



# Policy: Scent-Free Workplace

## Table of Contents

[Policy: Scent-Free Workplace](#)

[1.0 Policy Statement](#)

[Approval and Review Dates](#)

## 1.0 Policy Statement

- 1.1 The Superior North Catholic District School Board commits to efficient operations with concern for employee safety and well-being.
- 1.2 Because staff and/or visitors may be adversely affected by scented products in the workplace, the Board is instituting a Scent-Free Workplace Policy.
- 1.3 Scented products are those products that emit an odour. Allergic and asthmatic people, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.
- 1.4 Although there are many others, examples of items which have odours are:
  - 1.4.1 Cosmetics, such as fragrances and perfumes, makeup, shampoo, conditioners, hairsprays, aftershaves, lotions and creams
  - 1.4.2 Cleaning products
  - 1.4.3 Room fresheners
  - 1.4.4 Potpourri
  - 1.4.5 Scented candles
  - 1.4.6 Diffusers and Essential Oils
  - 1.4.7 Diapers, rubber gloves
  - 1.4.8 Some types of garbage bags
  - 1.4.9 Hand Sanitizers
  - 1.1.10 Diffusers and essential oils

- 1.5 It is important to remember that some products which claim to be 'scent-free', may have only a masked scent by use of an additional chemical. Even these products may cause symptoms in some people, (ie. those whose health or well-being is adversely affected due to proximity to scent).
- 1.6 When scented products have been blamed for adversely affecting a person's health or well-being, some or all of the following symptoms may be reported:
  - 1.6.1 Headaches
  - 1.6.2 Dizziness, lightheadedness
  - 1.6.3 Nausea
  - 1.6.4 Fatigue
  - 1.6.5 Weakness or numbness
  - 1.6.6 Insomnia
  - 1.6.7 Malaise or anxiety
  - 1.6.8 Confusion
  - 1.6.9 Loss of appetite
  - 1.6.10 Depression
  - 1.6.11 Rhinitis
  - 1.6.12 Eye Irritation
- 1.7 The severity of these symptoms can vary. Some people report mild irritation, while others are incapacitated and/or must give up many 'normal' activities in order to avoid exposure.
- 1.8 Staff, students and visitors will be considerate of those with scent sensitivities, and shall not use products which trigger symptoms.
- 1.9 If someone is wearing a scented product, the immediate supervisor will discreetly bring it to his/her attention.

## Approval and Review Dates

Prior Date Approved: January 23, 2012

Revised Date Approved: March 9, 2020

Review Prior To: March, 2028

Reviewed by: Policy Committee, Administrative Council