 - 4 EVP, SVP, or VP
 - 5 COO, General Manager
 - 6 CFO, Treasurer
 - 7 Director
 - 8 Other: **SPECIFY** _____

- 2 How many paid employees do you have? _____

3. Approximately what is your yearly sales volume?
 - 1 Less than \$500,000
 - 2 \$500,000-\$9 million
 - 3 \$1-\$4.9 million
 - 4 \$5-\$9.9 million
 - 5 \$10-\$49 million
 - 6 \$50 million or more
 - 7 Refused

4. How long has your company been doing business in Maine?
 - 1 5 years or less
 - 2 6 to 19 years
 - 3 20 years or more

5. Is the business headquartered in Maine or somewhere else?
 - 1 Maine-based
 - 2 Based elsewhere

6. Which of the following best describes your type of business?
 - 1 Accommodation and Food Services
 - 2 Administration, Support, Waste Management, Remediation
 - 3 Agriculture, Forestry, Fishing & Hunting
 - 4 Arts, Entertainment, and Recreation
 - 5 Construction
 - 6 Finance and Insurance
 - 7 Information
 - 8 Management of Companies and Enterprises
 - 9 Manufacturing (wood products, printing, machinery, food products, metal products, etc.)
 - 10 Other Services (except Public Administration)
 - 11 Professional, Scientific & Technical Services
 - 12 Real Estate and Rental and Leasing
 - 13 Retail trade (eating/drinking establishments, auto dealers, retail stores, etc.)
 - 14 Transportation and Warehousing
 - 15 Utilities
 - 16 Wholesale trade (durable and non-durable goods)
 - 17 OTHER: **SPECIFY** _____

GENERAL QUESTIONS:

7) What are the top three health-related issues at your worksite?

[If they answer “health insurance” please note and then probe for other responses]

8) Has your worksite worked with your local Healthy Maine Partnership on any worksite-related programs? [e.g., Work Healthy Award, Quit and Win Program, or the Good Work Resource Kit]

- YES
- NO
- DON'T KNOW

9) In the past year, which organizations has your worksite worked with on health-related programs?

[READ OPTIONS. Multiple responses allowed/ Check all that apply]

- NONE
- Anthem Chamber Blue Program (2% health insurance deductions for small group employers who meet wellness related criteria)
- Governor’s Council on Physical Fitness, Sports, Health and Wellness *Contest for Communities Award*
- Local or regional wellness council (Southern Maine Wellness Council, Wellness Council of Maine, Mid Maine Worksite Wellness Council, Androscoggin County Wellness Council)
- WELCOA – Wellness Councils of America
- Business group (Chamber, Rotary, SHRM-Society for Human Resources Managers, etc.)
- OTHER [please specify] _____
- DON'T KNOW

10) Which of the following statements best matches your worksite leadership’s (i.e., owner, management) position on forming a wellness committee or wellness team? (i.e., a team made up of employees with an interest in addressing worksite wellness issues) (READ OPTIONS)

- We already have a wellness team
- We are in the process of forming a wellness team
- We would form a wellness team but don’t have the resources (time & financial) or capacity
- We would form a wellness team but wouldn’t have employee buy-in
- We have not considered forming a wellness team, but will give it some thought
- There is little or no interest in forming a wellness team
- Other (please specify): _____
- Don’t know

INSURANCE & HEALTH RISK APPRAISALS

11) Does your worksite offer health insurance?

- YES
- NO -> **SKIP TO Q13**
- DON'T KNOW-> **SKIP TO Q13**

12) Does the insurance plan cover employees' costs for: (READ OPTIONS)
(check all that apply)

- Treatment to help stop smoking, such as medication?
- Treatment for substance abuse or drug abuse?
- Disincentive for smoking (i.e., higher cost for employees who smoke)?
- Nutrition counseling?
- Exercise programs (such as YMCA or gym memberships or other fitness programs)?
- Chronic disease risk factor reduction resources, such as ...
 - Education
 - Medications to control chronic disease (such as blood pressure and cholesterol medications, insulin/diabetes medications)
 - Cardiovascular rehabilitation services for heart attack or stroke
 - Cancer screenings (such as breast cancer, cervical cancer or colorectal cancer)
 - Diabetes screenings (such as diabetes risk quiz)
- Other _____
- Don't know what it covers

13) Does your worksite offer Health Risk Appraisals (HRA) [definition: an individual employee questionnaire with questions about lifestyle and personal and family medical history, often including lab work or a physical exam]

- YES
- NO -> **SKIP TO Q16**

14) Are Health Risk Appraisals mandatory?

