



Team Name: Human Resources Team Lead: VP – Human Resources Approved by: VP – Human Resources	Reference Number: ORG.1511.PL.002 Program Area: Human Resources Policy Section: Recruitment and Retention
Issue Date: July 7, 2016 Review Date: Revision Date:	Subject: Scent-Fragrance Awareness in the Workplace

POLICY SUBJECT:

Scent-Fragrance Awareness in the Workplace

PURPOSE:

Southern Health-Santé Sud supports a healthy work environment for its employees, physicians, volunteers, patients/clients and visitors to our facilities. Wherever possible, every effort will be made to limit exposure to strong scents and fragrances in the environment that cause discomfort or impact the health of sensitive individuals.

BOARD POLICY REFERENCE:

Executive Limitations (EL-3) Treatment of Staff

POLICY:

The use of scented and fragrant products by employees, physicians, and volunteers is discouraged as these can contribute to and/or trigger allergic responses. Employees, physicians, and volunteers will be careful in their choices of scented products and are to use alternative no scent or mildly scented personal products.

DEFINITIONS:

Scent/Fragrant Products: Refers to any products that in quantity produce a scent strong enough to be a discomfort to others. This includes but is not limited to, colognes, perfumes, after shave products, lotions, powders, deodorants, hair products, smoke or tobacco, scented fabric softener, cleaning products, air fresheners, and highly scented flowers.

PROCEDURE:

- To limit scent and fragrance exposure, staff are encouraged to;
 - Use non-scented body and hair products
 - Refrain or restrict the use of optional items that give off scents (i.e. air fresheners, potpourri and flowers).
- An employee with concerns about scents or other odours associated with products used while performing job duties must contact their department/program’s supervisor/director.
- If a complaint/concern is expressed to an employee from a patient/resident/client/family member or visitor, the employee must contact their department/program’s supervisor/director.
- The department/program’s supervisor/director must determine the cause of the concern and available options in consultation with regional Workplace Safety and Health program as/if required.

- If the fragrance is a result of an individual using a highly scented and/or fragrant product, the department/program's supervisor/director must discuss the concern and instruct the individual of the need to eliminate using the product, in consultation with regional Workplace Safety and Health program as/if required.
- If the fragrance is the result of highly scented flowers, the department/program's supervisor/director must discuss the concern and instruct the individual responsible of the need to remove the flowers.
- Products with fragrances used at Southern Health- Santé Sud are to be used only as necessary for the care and comfort of the patients/residents/clients and operation of equipment used within facilities.
- Where a product with a high fragrance is required such as floor stripping/floor finishes and paint, the department is responsible to notify the affected area supervisor/director identifying the product prior to use.
- If the fragrance is the result of an approved product used in a facility, the department/program's supervisor/director must determine if there is an appropriate product substitution available through the department/program product purchasing procedure. Any complaints or concerns resulting in changes to product substitution brought into the facility, must have an accompanying Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) in place, informing employees of the product change and appropriate MSDS/SDS, and informing the appropriate workplace safety and health committee of the change prior to implementation of product.
- Any employee with health or medical concerns and/or symptoms caused by exposure to fragrance must be referred to the regional workplace safety and health/ disability management program.

SUPPORTING DOCUMENTS:

[ORG.1511.PL.002.SD.01](#) Scent-Fragrance Awareness in the Workplace - Managers Guidelines