



Data Collection Worksheet

Please Note: The Data Collection Worksheet (DCW) is a tool to aid integration of a PhenX protocol into a study. The PhenX DCW is not designed to be a data collection instrument. Investigators will need to decide the best way to collect data for the PhenX protocol in their study. Variables captured in the DCW, along with variable names and unique PhenX variable identifiers, are included in the PhenX Data Dictionary (DD) files.

Now I am going to ask you about some questions about policies on tobacco use in the place where you work. But first, I need to know about your employment status.

1. Are you currently working for pay or are you self-employed, either part-time or full-time?

1 YES

2 NO [END QUESTIONS]

7 DON'T KNOW [END QUESTIONS]

9 REFUSED [END QUESTIONS]

2. Do you currently have one job or more than one job?

1 ONE JOB [GO TO Q3]

2 MORE THAN ONE JOB

7 DON'T KNOW [END QUESTIONS]

9 REFUSED [END QUESTIONS]

Please answer the following questions for the job at which you spend the most time.

INTERVIEWER: IF THE RESPONDENT SPENDS THE MOST TIME AT TWO OR MORE JOBS EQUALLY, ASK THEM TO CHOOSE THE ONE AT WHICH THEY HAVE BEEN WORKING THE LONGEST. IF THEY STILL CAN'T CHOOSE ONE JOB, ASK THEM TO CHOOSE THE ONE THEY LIKE THE MOST.

INTERVIEWER: IF RESPONDENT WORKS IN MORE THAN ONE, PLEASE READ:

"Please choose the setting in which you spend the most time."

INTERVIEWER: IF THE RESPONDENT SPENDS THE MOST TIME AT TWO OR MORE SETTINGS EQUALLY, PLEASE READ:

"Of the [SAY: Number of settings], please choose the setting at which you have been working the longest."

INTERVIEWER: IF THE RESPONDENT STILL CAN'T CHOOSE, PLEASE READ:

"Of the [SAY: Number of settings], please choose the setting which you like the most."

3. Most of the time, do you work...?

01 Outdoors

02 In a vehicle

03 Indoors at home

04 Indoors in a place like an office building, retail store, restaurant, or factory

96 Somewhere else (Specify)

77 DON'T KNOW/NOT SURE [END QUESTIONS]

99 REFUSED [END QUESTIONS]

The next two questions refer to smoking in indoor areas. When answering the questions, please count your vehicle as an indoor area.

/ASK IF Q3 EQ (1-4, 96)/

/RANGE: 01-07/

4. Now I'm going to ask you about smoke you might have breathed at work because someone else was smoking, **either indoors or outdoors**. During the past 7 days, that is, since last [TODAY'S DAY OF WEEK], on how many days did you breathe the smoke at your workplace from **someone other than you** who was smoking tobacco?

0_ NUMBER OF DAYS

88 NONE

77 DON'T KNOW/NOT SURE

99 REFUSED

/IF Q3 = 1, GO TO Q6 /

/ASK IF Q3 EQ (02-04, 96)/

INTERVIEWER: THE ORDER OF THE RESPONSE CATEGORIES FOR THIS QUESTION IS BEING RANDOMLY REVERSED

[INTERVIEWER: DON'T KNOW/NOT SURE IS AN ACCEPTABLE RESPONSE HERE. YOU DO NOT NEED TO PROBE FURTHER IF RESPONDENT SAYS

"DON'T KNOW"]

5. At your workplace, is smoking in indoor areas...?

1 Always allowed

2 Allowed only at some times or in some places

3 Never allowed

7 DON'T KNOW/NOT SURE [END QUESTIONS]

9 REFUSED [END QUESTIONS]

/ASK IF Q3 EQ 1 OR Q5 EQ (1-3)/

INTERVIEWER: THE ORDER OF THE RESPONSE CATEGORIES FOR THIS QUESTION IS BEING RANDOMLY REVERSED

[INTERVIEWER: DON'T KNOW/NOT SURE IS AN ACCEPTABLE RESPONSE HERE. YOU DO NOT NEED TO PROBE FURTHER IF RESPONDENT SAYS "DON'T KNOW"]

6. At your workplace, is smoking in **outdoor** areas...?

1 Always allowed

2 Allowed only at some times or in some places

3 Never allowed

7 DON'T KNOW/NOT SURE [END QUESTIONS]

9 REFUSED [END QUESTIONS]

/ASK IF Q6 EQ (1-3)/

INTERVIEWER: THE ORDER OF THE RESPONSE CATEGORIES FOR THIS QUESTION IS BEING RANDOMLY REVERSED

[INTERVIEWER: DON'T KNOW/NOT SURE IS AN ACCEPTABLE RESPONSE HERE. YOU DO NOT NEED TO PROBE FURTHER IF RESPONDENT SAYS "DON'T KNOW"]

7. At your workplace, is the use of chewing tobacco, snuff, dip, or snus...?

1 Always allowed

2 Allowed only at some times or in some places

3 Never allowed

7 DON'T KNOW/NOT SURE [END QUESTIONS]

9 REFUSED[END QUESTIONS]

IF Q5 = 1 AND Q6 = 1 AND Q7 = 1, END QUESTIONS

Asked of respondents who reported that smoking or smokeless tobacco are never allowed or allowed only at some times or in some places, indoors or outdoors, in their workplaces.

/ASK IF Q5 EQ (2 OR 3) OR Q6 EQ (2 OR 3) OR Q7 EQ (2 OR 3)/

8. To your knowledge, during the past 30 days, that is, since [DATE FILL], has anyone, including yourself, used tobacco of any kind at your work when he or she was not supposed to?

1 YES

2 NO

7 DON'T KNOW/NOT SURE

9 REFUSED

Protocol source: <https://www.phenxtoolkit.org/protocols/view/751401>