

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

## **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.

### **Materials Management**

Materials 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 Regional 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 must 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 [Employee Incident Report and Investigation Form \(Form 12-1533\)](#) 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**

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**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:

<b>Non compliant person</b>	<b>Scent free policy contact person</b>
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 Incident Report Investigation \(Form #12-1533\)](#)  
[Scent Free Environment Letter \(Form # 12-1526\)](#)

TO BE COMPLETED BY STAFF IN QUALITY DEPARTMENT

Approved By: Chief Executive Officer	Maintained By: Regional Director – Employee Wellness, Health, Safety & Development
Effective Date: 13/August/2008	<input checked="" type="checkbox"/> Reviewed: 29/January/2013 <input checked="" type="checkbox"/> Revised: 30/May/2017
Review Date: 30/May/2020	<input checked="" type="checkbox"/> Replaces (WHCC) AD-S-400 Scent Free (Low Scent/No Scent Environment) (HCSW) 6 – 130 Scent Free Environment

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