



In addition to other requirements ([see Checklist](#)), Section 1006 of the Muskegon County Clean Indoor Air Regulation requires all businesses and organizations (except food service establishments) as follows:

A. It shall be the responsibility of employers to provide a smoke-free worksite as set forth in this regulation.

B. Upon the effective date of this regulation, each employer having an enclosed place of employment located within Muskegon County shall adopt, implement, make known and maintain a written smoking policy. The policy shall contain, at a minimum, the following wording or requirements:

Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

C. The smoking policy shall be communicated to all current employees at least three (3) weeks prior to its effective date, and at the time of employment of all other employees.

D. All employers shall supply a written copy of the smoking policy upon request to any existing or prospective employee.

This policy was required to be in place and communicated to all employees by October 18, 2009. If you have not already done so, samples of the policy are available in the [Compliance Toolkit](#) for you to adapt when writing your own specific policy.