AOHC Scent Free Policy

Background

Scented products have been blamed for adversely affecting a person's health with some or all of the following symptoms being reported:

- headaches
- dizziness, lightheadedness
- nausea
- fatigue
- weakness
- insomnia
- malaise
- confusion
- loss of appetite
- depression
- anxiety
- numbness
- upper respiratory symptoms
- shortness of breath
- difficulty with concentration
- skin irritation

In addition allergic and Asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

While 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.

This policy was developed to ensure a safe scent free workplace environment for AOHC employees and visitors.

As a general guideline AOHC asks that any scent should not be detectable at more than an arm's length from the individual.

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Policy

AOHC is a Scent-free environment. Please do not use scented products while at work.

Due to the health concerns arising from exposure to scented products, Association of Ontario Health Centres (AOHC) has instituted this policy to provide a scent-free environment for all employees and visitors.

Definitions

"Scents" in this policy means the smells or odours from cosmetics such as perfumes, make-ups, shampoos, deodorants, colognes etc, or from other products such as air fresheners, cleaners, detergents etc.

"Fragrance Free or Unscented" means that there have been no fragrances added to the cosmetic product, or that a masking agent has been added in order to hide the scents from the other ingredients in the cosmetic.

"**Share the Air**" is the tag line that refers to the AOHC Scent-Free Policy

Sample products

Scents are included in a very large range of products that includes:

- Shampoo and conditioners
- Hairsprays
- Deodorants
- Colognes & aftershaves
- Fragrances & perfumes
- Lotions & creams
- potpourri
- Industrial and household chemicals and cleaners
- Soaps
- Cosmetics
- Air fresheners & deodorizers
- Oils
- Candles
- Diapers
- Some types of garbage bags
- Nail polish and polish remover
- High scented markers

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Procedure

The AOHC will take the following steps to implement the **Share the Air** scent free policy:

- All AOHC employees will be informed of this policy through "**Share the Air**" signs posted[1] in office and all new employees will receive orientation and training about this policy.

- The policy will be incorporated into the employee and organizational policy manual

- The policy statement that "**The AOHC promotes a Scent-Free Workplace**" will appear on all promotional materials, email signatures, stationery, room booking notices, employment postings, etc

- The use of scented products will not be allowed within the office at any time. In addition, all materials used for cleaning will be scent-free.

- All visitors will be informed of this policy through signs and it will be explained to them by their host prior to their visit to AOHC offices.

- Notices that waxing, shampooing, painting, or spraying will be conducted will be posted one week beforehand so that affected personnel can make arrangements or have their duties modified during that time.

- This policy will be reviewed from time to time and can be changed because of experience or new knowledge.

This policy is effective on May, 2010

[1] Sample in Appendix 1

Appendix 1

Many people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Please do not wear them at anytime in this office. **Thank you.**

L'ACSO encourage un milieu de travail exempt de tous parfums. De nombreuses personnes sont extrêmement sensibles aux parfums, eaux de Cologne, lotions après-rasage et autres produits parfumés. S'il-vous-plaît ne portez pas ces produits à aucun temps dans ce bureau. **Merci.**