

CATEGORY:	ORGANIZATIONAL – EMPLOYEE WELLNESS/WORKPLACE HEALTH & SAFETY
SUB-CATEGORY:	EMPLOYEE WELLNESS
GROUP:	
DISTRIBUTION:	ALL STAFF
TITLE:	OCCUPATIONAL HEALTH & SAFETY - SCENT FREE ENVIRONMENT

PURPOSE

To minimize the amount of exposure employees have to *scented products*.

POLICY

The use of scented personal products by staff, patients, clients, residents, visitors, contractors and volunteers is prohibited. Western Health supervisors, employees, and medical staff must inform non-compliant individuals of our Scent Free Environment Policy in a respectful and non-confrontational manner. Employees and volunteers with known allergic reactions or medical condition related to *scented products* are asked to notify their supervisor.

Materiels Management

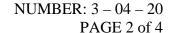
Materiels Management Department must ensure that the specifications for all new purchases will include "no scent/low scent".

Physical Infrastructure Support/Environmental Services

Physical Infrastructure Support/Environmental Services must ensure that prior to any painting or periodic cleaning jobs, staff in the areas affected will be consulted to ensure minimal impact on staff and patients/residents.

Visitors

The general public will be made aware of this policy through communication from the office of the Director of Communication and through signage at all entrances. Supervisors must post signage indicating the facility is scent free to inform visitors of the policy. Noncompliance issues shall be reported to the appropriate Scent Free Policy Contact Person. Visitors who violate this policy may be asked to leave the property.





Patients & Residents

- 1. Patients/clients/residents scheduled for surgery must be advised when they are notified of the date their surgery is scheduled that they are prohibited from wearing *scented products*.
- 2. Patients, clients and residents will receive a pamphlet upon admission explaining the reasons for and how to comply with the Scent Free Policy. Patients, clients or residents who violate this policy may be subject to the provisions of established protocols for inappropriate behaviour.

DEFINITIONS

Scented Products refers to a scent that is perceptible by others, including perfume, cologne, aftershave, hair care products, lotions, powders, laundry products such as detergents and dryer sheets, cleaning products, air fresheners and scented candles.

PROCEDURE

When an individual is non-compliant with the Scent Free Policy all staff must:

- **1.** Document health concerns and noncompliance issues on the *Employees Report of Incident Form* and report as per the *Employee Report of Incident Policy* (3 01 40).
- 2. Inform an individual that is non-compliant of the scent free policy and request the individual to remove the scented product.
- 3. If the individual remains non-compliant or you are not comfortable confronting them, you may send a copy of the Scent Free Environment Letter (Form #12 1526) to the individual informing them of the policy.
- **4.** If you wish a Scent Free Policy Contact Person to discuss your concern with the individual send a copy of the letter to the Scent Free Policy Contact Person with the Consent for Release portion signed.
- 5. The Scent Free Policy Contact Person will contact the individual named in the letter and inform them of the Scent Free Policy and request that they comply with it. The identity of the individual that wrote the letter must remain anonymous.
- **6.** The following is a table indicating who a Scent Free Policy contact person will be responsible for informing the non-compliant person of the policy:

Non compliant person	Scent free policy contact person		
Employee	Employee's supervisor/Lead hand		
Medical Staff member	VP Medical Services		
Student	Student's instructor		
Volunteer	Manager of Volunteer Services		
Patient/clients/residents	Supervisor/Lead hand		
Visitor	Supervisor/Lead hand		
Contract worker	Regional Director of Physical		
	Infrastructure Support		



REFERENCES

Former Western Health Care Corporation Policy #AD-S-400 Former Health & Community Services Policy #6-130 Capital Health Scent Free-Personal Products policy http://www.cdha.nshealth.ca/

KEYWORDS

Scented products

FORMS

Employee Report of Incident Form (forms can be obtained from Stores Department at your site or through Employee Wellness/Health & Safety)
Scent Free Environment Letter (Form # 12-1526)

TO BE COMPLETED BY QUALITY MANAGEMENT & RESEARCH STAFF ONLY

Approved By:	Mointained Du	
Approved by.	Maintained By:	
Chief Executive Officer	Regional Director – Employee Wellness/Health &	
	Safety	
Effective Date:	☑ Reviewed: 29/January/2013	
13/August/2008	☐ Revised: (Date of most recent changes to the	
	policy)	
Review Date:	☑Replaces	
29/January/2016	(WHCC) AD-S-400 Scent Free (Low Scent/No Scent	
	Environment	
	(HCSW) 6 – 130 Scent Free Environment	



Form # 12 - 1520

Scent Free	Environment 1	Letter

Signature:	Date:
I authorize the relea	ntion to Release Information (optional) ase of the above information to the appropriate Scent Free policy Contact the enforcement of Western Health's Scent Free Environment policy #3-04-20.
Employee's Signatuı Date	re
<u>Name</u>	Date of Offence
Name of person wea	uring scented products, causing me to be physically sick:
Name of Employee Department Site	
TV CIMICISS/ I I CUITAT UNA	CONFIDENTIAL Not to be released unless authorized by the employee
This section to be de Wellness/Health and	etached and forwarded to the Regional Director ~ Employee
Concerned Employed Co. Regional Director	be or ~ Employee Wellness/Health and Safety
Thank you for your o	cooperation.
Please refrain from u	using scented products at Western Health.
the use of scented pr	comply with the Western Health's Scent Free Environment policy regarding roducts. This will allow me to work in an environment that is scent free and from getting sick and losing time from work.
	lt to discuss this with you personally; however, I am using this avenue to le usly. I have also reported it to the Regional Director ~ Employee Wellness
when I come in cont	f Western Health. I am very sensitive to <i>scented products</i> and get very sich act with someone wearing perfume or aftershave, etc. I want to let you know ducts you wear make me physically sick.
Dear:	
Date:	