

PUBLIC SCHOOLS BRANCH

OPERATIONAL POLICY

SCENTED PRODUCTS AND FRAGRANCES	
<i>Policy Section</i> School and Workplace Health and Safety	<i>Policy Number</i> 604
<i>Pages</i> Page 1 of 2	<i>Approved Date</i> November 15, 2017
<i>Reviewed Date</i>	<i>Effective Date</i> November 15, 2017
<i>Replaces:</i> ESD – EBBA & EBBA-R Healthy Environment – May 12, 2004	

1.0 PURPOSE

- 1.1 To bring awareness to the increasing number of people who have sensitivities or serious reactions to scents and fragrances and to limit exposure.

2.0 SCOPE

- 2.1 This policy applies to all Public School Branch facilities.
- 2.2 All staff, students and visitors are expected to refrain from using, wearing, and bringing scented products and materials to a Public Schools Branch facility.

3.0 POLICY STATEMENT

- 3.1 The Public Schools Branch is dedicated to providing a safe and healthy working and learning environment for our employees, students and the general public. The Public Schools Branch will make all reasonable efforts to inform our staff, students and visitors about the expectation to refrain from using and wearing scented personal care products in our facilities. The Public Schools Branch will also strive to eliminate the use of products with scents and fragrances in our facilities.

4.0 DEFINITIONS

- 4.1 Scents – The smell or odor from cosmetics such as perfume, cologne, lotions, scented hair products, air fresheners, detergents, etc.

5.0 NOTIFICATION

- 5.1 Appropriate signage or posters will be displayed at facility main entrances and in common congregation areas.
- 5.2 Staff and students will be made aware of this policy through assemblies, announcements, meetings or other forums.

- 5.3 Staff and students who have experienced health problems related to scents and fragrances are encouraged to make it known to those whom they are in frequent contact.

6.0 EXPECTATIONS

- 6.1 Staff, students and visitors are expected to refrain from using scented personal care products.
- 6.2 All reasonable efforts will be made by the Public Schools Branch to purchase supplies (cleaning products, soaps, paints, hand hygiene, etc.) which are fragrance free.
- 6.3 In the event a staff person, student or visitor is in a Public School Branch facility and is known to be wearing a scented product, they will be informed of the Scented Products and Fragrances policy and any additional supporting material to outline the concern and expectations.
- 6.4 In the event there is a scented product (detergent, air freshener, etc.) being used in a Public School Branch facility, it should be made known to a supervisor.
- 6.5 In reaction to an exposure, the affected person should remove him/herself from the exposure and report to a staff member/supervisor or the main office.
- 6.6 The principal or supervisor, in consultation with the School Safety Consultant and Director of Human Resources, is responsible for investigating an issue and implementing appropriate and reasonable actions.

7.0 CROSS REFERENCE

- 7.1 *Education Act*
- 7.2 *Occupational Health & Safety Act*

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