

Michigan's Smoke-Free Law: Compliance Checklist for Businesses

Before May 1, 2010

- Learn about the new law, and how it affects your business.**
Please visit www.michigan.gov/smokefreelaw
- Plan how this new law will be implemented in your establishment.**
Understand what is required, and make sure those provisions are implemented.
- Discuss the new law with your employees.**
Explain how the new law applies to your business using routine methods such as staff meetings or communication through email. If you have employees who are open to quitting, let them know there are resources available to them at www.michigan.gov/smokefreelaw
- Train employees on the new law.**
Provide training for managers and staff about the new requirements. For establishments that serve customers, prepare employees for what to say to customers who may want to smoke. For example: *"State law no longer allows smoking inside here, I'm sorry, but you'll have to step outside to smoke," "The new smoke-free law prohibits smoking indoors, Thank you for cooperation, or "We are under a smoke-free law now, I need to ask you to put out your cigarette."* 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.

On May 1, 2010

- Post the required no-smoking signs.**
Downloadable will be available for free at www.michigan.gov/smokefreelaw
- Remove indoor ashtrays and other smoking paraphernalia.**
Any items that used to extinguish or dispose of a tobacco product must be removed from indoor areas.
- 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.

After May 1, 2010

- Continue to comply with the law.**
Ensure that the required signs are posted, ashtrays are removed, and smoking is prohibited in required areas of your business.
- Keep information and resourced about the law on hand.**
Information about the law, compliance and enforcement of the law and quit smoking resources may be helpful to keep for easy access and are available at: www.michigan.gov/smokefreelaw