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**RESEARCH
ON
SMOKING IN THE WORKPLACE**

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Executive Summary

The study on **Smoking In The Workplace** started on December 20th 2004 and the project officially ended November 11th, 2005.

Most data is gathered from secondary sources while the primary data is obtained by handing out questionnaires to 100 persons in four organizations in Kuching. Twenty five persons in each organization were given the questionnaires. All questionnaires sent were successfully returned to the researchers although the responses to individual questions were not necessarily 100%. The study gathered responses from 80 smokers and 20 non-smokers.

The primary data indicated that all four organizations have banned smoking in the workplace. An overwhelming 93% of the respondents agreed that there should be separate areas where smoking is permitted within the compound of the offices. 69% of the respondents are bothered by tobacco smoke while only 31% are not. When pressed further, 46 respondents are worried about the long-term health effects of secondary smoking (i.e. smoke inhaled by non-smokers) and 20 respondents will cough when someone smokes either nearby or within the same room.

45% of the respondents said that they would smoke less if they are not allowed to smoke in their work area. 44% mentioned that it is easy for them if they were not allowed to smoke at all in the workplace while 30% finds it a difficult thing to do. If they were offered help by the organization to quit smoking, 58% said that they would use it. On the respondents' monthly cigarette spending, 32% spends between RM50 – RM100 while 39% spends between RM150 – RM250.

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1.0 INTRODUCTION

1.1 Smoking In The Workplace

Smoking at the workplace is now a more pertinent issue especially with the formulation of laws and policies affecting smoking. In addition, organizations are now stricter in implementing and enforcing their policies to ensure compliance by their employees.

Smoking could also affect productivity at the workplace as both primary and secondary smokers will be affected. Primary smokers will cause work downtime when they take their smoke breaks while secondary smokers will involuntarily inhale smokes from primary smokers. These secondary smokers are just as prone to smoking related diseases as primary smokers.

Various measures to communicate and educate employees on the dangers of smoking have been carried out in certain organizations. It would be of interest found out if these efforts bore positive results in terms of net reduction in smokers at the workplace.

Workplace health and wellbeing is about the effects of work on health, and how physical and mental health affects a person's ability to carry out their duties at work. The aim of a workplace health program is to create an environment that promotes positive health and wellbeing.

Passive smoking - breathing other people's tobacco smoke - has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

2.0 RESEARCH METHODOLOGY

2.1 Method Used In This Research

2.1.1 Data Collection Methods

In order to ensure that the study is done credibly and reach its objective, two types of sources are gathered. In collecting the data, which is related to this study, secondary and primary data method is applied.

a. Primary Data

i) Questionnaire

Questionnaire was designed based on the survey and discussion among the group members. The group takes into consideration the level of education of the respondents and structured the questionnaires according to the respondents' understanding. It is simple and easy to understand by every level of respondents.

b. Secondary Data

i) Internal and Propriety Data Source

Internal and sources of data were collected within the organization and this study has utilized the internal secondary data through In-house magazine and Organizations Working Procedures.

ii) External Secondary Data

External source was gathered from different sources such as library references, Internet and other prompt material which were relevant to the study.