



The Town of Niagara-On-The-Lake

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POLICY

Policy No.: P-CS-16-002

Approved on: July 25, 2016

By-Law No.: 4885-16

Effective on: July 26, 2016

Supersedes:

Report To: Corporate Services Advisory Committee
Title/Subject: Scent Awareness Policy

PURPOSE

This policy is offered as a method of raising the awareness of all persons entering Town facilities regarding the need to eliminate the use of scented products wherever possible as well as providing best practices for the management of scent related complaints and concerns.

Scope

This policy applies to all facilities occupied regularly by Town employees and visitors/users.

Background Information

For the general population, exposure to scents is not typically problematic. However, from time-to-time, the presence of perfumes and other scented products can present indoor air quality concerns that may affect employees or visitors/users discomfort. Furthermore, for a very small portion of the general population, scented products may present a risk of health hazard.

For some individuals with pre-existing conditions such as chemical sensitivities or sensitizations, asthmas or allergies, exposure to some odours can cause a range of ill health effects.

Symptoms

Some reported symptoms include: headaches, dizziness, light-headedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, and/or skin irritation.

Products

Scented products more commonly include the following:

- Personal hygiene products (shampoo, conditioner, hairsprays, deodorants, colognes, after-shaves, fragrances, perfume, lotions, soaps, cosmetics and creams)
- Industrial and household cleaners and chemicals
- Air fresheners (deodorizers, potpourri, oils, candles) and

- Various household products

GENERAL PROCEDURES

Raising the scent-awareness of the Town workplaces and facilities

Employees, contractors, volunteers and visitors/users will be informed of this policy through signs posted in facilities, website information, orientation and other training sessions, where applicable.

Minimizing the use of, and exposure to, scented products

- Persons entering Town facilities should be encouraged to use scent-free products
- Wherever practical and feasible, in a Town workplace or facility, scent-free products should be used. The purchase and use of “unscented” products should be preferred over scented substitutes. This will require a review of the MSDS (Material Safety Data Sheet) for products currently being used and those intended for use as well as examination of product samples
- Cleaning, maintenance, renovations etc. with which “atypical” odour is associated should be scheduled to occur at times of reduced occupancy, wherever possible and practical

Concerns

The Town will make every reasonable effort to ensure that this guideline is adhered to as much as is possible under the circumstances. However concerns may still arise as the Town cannot monitor and police members of the general public when entering Town facilities.

Recommended response to scent-related concerns

While medical research has not established a specific cause-effect relationship between scent exposure and disease, the Town acknowledges that at times, exposure to scents can act as a trigger to a symptomatic response. Therefore, managers and supervisors should choose to respect the symptoms reported by employees or facility users.

A scent related concern will typically fall in to one of two separate categories:

1. Medically evidence of ill-health effects due to exposure to scents; or
2. Comfort related issues

Concerns should be reported to the manager or supervisor who will make efforts to determine the category to which the concern belongs.

The manager or supervisor should speak with the parties involved in a tactful and respectful manner, in order to explain that a concern has been reported.

In the event that the scent concern is associated with another person, the manager or supervisor will make an effort to discuss the Scent Awareness Guideline for Town facilities and request their participation in the Town’s attempts to achieve a scent aware facility environment.

Communication with persons regarding their personal hygiene choices should be undertaken in a considerate and respectful manner. Every effort should be made to not offend any parties involved while explaining the Scent Awareness Guidelines.

ATTACHMENTS



scent awareness policy.pdf

WEB ATTACHMENTS

ATTACHMENTS FOR LINK

First Capital of Upper Canada - 1792

SCENT AWARENESS ZONE

Help us keep the air we share
healthy and as fragrance-free as
possible.