



Capital Health

ADMINISTRATIVE MANUAL

Policy & Procedure

TITLE: Scent Reduction	NUMBER: CH 08-090
Effective Date: June 2014	Page: 1 of 5
Applies To: All	

POLICY

1. To support the health, safety and wellness of all, staff will, where possible, use scent-free products, if available, in work environments located on or within Capital Health properties.
2. Capital Health where possible, will eliminate the use of environmental products that contain a strong or irritating odor.
 - 2.1. Where the chemical odor of a product is offensive and is masked with scents, Capital Health will take every step necessary to ensure the product contains minimal scent and has minimal impact on the health of affected individuals, while meeting all infection prevention and control and quality control requirements.
3. Air quality concerns and issues relating to smoking are addressed in separate policies ([Air Quality Concerns CH 20-014](#) and [Tobacco Reduction CH 04-055](#)) respectively.
4. Staff-members with known allergic reactions or medical condition related to scented products are asked to notify Employee Health and their manager/supervisor.

DEFINITIONS

Scent-Free, Fragrance-Free, Unscented:

According to the Canadian Centre for Occupational Health and Safety (CCOHS) there is no exact definition for the terms scent-free, fragrance-free, unscented. Unscented or fragrance free items may contain ingredients that mask other scents in the product. For the purposes of this policy a scent-free product is defined as a product labeled unscented, scent-free or fragrance-free by the manufacturer.

- Staff:** Any employee, physician, volunteer, learner, board member, contractor, contract worker, franchise employee, any Capital Health Foundation employee and any other individual performing work activities within Capital Health.
- After Hours Manager** Administrative staff available after normal working hours, referred to as Admin Coordinator, Nursing Resource Manager, or on-call Administrative Manager.

GUIDING PRINCIPLES AND VALUES

1. Capital Health believes in honouring each person's dignity, human rights, self-respect, and independence by giving them choices, respecting their wishes, meeting their needs, and having them at the centre of decisions affecting them.
2. Consideration of scented products is one way Capital Health demonstrates value of health and safety of all, and the commitment to promoting a safe working environment for all staff.

PROCEDURE

1. PERSONAL PRODUCTS

- 1.1. All staff members communicate Capital Health's scent reduction policy to individuals who are using scented products and deal directly with a non-compliant individual in a cordial and respectful manner:
 - 1.1.1. Inform the individual of the scent reduction policy.
 - 1.1.2. Request that the individual remove the scent, leave the Capital Health facility where possible and commit to discontinue future use of the product within Capital Health facilities.
 - 1.1.3. Notify the appropriate contact person ([Appendix A](#)) if the person continues to be non-compliant.

2. ENVIRONMENTAL PRODUCTS

- 2.1. Managers and Procurement investigate and purchase products that have no or minimal scent including:
 - 2.1.1. notification of the scent reduction policy in a request for proposal (RFP) provided to vendors
 - 2.1.2. a review of the Material Safety Data Sheet for products being considered for purchase.
- 2.2. If required the Manager and/or Procurement work with the supplier to determine if an alternate or no scent product is available.
 - 2.2.1. If the use of scented product is essential to the work process the manager consults with the Occupational Hygienist to determine the most appropriate action to mitigate the risk.

- 2.2.2. If scent reduced or scent-free products are not available, arrange for the product to be trialed in limited areas before large quantities are purchased.
 - 2.3. Prior to waxing, shampooing, painting or spraying, contact the manager of the area to make arrangements to reduce exposure including alternate work arrangements such as use of another office, work on another floor, or working from home (when possible; requires approval by the manager).
 - 2.3.1. When possible - perform cleaning, maintenance and remodeling when the space is not occupied to reduce exposure.
- Note:** Additional information for individuals is provided on the related links found in the [Reference](#) and [Related Documents](#) sections below.
3. The appropriate contact persons (see [Appendix A](#)) deal with non-compliant individuals upon request by staff, patients, or visitors either for first time non-compliance or continued non-compliance.
 - 3.1. Upon being notified of the non-compliant individual the contact person follows procedure steps [1.1.1](#) and [1.1.2](#).
 - 3.2. For non-compliant staff members that continue to violate the policy, corrective action may be taken as outlined in policy - *CH 40-045 Corrective Action*.
 - 3.3. Advise booked patients of Capital Health's scent reduction policy by means of the standard letter sent from booking office prior to admission.
 - 3.3.1. For non-compliant patients, the unit manager, charge person, or [after hours manager](#) reminds the patient of the scent reduction policy and asks for their cooperation.
 - 3.3.2. If the patient continues to not comply with the policy, the unit's manager, charge person, or [after hours manager](#) accommodates affected staff and determines, in consultation with the physician and the patient care representative, the process for patient compliance.
 - 3.4. For non-compliant visitors, especially where staff and/or patients are affected, the unit's manager, charge person, or [after hours manager](#) informs the visitor of the scent reduction policy and asks for cooperation by either removing the product or leaving Capital Health facilities within a reasonable time period.
 - 3.4.1. If after the appropriate avenues have been explored and the visitor refuses to leave, contact security.
4. Communications
 - 4.1. Each building/site of Capital Health displays appropriate signage to advise staff, patients and visitors not to wear scented products.
 - 4.2. Managers in each department ensure approved signage is posted.
 - 4.3. Staff in each department informs visitors and patients of this policy.
 - 4.4. New staff members receive information on the Scent Reduction policy during Capital Health's general orientation.

- 4.5. Brochure guidelines for written patient material require that the scent reduction information is included.
5. Managers may develop additional scent/chemical reduction policies, where required to support the patient requirements.

REFERENCES

- University of New Brunswick. (n.d.) *ITS Scent Reduction Policy*. Retrieved from <http://www.unb.ca/its/about-its/policies-guidelines/scent-reduction.html>
- School District 17. (n.d.) *Scent Reduction Policy*. Retrieved from <http://www.district17.nbed.nb.ca/content/Human%20Resources/POLICY%2020104.pdf>
- Town of Truro (February 6, 2012). *Scent Reduction Policy* Retrieved from P100-017 Retrieved from <http://www.truro.ca/townpolicies.html>
- Canadian Centre for Occupational Health and Safety. (n.d.) *Scent Free Policy for the Workplace*. Retrieved from http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html

RELATED DOCUMENTS

Policies

- CH 08-045 Corrective Action
- CH 08-106 Respectful Workplace
- CH 04-055 Tobacco Reduction
- CH 20-014 Air Quality Concerns

Other

- Capital Health (n.d.) *Conflict Resolution*. Retrieved from <http://www.cdha.nshealth.ca/wellness-and-respectful-workplace/conflict-resolution>
- Capital Health. (n.d.) *Integrated Chronic Care Service*. Retrieved from <http://www.cdha.nshealth.ca/integrated-chronic-care-service>

Appendices

- [Appendix A](#) – Contact Persons

Appendix A

Capital Health Contact Persons

Non compliant person	Contact person
Employee	Employee's Manager
Medical Staff Member	Physician Leader for the service or to VP Medical Services
Student	Student's Instructor
Volunteer	Coordinator, Volunteer Services
Patient	Manager
Visitor	Manager
Contract Worker	Engineering Services