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# SMOKING AT WORK

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## Indoor air quality – canvassing staff views

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In the event that you feel that it would be appropriate to discover the views of all staff, a way of doing so is to use a questionnaire. This should be issued to everyone, not just to a restricted sample of people, as views on smoking are highly personal. It is suggested that careful consideration be given to the distribution method, since a selective system (such as a house journal – which may not be read by everyone) can produce a biased result. An anonymous questionnaire, completed in private and without discussion, will fairly reveal the opinion of the majority.

You will know that the construction of questionnaires is a skilled task; it is very easy to ask ambiguous questions or ones which do not reveal opinions accurately. Included here is a draft questionnaire which you may like to consider for use.