
Title:	WORKPLACE HEALTH & SAFETY	Policy Number:	SELHIN-HR-03
Section:	Well Being - Human Resources	Originated:	March 15, 2011
Subject:	Fragrances and Scents in the Workplace	Board Approved:	October 31, 2011

PURPOSE:

To outline the LHIN's policy regarding fragrances and scents in the workplace.

SCOPE:

This policy applies to all Board members, LHIN employees, and vendors using LHIN premises. Visitors shall be made aware of the policy through the methods identified in sections 2, 3, and 4 as listed within this policy.

POLICY:

The management of the SE LHIN is committed to the employee's well being whereby the use of scented products in the workplace is to be avoided to provide employees and visitors with a healthy and safe environment. Board Members, management and employees all share in the responsibility to implement this policy. Board Members and management are required to communicate the policy to their staff, as well as to visitors, and to ensure the conditions of this policy are implemented and enforced. Employees are to avoid wearing scented products in the workplace.

Whenever possible, the SE LHIN shall be required to find and use environmentally friendly and fragrance-free or unscented products. Whenever possible, the SE LHIN shall schedule major cleaning, renovation and construction jobs for when the fewest number of people are present in the workplace.

Employees who suffer from medically diagnosed sensitivities to scented products will be accommodated by measures such as posting signs indicating a scent-free zone in their immediate work area.

Situations requiring exemptions from this policy should be discussed with the Human Resources representative and may be approved in extenuating circumstances subject to the approval of the CEO.

Every worker must work in compliance with this policy.

Management shall undertake the following:

1. To investigate and address all incidents and complaints in a fair and timely manner, respecting the privacy of all concerned as much as possible and in alignment with the Privacy Act.
2. Post "Scent-Free Work Environment" signage at each entrance into building and in the reception area.
3. Post a notice on the SE LHIN Website identifying the SE LHIN office as a "Scent-Free Work Environment" with a link to this policy.
4. Ensure all meeting notices and agendas for public meetings; identify the SE LHIN office as a "Scent-Free Work Environment".
5. Ensure staff adds a footer to their email signature which reads the same as, or similarly to: "*Our offices are a Scent Free Work Environment. Please help us to accommodate our co-workers and guests who are sensitive, and or allergic to fragrances and other scented products. Thank you for not wearing perfume, aftershave, and or similar products*".

DEFINITIONS:

Scented products are those that have or may have a detrimental effect on the health of other persons and may include cosmetic products (perfumes, aftershaves, colognes, hair products, body lotions, deodorants, etc.) and other products such as air fresheners, deodorizers, candles, potpourri, essential oils, fabric softeners, cleaning products, etc.

Fragrance-free or unscented products are those that contain no fragrances or masking agents that hide the scents of other ingredients.