

Scent Free Workplace – B-P-005

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) is committed to providing a workplace environment for its employees, students, volunteers, visitors, clients, and Board of Health members that is free of scented products and materials. While the Board of Health acknowledges that the science community is uncertain if there is a “cause and effect” relationship between scents and disease, the Board of Health does acknowledge that reactions may be experienced by some individuals when exposed to scented products. Some examples of scented items are shampoos, conditioners, hairsprays, deodorants, colognes, perfumes, lotions, industrial/household chemicals, soaps, cosmetics, air fresheners, oils, some types of garbage bags, and flowers.

2.0 Purpose

This policy describes the method used to ensure that the workplace is scent free for employees, students, volunteers, visitors, clients, and Board of Health members.

3.0 Scope / Responsibility

The policy applies to employees, students, volunteers, visitors, clients and Board of Health members.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

4.0 Procedure

- 4.1** Board of Health members are informed of this policy by the Medical Officer of Health/Executive Officer during their orientation session and by the Chair of the Board at subsequent meetings as required.
- 4.2** Employees, students, and volunteers are informed of this policy through the intranet, signs posted in the building, and as part of their orientation/training sessions.
- 4.3** Visitors and clients are informed of this policy through signs posted in the building. Health Unit staff inform external partners/clients of this policy.
- 4.4** The employer makes every attempt to ensure that cleaning products are free of scents and that renovations/maintenance activities (sanding/painting) are performed after hours or makes arrangements for employees to be relocated to another work area to reduce/eliminate exposure.
- 4.5** Employees are responsible for advising their supervisor of exposure to scents and their source.
- 4.6** Any violation of this policy by employees is handled by their manager through the standard disciplinary procedures.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) Records Retention and Management – [WI-HU-108](#)
- c) Board of Health Orientation Manual

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) [Canadian Centre for Occupational Health and Safety](#)

7.0 Summary of Revisions

2020-12-03 – Annual review and approval required; no recommended revisions.

8.0 Board Policy Development Details

Author: **Human Resources**

Reviewed by: **Sherri St. Jean and Josée Goulet**

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