

Treasury Documentation**Subject:** No Smoking Policy**For:** EMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK**Also See:** ET-03017, 48;
PT-03134**Identification** ET-03084
Policy
Effective Date 10-1-2006
Replaces ET-03084 (2-1-2003)

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The objective of the Michigan Clean Indoor Air Act, Public Act (PA) 198 of 1986 (pursuant to part 126 of the Public Health Code, PA 368 of 1978), as amended by PA 296 of 1988, is to protect and promote health. The Act regulates and substantially restricts smoking in public places to minimize the involuntary exposure of nonsmokers to the toxic effects of tobacco smoke. "Public place" is defined in PA 198 as an enclosed, indoor area owned or operated by a state or local governmental agency that is used by the general public or that serves as a place of work for public employees.

Effective June 15, 1992, according to Executive Order No. 1992-3, smoking is prohibited in all state government facilities including, but not limited to, all private enclosed offices, open space offices, meeting rooms, conference rooms, eating areas (including cafeterias and break rooms), lounges, restrooms, hallways, stairways and enclosed entrances (including a minimum of 25 feet away from all entrances).

In accordance with the above, smoking is **prohibited** in the following areas:

1. All building areas and parking structures controlled by the Department of Treasury, by the Department of Management and Budget (DMB), or by any individual or corporate private owners which have been posted "Smoking Prohibited," "No Smoking" or similar message.
2. Confined areas of general access, including but not limited to elevators, conference and meeting rooms, classrooms, auditoriums, libraries and medical facilities.
3. Entrance areas to State-owned buildings as defined by the agency operating the facility. Smokers must maintain a minimum distance of 25 feet from all entrances.
4. Parking ramps attached to State-owned buildings.
5. All areas in which a fire or other safety hazard exists.
6. All areas where smoking is prohibited by the local Fire Marshal or by law.
7. Elevators (as prohibited by Act 227 of the PAs of 1967).
8. All State vehicles owned, leased or under the control of State agencies or departments.

Copies of the Michigan Clean Indoor Air Act and its amendment and copies of Executive Order No. 1992-3 are available from Treasury's Health and Safety Agent.

Responsibility for Implementation

Treasury is responsible for and has control over implementation of the Executive Order and the Act for all of its employees and for those areas it leases within buildings owned by the State or by private individuals or corporations. These areas include office work areas and conference rooms.

DMB is responsible for and has control over implementation of the Executive Order and the Act in parking ramps and common areas of buildings owned by the State. These areas include entrances, lobbies, corridors, rest rooms and cafeterias. Treasury is responsible for the actions of its employees in these areas.

Private owners, both individual and corporate, control the common areas of buildings they own (including entrances, lobbies, corridors, rest rooms and cafeterias). Private owners are not required to follow the Executive Order or the Act in the common areas of their buildings.

Adherence and Enforcement

All Treasury management and supervisory staff are responsible for familiarizing Treasury employees with the requirements of the Executive Order and the Act, and Treasury's policies, procedures, and work rules regarding smoking.

Employees who do not comply with the requirements or restrictions of any Treasury or DMB policy or procedure regarding smoking, shall be subject to disciplinary action in the same manner as in any other violation of Treasury policy. This Policy is considered a work rule.

Management and supervisory staff are responsible for enforcing compliance and correcting violations of these policies by their employees, as with any other policies, according to Policy ET-03017 Disciplinary Action, Progressive Discipline, and related documents on disciplinary action contained in the Treasury Supervisor Handbook.

Visitors should be courteously advised of this Policy. If they do not comply with the Policy, follow the steps outlined in Procedure PT-03134 in the Employee Handbook.

Signs

DMB is responsible for posting signs stating "Smoking Prohibited in this Building - Executive Order 1992-3" at all entrances to and in the common areas of all State-owned and DMB-operated buildings as stated above in **Responsibility for Implementation**.

Treasury is responsible for posting signs in the office space it leases in non-DMB buildings, whether this space is located in buildings which are owned and operated by the State or in buildings which are privately owned and operated.

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“Smoking Prohibited” signs are available from Treasury’s Health and Safety Agent.

Complaints

Smoking complaints shall be registered and conflicts resolved through appropriate management channels according to Procedure PT-03134 in the Employee Handbook.

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