



COUNTY ADMINISTRATOR  
220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645  
(734)996-3055  
FAX (734)994-2592

TO: Wesley Prater, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Ellen J. Clement  
Health Officer

DATE: January 15, 2003

SUBJECT: Smoke Free Workplace Policy Amendment

BOARD ACTION REQUESTED:

The Board of Commissioners is being requested to approve changes to the County Smoke Free Workplace Policy in conformity with the Clean Indoor Air Regulation.

BACKGROUND:

Washtenaw County has had a policy designating all County buildings and vehicles as smoke free since 1994.

DISCUSSION:

The recent passage of a Washtenaw County Clean Indoor Air Regulation prompted a review of the existing County policy to ensure that we would be fully compliant with the new regulation by the effective date of February 18, 2003. An amended version of the policy has been prepared that incorporates provisions of the new regulation. Specifically, language was added to require that smoking is sufficiently separated from entrances, windows and ventilation systems to insure that persons entering or leaving the building shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building. Additionally, smoking trash receptacles shall be placed outside the no smoking areas to discourage smoking in those areas.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

None.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

Facilities Management has plans to implement the removal of smoking trash receptacles by the effective date and will identify areas where improved signage is needed to insure that smoking is away from entrances, windows and ventilation systems.

CONFORMITY TO COUNTY POLICIES:

This request is in conformance with other County policies.

ATTACHMENTS/APPENDICIES:

None.

A RESOLUTION AMENDING THE SMOKE FREE WORKPLACE POLICY TO  
BE IN COMPLIANCE WITH THE WASHTENAW COUNTY CLEAN INDOOR AIR  
REGULATION

WASHTENAW COUNTY BOARD OF COMMISSIONERS

February 5, 2003


WHEREAS, Washtenaw County has had a Smoke Free Workplace policy since 1994 that prohibits smoking in County buildings and vehicles; and

WHEREAS, on November 20, 2002 the Board of Commissioners approved a Washtenaw County Clean Indoor Air Regulation to prohibit smoking in public and private worksites and public places within Washtenaw county; and

WHEREAS, the Smoke Free Workplace policy must be revised to be in full compliance with the Clean Indoor Air Regulation; and

WHEREAS, this matter has been reviewed by Corporation Counsel, Human Resources, the County Administrator's office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby amends the Smoke Free Workplace policy to be in full compliance with the Washtenaw County Clean Indoor Air Regulation, as attached hereto and made a part hereof.

|   |   |   |   |                             |
|---|---|---|---|-----------------------------|
|  | <p style="text-align: center;"><b>WASHTENAW COUNTY<br/>POLICY</b></p> | <p style="text-align: center;"><b>GENERAL OPERATIONS - VOLUME I</b></p> |   |                             |
| <p><b>TITLE:</b><br/><b>SMOKE FREE WORKPLACE</b></p>                              | <p>RESOLUTION<br/>NUMBER<br/><br/>03-</p>                             | <p>SUPERCEDE:<br/><br/>94-0044</p>                                      | <p>EFFECTIVE<br/>DATE<br/><br/>2/5/03</p> | <p>PAGE OF<br/><br/>1 3</p> |

I. PURPOSE


It is the intention of the Board of Commissioners to provide a smoke-free *indoor* environment ~~for all who use County facilities, and a healthier workplace for all employees, with support for employees in implementing this policy.~~ ***in compliance with all applicable state laws and local regulations for all who use and work in County facilities.***

II. APPLICATION

- A. This policy applies to ALL employees, vendors, guests and customers. It applies, also, to all County-sponsored meetings, regardless of location.
- B. This policy shall ***apply and*** be included in any lease or extension of lease of County-owned space ~~in the future.~~
- C. EXCLUSION FROM THIS POLICY SHALL BE ALLOWED FOR LEASES AND CONTRACTS ~~WHICH~~ ***THAT*** ARE EXECUTED FOR THE PURPOSE ~~TO PROVIDE~~ ***OF PROVIDING*** RESIDENTIAL SERVICES, SUCH AS A GROUP HOME FOR CLIENTS. THIS EXCLUSION SHALL BE IN CONFORMANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS GOVERNING THE OPERATION OF SUCH FACILITIES.

III. GENERAL POLICY

- A. Smoking shall be prohibited in all County ***controlled*** buildings and vehicles, either owned or leased ***in conformance with the Washtenaw Clean Indoor Air Regulation.***

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**B.** Smoking shall be allowed outside buildings/vehicles unless the smoke enters the facility or vehicle through open doors/windows. Smokers may not interfere with the normal entrance area to any building (and shall use adequate disposal containers provided and maintained by the County.) *prohibited near entrances, windows and ventilations systems of all buildings with no smoking areas to be established at a distance sufficient to insure that persons entering or leaving the building shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building.*

**C.** Signs designating “smoke free” shall be posted at all entrances and in all County buildings and vehicles. *Smoking trash receptacles shall be placed outside the no smoking areas to discourage smoking in these areas.*

**D.** Signs designating County buildings as “smoke-free” shall be posted clearly in every building or other area where smoking is prohibited by the Washtenaw County Clean Indoor Air Regulation.


#### IV. ACCOUNTABILITY AND ASSISTANCE

**A.** All *County* employees share in the responsibility for adhering to ~~the~~ *this* policy.

The implementation and enforcement of this policy unintentionally may require county employees to curtail or stop smoking, at least during work hours. Unfortunately, this may prove very difficult for some employees. Upon request, individual support will be provided where practical to county employees adversely affected by this policy.

**B.** *The County shall periodically offer employees programs and information to assist those employees who desire assistance in curtailing or stopping smoking.*

#### V. ENFORCEMENT

|   |   |   |   |                             |
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- A. Managers and supervisors shall be responsible for the enforcement of this policy for employees and the public.
- B. Smoking in County buildings, or vehicles after ~~March 1, 1994~~, *or no smoking areas near entrances, windows and ventilation systems* shall be considered in violation of County policy and subject to corrective action in conformance with union contracts and County policy.

VI. DISPUTES

- A. Disputes other than disciplinary issues, arising from this policy shall be presented to a supervisor/manager for resolution. ~~If resolution is not reached at that stage, the County Administrator shall resolve dispute.~~ *The affected Department Head for resolution.*
- B. *If resolution is not reached at the Department Head stage, the matter shall be forwarded to the County Administrator for resolution.*