

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: USE OF SCENTED PRODUCTS	SECTION: HEALTH & SAFETY
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DATE: March 22, 2011	POLICY NO.: KDSB-HSF-I-05
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APPROVED BY: Resolution #2011-90	REVISED:
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1. POLICY STATEMENT

The purpose of this Policy is to maintain good indoor air quality in an effort to provide a healthy and comfortable environment for employees, clients and members of the public by minimizing scents and fragrances in the workplace.

Medical evidence clearly shows that scented products can be harmful to the health of those people with allergies, environmental sensitivity and chronic heart or lung disease. The Kenora District Services Board has a duty, under the Ontario *Occupational Health and Safety Act* to protect individuals in the workplace that are sensitive to scented products.

Scope

This Policy applies to all employees of the Kenora District Services Board and to all persons entering any work locations of the Kenora District Services Board.

Definitions

“Scented Products” means any fragranced item including but not limited to: air fresheners, scented candles, hairsprays, perfumes, colognes, aftershave, lotions, soaps, body washes, shampoos, scented cleaning products, etc.

“Work Locations” means any company vehicle or facilities, including but not limited to any KDSB: offices, ambulance bases, indoor work sites, work spaces, etc. but shall not include housing units rented to the public or their associated common areas.

Responsibility

It is the responsibility of all persons entering a work location of the KDSB to refrain from the use of scented products.

Supervisors/Managers/Directors shall ensure that this Policy is communicated to and understood by all direct reports and are responsible for initiating disciplinary action to employees that violate the Policy. Ensuring the posting of approved posters near entrances and throughout facilities with respect to this Policy is the responsibility of the Supervisor/Manager/Director with assigned responsibility for the facility.

The Joint Health and Safety Committee’s are responsible for reviewing this Policy on an annual basis and recommending changes to it as necessary.

2. PROCEDURE

2.1 Approved signs will be posted at all public entrances advising that the Kenora District Services Board has a ‘use of scented products policy’ and requesting that all persons entering the work location refrain from using scented products while at the work location.

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2.2 Only unscented cleaning products should be used. When it is not possible to use unscented cleaning products or when other processes that cause strong fragrances are to occur, a sign shall be posted at all entrances to the area indicating that such a process will be taking place.

2.3 In the event that a person that is not an employee of the KDSB is in contravention of this Policy, the matter should be referred to a Supervisor, who will take appropriate action to eliminate or minimize any potential adverse impact caused by the contravention. Such action may include having the person served by another employee who is not affected by the use of scented products and ensuring the scent is contained within an area that presents minimal risk of adverse impact. In addition the person will be advised of this Policy and will be requested to refrain from using scented products when attending at any KDSB work location. In extreme cases the person may be requested to leave the work location.

2.4 Any employee in contravention of this Policy will be subject to disciplinary action.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.

WE SHARE THE AIR



You are entering a

Scent Free Environment

The Kenora District Services Board (KDSB) has a policy preventing the use of scented products.

To maintain good indoor air quality and provide a healthy environment for all individuals, please refrain from the use of scented products while at KDSB offices and work locations.