

Topic: Workplace Health & Safety

7.8 Reduced Fragrances and Scents

Board Motion Number:	20.113
Date of Original Board Motion Number:	January 27, 2015
Date of Current Issue:	November 24, 2020
Date of Next Review:	2021
Attachments:	Poster

Signature of Board Chairperson (and Date): _____

Policy Statement:

Everyone should have safe and healthy places in which to live and work. The use of scented products has an impact on air quality. Some people react adversely to some scents and fragrances creating health concerns.

Definitions:

“Fragrance” means any ingredient that is deliberately added to a product to impart a scent or mask a scent.

“Scent” means any odour released from a manufactured product. Examples of potential scented products in the workplace are carpet glue, cleaning products, cologne, perfume, deodorants and paints.

Hazards:

Increasingly people are becoming sensitized to chemicals emanated from fragrances and perfumes which for some people pose a serious health risk.

The potential impact of these chemicals on human health is magnified because many people spend much of their time indoors or in vehicles. Most people on a daily basis use soap, shampoo, deodorant, laundry products, hair spray, lotions, cosmetics and fragrances which are known to be triggers for asthma, allergies and migraines. Even people that do not have pre-existing health problems can have an irritation to their upper airways or eye symptoms.

Are some people more vulnerable to fragrances than others are?

Some people have become very sensitive to certain chemicals because of past exposures. They can suffer a wide range of health effects such as rashes, severe headaches, breathing difficulties, nausea, dizziness and fatigue, whenever they are exposed to even very low levels of these chemicals in the fragrance.

Hazard Control:

Library Board Members and Employees are asked to eliminate or reduce the use of fragrances or scents in the workplace.

While we operate public facilities, the promoting of scent reduction in the workplace must include the public as well as employees.

Enforcement: The CEO/Librarian is responsible for enforcing this policy.

The CEO/Librarian meets this standard by:

- Ensuring Board members, employees and the public are made aware of the policy and practice to eliminate or reduce the use of fragrances or scents in the workplace.
- Ensuring a best effort is made to purchase products or chemicals that are non-fragrant or have reduced fragrances.
- Ensuring library facilities/buildings and workplaces display the attached poster.
- Including notification on meeting agendas and public events as follows: **“The North Kawartha Public Library Promotes Scent-Reduced Meetings and Events”**
- Responding to fragrance and scent related concerns to minimize worker discomfort.
- Working to resolve conflicts as they arise.

Employees meet this standard by:

- Reviewing information on fragrances and scents in the workplace and eliminating or minimizing the use of fragrances or scents.
- Reporting to their supervisor if they have any health concerns due to exposure to fragrances or scents.

All Board members and employees should respond in an understanding and positive manner when asked to limit or eliminate the use of a fragrance.

What do you do when a co-worker is wearing a fragrance that is causing you problems? (i.e. headache, trouble breathing, running eyes/nose, nausea etc.)

You may approach your co-worker in a positive manner and share your concerns about the fragrance he or she is wearing in the workplace. Express to your co-worker how their wearing fragrance in the workplace is affecting your health. Cooperation, understanding and respect for each other are the solutions to resolving the problem.

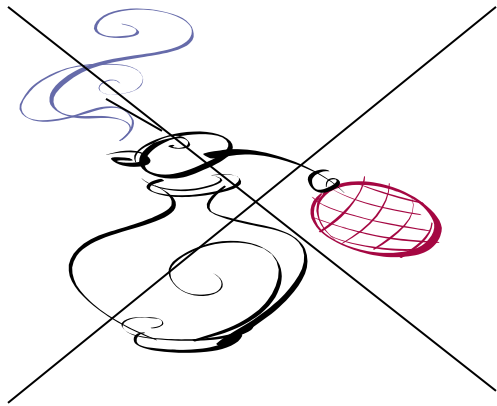
What if approaching a co-worker about not wearing a fragrance into the workplace doesn't work?

Talk to the CEO/Librarian about your concerns. Explain to the CEO/Librarian what you have done to try to resolve the issue.

What if I am approached about the fragrance I am wearing?

It is okay to feel surprised and taken back. Listen to your co-worker in a non-defensive way. Listen to the problems that the fragrance is producing on his/her health. Discuss your co-workers concerns about the fragrance. Ask questions such as; is it the amount? Is it the type? Be willing to reach a resolution in a cooperative manner.

The North Kawartha Public Library Promotes Scent Reduced Facilities.



The chemicals used in scented products can make some people sick. Please consider using unscented alternatives.

**Let's keep the air
healthy and safe for
Everyone!**