



Smoke Free Worksite Requirements in Muskegon County COMPLIANCE CHECKLIST

Legal Reference*	SECTION REQUIREMENT	COMPLIANCE MET	
		YES	NO
County 1005	Demonstrates understanding that smoking shall be prohibited in all enclosed public and private worksites within Muskegon County, including but not limited to those places listed in this section of the Regulation (including business vehicles).		
County 1006 B	Implement, make known and maintain a written smoking policy containing the basic requirements of the Regulation.		
County 1006 C	Communicate the Indoor Smoke-Free policy to current employees and to new employees at the time of hire.		
County 1006 D	Provide the written smoking policy upon request to any existing or prospective employee.		
County 1007	Establish that the outdoor no smoking area extends a minimum of 30 feet from any entrances, windows and ventilation systems to any enclosed areas where smoking is prohibited; in all cases the distance shall be a distance sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means.		
County 1007	Insure that all smoking trash receptacles are outside the no smoking area.		

Legal Reference*	SECTION REQUIREMENT	COMPLIANCE MET	
		YES	NO
County 1009 A&B State 333.12603(2a)	"No Smoking" signage must be posted clearly and conspicuously in every building, at every entrance and area where smoking is prohibited by the provisions outlined in the Regulation.		
County 1009 C State 333.12603(2b)	Ashtrays and other smoking paraphernalia must be removed from any area where smoking is prohibited by the provisions of the Regulation.		
State 333.12603 (2c,d,e)	Direct any person who is smoking to extinguish the cigarette, cigar or other lighted tobacco item. If customers refuse to comply, stop service and ask them to leave. If necessary use your normal protocol for removing a disruptive customer from your premises. Document the steps taken to handle the situation.		
County 1011 State 333.12606	No person or employer shall discharge, refuse to hire or in any other manner retaliate against any employee, applicant for employment or customer because such employee, applicant or customer exercises their right to a smoke-free environment afforded by this Regulation.		

*** Legal Reference**

County refers to sections of the Muskegon County Clean Indoor Air Regulation

State refers to sections of the Michigan Public Health Code

Questions regarding compliance can be directed to the Compliance Evaluator at Public Health-Muskegon County at (231) 724-1263