


MINIMAL SCENTS IN THE WORKPLACE POLICY

	DEPARTMENT: CAO	POLICY NUMBER: 02-17
	EFFECTIVE DATE: March 6, 2017	LEGISLATIVE AUTHORITY: Occupational Health and Safety
	APPROVED BY: CHIEF ADMINISTRATIVE OFFICER	

Purpose

The Township of Wellington North recognizes it has a responsibility in providing a healthy workplace for employees, contractors, elected officials and members of the public.

This policy has been designed to:

- provide increased knowledge to employees and public regarding the impact of scented products in the workplace
- encourage employees to respect the symptoms experienced by individuals due to the use of scented products
- encourage the use of scent free products
- communicate the potential reactions and symptoms of chemical and fragrance sensitivities

Definitions

Scent: Means any ingredient that is deliberately added to a product to impact a scent or mask a scent.

Colleagues: Means municipal employees, contractors, elected officials, board/committee members

Visitors: Means members of the public using municipality facilities

Workplace: Means municipal buildings and vehicles (leased or owned).

Scope

This applies to all workplaces at which all employees, contractors, elected officials, board/committee members and members of the public are encouraged to voluntarily refrain from the use of scented products in the workplace.

Background/Education

Chemical/fragrance sensitivity is the inability to tolerate even low levels of exposure to chemicals in the environment.

Some individuals are more prone to experience health effects from exposure to manufactured scented products.

Even persons without pre-existing health problems can have irritation to their upper airways, eye irritation and a general feeling of not being well, when exposed to certain fragrances.

Scent sensitivities may cause a variety of health problems such as, but not limited to:

- Sore throat, voice hoarseness
- Runny nose, sinus congestion
- Shortness of breath, wheezing
- Headaches, migraines
- Dizziness
- Anxiety, irritability, fatigue, mental confusion
- Inability to concentrate
- Seizures
- Nausea
- Muscle pain
- Asthma attacks
- Skin reactions

Responsibilities: Employees

Shall act in a responsible and respectable manner that does not place a co-worker or visitor in jeopardy or at risk for a sensitivity or allergic reaction.

Are requested to voluntarily refrain from the use of scented products so that chemical/fragrance barriers will not place staff members at risk for health problems and reactions in all municipal facilities or to areas where other employees or members of the public may be affected by the scent.

Speak with your coworker directly if they wear or bring scented products into the workplace that impacts your health.

Bring the matter to your manager's attention for resolution if the situation is not resolved co-worker to co-worker.

File an incident report with the Joint Health and Safety Committee if you are adversely affected by a scented product.

Responsibilities: Employers

To assist with a resolution when notified in writing by an employee that co-worker to co-worker resolution regarding scents in the workplace has not been resolved.

Encourage all employees to assist with the messaging supporting the policy.

Shall place posters advising of the minimal scent in the workplace policy on all health and safety bulletin boards and on entrances and inside facilities to:

- Advise people to be mindful of the possible negative effects of scented products

- Requesting people to minimize or where possible stop the use of scented products

Shall purchase, where possible, supplies and other products in order to maintain a minimal scent free environment in all municipally owned facilities.

Shall refrain from the spraying of any scented product whether for the reduction and control of pests or for any other reason until such time as all employees and visitors to municipally owned facilities will have vacated the premises and will not be expected to return to said premises for a period of at least 12 hours or as determined by the MSDS of the product, except in the case of an emergency.

File an incident report with the Joint Health and Safety Committee if an employee notifies you they are adversely affected by a scented product.

Post notification on the municipal website and automated phone messaged as being a scent free employer

General

Non-compliance of this policy may result in progressive discipline for municipal employees.