



## AP 1-802 – SCENT AWARENESS

### BACKGROUND

The Western School Division values all of its employees, students, caregivers and community partners. Due to health concerns arising from exposure to scented products, and in an effort to support a healthy, safe educational environment for all, the Division has created a “Scent Awareness Program”.

The Division recognizes that exposure to strong scents and fragrances may cause discomfort, and may affect the health of some individuals.

### PROCEDURES

#### 1.0.0 DESCRIPTION

- 1.1.0 Scent/fragrance sensitivity is the inability to tolerate exposure to scent/fragrance in the environment.
- 1.2.0 Scents/fragrances in the workplace such as perfumes, colognes, air fresheners, paints, flowers, air deodorizers, aerosol sprays and cleaning products may trigger a variety of reactions for an individual. Symptoms and reactions may range from mild to severe, including, but not limited to:
- Watery eyes
  - Sneezing
  - Coughing
  - Dizziness
  - Nausea
  - Fatigue
  - Shortness of breath/breathing problems
  - Loss of concentration
  - Asthma
  - Migraines
  - Heaviness in the chest
  - Hypertension
  - Anaphylactic reaction



#### 2.0.0 DIRECTION

- 2.1.0 To provide an environment that supports teaching and learning, all persons entering a Western School Division facility or bus should minimize the use of all scented products.

#### 3.0.0 COMMUNICATION & EDUCATION

- 3.1.0 The scent awareness program will be communicated to staff, students, volunteers, visitors and the school community.

#### 4.0.0 RESPONSIBILITIES

- 4.1.0 Management will educate and encourage staff and students regarding this program.



4.2.0 It is the joint responsibility of all employees, parents/guardians, and students to support the Scent Awareness Program.

4.3.0 It is the responsibility of employees to inform the employer in writing if they have medical issues pertaining to scents and fragrances. An employee with medical concerns about scents or fragrances should advise their immediate supervisor. Employees who have health issues pertaining to scents are to submit written supporting medical documentation. Medical information provided must be satisfactory to the division.

#### **5.0.0 FACILITY MAINTENANCE**

5.1.0 Where air quality issues are suspected to be present, maintenance will be scheduled to include testing and analysis, where necessary, in order to ensure optimum air quality.

#### **6.0.0 INCIDENT REPORTING – EMPLOYEES**

6.1.0 Any employee who experiences adverse symptoms that they suspect may be caused by exposure to scents/fragrances shall inform their immediate supervisor.

6.2.0 Any employee who experiences a reaction to scents in the workplace that is debilitating and results in the need to seek health care and/or lose time from work should report the incident to their immediate supervisor and their Workplace Safety and Health Representative as a workplace injury/illness.

Where the exposure results in the employee going home ill for a period of time, a Workplace Safety & Health Concern Form must be completed. This form is to be signed by the immediate supervisor and sent to the Workplace Safety and Health Coordinator within twelve (12) hours. Where possible, this report is to be completed prior to the employee going home.

6.3.0 All employees reporting under 6.2.0 above are expected to obtain medical documentation from their health care practitioner. The documentation must be provided to the immediate supervisor.

6.4.0 The employee's immediate supervisor shall inform Human Resources in the event that an employee reports an incident.

#### **7.0.0 INCIDENT REPORTING – STUDENT, PARENTS AND VISITORS**

7.1.0 Any student, parent or visitor who experiences adverse symptoms that they suspect may be caused by exposure to scents/fragrances shall inform the Principal.

#### **8.0.0 INVESTIGATION**

8.1.0 As a community, we will endeavour to influence potential exposures by continually investigating practical solutions.

8.2.0 Where a formal investigation is warranted, the same protocol already delineated through the joint health and safety committee should be followed.

**Adoption: November 10, 2014**