- YES
- NO
- DON'T KNOW

15) How are Health Risk Appraisals given? (READ OPTIONS)

- Employees fill them out and turn them in
- Employees fill them out using a web-based questionnaire (i.e., fill them out online)
- Paper questionnaires are filled out by a health professional
- Other _____
- Don't know

TOBACCO

16) Are you aware of Maine's laws about smoking and secondhand smoke exposure in the workplace? [i.e., Smoking is prohibited in all enclosed areas where work is performed, including common areas, private offices and in vehicles used in the course of work. The employer must establish a written smoking policy that complies with the law, and must post it, supervise its implementation, and provide a copy to any employee who requests it.]

- YES
- NO

17) Does your worksite have a written policy regarding smoking?

- YES
- NO -> **SKIP TO Q20**
- DON'T KNOW

18) Is your written policy posted?

- YES
- NO
- DON'T KNOW

19) Does your worksite enforce the written policy?

- YES
- NO
- DON'T KNOW

20) Does your worksite have information available for employees about the Maine Tobacco HelpLine? [800-207-1230]

- YES
- NO
- DON'T KNOW

21) Are there "no smoking" signs at your worksite that employees can see?

- YES
- NO
- DON'T KNOW

NUTRITION

22) What information about healthy eating and nutrition do you have available at your worksite? [Check all that apply – Do not read responses]

- None
- American Heart Association Nutrition Guidelines
- Food pyramid
- Weight Watchers or other weight management programs
- Other [please describe] _____
- DON'T KNOW

23) What does your worksite do to encourage healthy eating and nutrition among employees? [Check all that apply – Do not read responses]

- Nothing
- Identify healthy items on vending machines
- Make healthy eating options available
- Other [please describe] _____
- DON'T KNOW

24) Are you aware of Maine's "Right to Breastfeed" law? [The law states that a mother has the right to breastfeed her baby in any location, whether public or private, as long as she is otherwise allowed to be in that location? (Public Law No. 206; LD 1396)]

- YES
- NO

PHYSICAL ACTIVITY

25) How does your worksite encourage physical activity?

[Check all that apply – Do not read responses]

- We don't
- Recommended stretch breaks
- Structured physical activity program such as "Move More" or 'March into May'
- Reimbursement or payment for fitness or exercise programs (such as YMCA, or gym membership)
- Walking trails on-site for employee use
- Identified safe walking routes close by
- An exercise area
- Exercise videos are available
- Walking clubs
- Promote Healthy Maine Walks (a website that lists places to walk in Maine)
- Other [please list] _____
- DON'T KNOW

SUN EXPOSURE

26) If your employees spend a lot of time outdoors, what, if anything, do you provide for sun protection?

- NOT APPLICABLE
 - Nothing
 - Sun screen
 - Shade
 - Hats
 - Other [please list] _____
- [probe for rules or written policies]
- Don't know

CHRONIC DISEASE

27) Has your worksite done anything to promote employee awareness of prevention and screening information regarding chronic disease (e.g., cancer, diabetes, asthma, cardiovascular disease)?

- YES
- NO
- DON'T KNOW

27a) If yes, please describe _____

28) Has your worksite done anything to help employees identify the signs of heart attack and stroke?

- YES
- NO
- DON'T KNOW

28a) If yes, please describe _____

29) Is "Call 911 for Emergencies" (or other emergency response numbers as appropriate) posted in visible areas, including on or near telephones, throughout the worksite?

- YES
- NO
- DON'T KNOW

SUBSTANCE ABUSE

30) Has substance abuse had a negative impact on your worksite's productivity (i.e., your 'bottom line')?

- YES
- NO
- DON'T KNOW

31) What components of a Drug-Free Workplace Program does your worksite have?

[Check all that apply –read responses]

- Written policy
- Employee education about substance abuse effects and policy
- Supervisor training about substance abuse effects and policy
- Employee assistance
- Drug testing
- Other (please list)_____
- Do not have such a program
- Don't know

HEALTHY MAINE WORKS:

- **Healthy Maine Works** is a project of the state (Maine CDC, Maine Office of Substance Abuse, and Maine Department of Education) delivered in collaboration with local Healthy Maine Partnerships.
- The Healthy Maine Works program uses an online toolkit to guide and support Maine employers interested in developing new or boosting existing worksite wellness programs.
- Supporting employee health can improve employee on-the-job performance and impact the bottom line.

If you have questions about Healthy Maine Works, or would like to participate in the project and directly address wellness issues of interest to your own business, simply give us permission to have a representative from your local Healthy Maine Partnership contact you. Your local Healthy Maine Partnership representative will introduce you to the no-cost service and online toolkit and provide you with technical support. You are free to dictate the amount of time you are willing to commit and to focus on areas of interest to you and your worksite.

Are you interested: YES NO (**THANK YOU FOR YOUR TIME**)

Who should be contacted: _____

At what telephone # or email: _____

How soon would you like to be contacted? (e.g., in one month, 6 months, etc.) _____

THANK YOU FOR YOUR TIME



John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

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