

# SCENT-CONTROLLED WORKPLACE POLICY

## “Fragrance Policy”

### STATEMENT OF POLICY

The Children’s Aid Society of The District of Thunder Bay is dedicated to providing a healthy, comfortable and productive environment for our employees and visitors. The Society recognizes that exposure to some scents and fragrances in the work environment can cause discomfort, or negatively impact the health of individuals with scent allergies/sensitivities.

It is the policy of the agency to provide, to the extent that is reasonably possible, a workplace that is free of scents and odours that have a negative health or comfort impact on its employees.

### DEFINITIONS

Scents: Any product or compound that can be smelled by others either at a distance or in close proximity (arms-length away). Examples are, but not limited to, colognes, perfumes, after shave products, hand lotions, powders, deodorants, hair sprays, other hair products, other personal products, and in some cases, fresh flowers.

What is a negative health or comfort impact? This is when the effect of smelling a scent creates a physical response that is sufficiently strong to negatively impact an employee’s capacity to carry on with his/her duties.

Symptom examples: asthma attacks, headaches/migraines, irritated eyes, breathing difficulties, poor concentration, sore throats, drowsiness and fatigue.

### PROCEDURE

**Employees and Students in Day to Day Work:** Staff are to use only minimally scented or unscented personal care products. The following products are prohibited from all office settings: Plug-in air fresheners and other air fresheners, potpourri, scented candles, personal cleaning products, aerosol products, heavily scented personal care products, strongly scented flowers (e.g., lilacs).

**Agency Training Sessions, Meetings/Case Conferences:** All Agency training sessions, meetings and case conferences will be scent free. Training notices/postings, and invitations to meetings and case conferences will state this. Foster parents, volunteers and casual staff will be informed of this policy, and will be requested not to wear scented products when participating in the above activities.

**Cleaning Products:** The agency will ensure cleaners use low scented or non-scented cleaning products.

**The Public:** This policy does not apply to members of the public visiting a Society office location.

**Churchill Group Home and the Spring Program:** Managers will discuss this policy with staff and will adopt or adapt this policy as per current staff and resident needs for their on-site work activities. However, staff must be cognizant of the scent restrictions at the office sites, and be prepared to follow this policy when attending at an office.

This policy will be included in orientation activities for all employees.

## ACCOUNTABILITY

Where an employee is using a scented product that is impacting the well-being of another employee, it is recommended that the affected employee speak directly to the person who is using the scented product. Alternatively, the affected employee may request assistance from their immediate supervisor to discuss the issue with the co-worker.

An employee may also choose to post a sign at their work station as a reminder to others that they have scent sensitivity (contact the Manager of Human Resources for examples).

Managers will make all reasonable efforts to ensure that employees concerns are addressed in a timely and appropriate manner and adherence to this policy is maintained.

If at anytime an employee has questions, suggestions or desires clarification about this policy, they may contact a member of their Joint Occupational Health & Safety Committee.