



<b>Title:</b> Scent Awareness Policy	<b>Internal &amp; External</b>
<b>Department:</b> Corporate Services- Safety and Training	<b>Policy Number:</b> CS-003
<b>Approval Date:</b> June 13, 2013	<b>Implementation Date:</b> June 13, 2013

## BACKGROUND

For the majority of the population, exposure to scents is not normally problematic. For others who have environmental sensitivities, exposure can pose major concerns. From time-to-time, the presence of perfumes and other scented products can present indoor air quality concerns that may affect worker/occupant comfort. More crucially, scented products present as a health hazard for a portion of the population.

Scented products may include:

- Personal hygiene products (e.g., shampoo, conditioner, hairsprays, deodorants, colognes, after-shaves, fragrances, perfumes, lotions, soaps, cosmetics and creams)
- Industrial and household chemicals and cleaners;
- Air fresheners and various household products.

## OBJECTIVE / PURPOSE

This guideline is offered as a method of raising the awareness to all persons entering Town of Paradise municipal buildings regarding the need to eliminate/reduce the use of scented products wherever possible as well as providing best practices for the management of scent-related complaints and concerns.

## DEFINITIONS

*Scent-free* is an umbrella term often used to refer to fragrance free or unscented products. While there is no precise definition of these products, Health Canada indicates the term refers to those products which have no fragrances added. Moreover, these products may have a masking agent added to eliminate the smells of ingredients in the product.

*Environmental Sensitivities (ES)* are described as chronic conditions whereby a person has symptoms when exposed to certain chemicals or other environmental agents at low levels tolerated by most people. The symptoms may range in severity from mild to debilitating.

## POLICY STATEMENT

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Employees, elected officials, students, volunteers and visitors are informed/ requested to reduce or eliminate the use of scented products in all Town of Paradise municipal facilities.

## GUIDELINES AND PROCEDURES

### Notification

- This policy is to be enforced through the use of signs posted in buildings, website information, healthy workplace promotional materials, orientation and other training sessions.
- Visitors to municipal buildings must be informed of the policy prior to arrival. It should be made evident through all promotional material and messaging that this policy applies to all persons entering municipal buildings and does not merely refer to perfumes and colognes (see list of products provided in background section).

### Incident Reporting

All concerns regarding employee use of scented products are to be raised to the Safety and Training Coordinator who will deal with the matter on a case by case basis.

## POLICY REVIEW

This policy may be subject to change following new experience or new knowledge.

Chief Administrative Officer: *Rebecca Cumby*

Date: *Nov 21/13*