

USE OF SCENTED PRODUCTS IN THE WORKPLACE

HS 13

INTENT

SCCSS is committed to eliminating health concerns arising from exposure to scented products by maintaining a scent-safe environment for all employees, clients and visitors within SCCSS premises. Reactions to scented products can include severe headaches, nausea and breathing difficulties or asthmatic reactions, and in such cases, can significantly impair concentration and ability to work.

POLICY

All employees, clients and visitors will refrain from using or wearing scented products at SCCSS facilities:

1. SCCSS expects that all offices and spaces remain free of scented products.
2. Personal care products such as cologne, perfume, aftershave lotions, scented lotions, fragranced hair products and/or similar products are not to be worn in SCCSS facilities.
3. Use of air fresheners and candles are prohibited from the facilities.
4. Use of cleaning products other than those purchased by SCCSS or Building Maintenance are prohibited for cleaning personal workspaces.

PROCEDURE

1. Employees, clients and visitors will be informed of the Fragrance-free Policy through signs posted throughout SCCSS properties.
2. The policy will be incorporated into the Employee Handbook.
3. New employees will be informed of the policy at their orientation.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Quarterly