

 Policies and Procedures		Number	Title Scent-Safe Campus Policy		
		Replaces	New		
		Effective	June 17, 2011	Next review :	
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	June 17, 2011		
Director of Human Resources	Director of Human Resources	Recommended/Approved by Education Council			
		Approved by President			

1. PURPOSE

To ensure the health and well-being of employees and students at Selkirk College by preventing exposure to scented products that can cause environmental/chemical sensitivities. The goals of this policy are to:

- (1) Eliminate the use of perfume, body powder, cologne/aftershave, scented air fresheners, scented candles and potpourri from the workplace;
- (2) Eliminate the use of heavily scented personal hygiene products such as hair products, body spray, lotions/creams and deodorant;

2. SCOPE / LIMITS

This policy applies to all employees, students and visitors of Selkirk College campuses and centres. There may be times where scented products or products that contain an odour may need to be used such as classroom processes, procedures, experiments or regular maintenance work. In such situations, those potentially affected will be informed and accommodated as much as possible.

3. PRINCIPLES

Exposure to scented products can adversely affect a person's health. In sufficient concentrations scented products may trigger responses to those with allergies or chemical sensitivities. Allergic and asthmatic people, as well as those with other conditions, report that exposure to scented products, even in the smallest amounts, can trigger response. Reported symptoms range from headaches, migraines and confusion to anxiety, upper respiratory issues and skin irritation. :

The severity of symptoms can vary. Some may only experience mild irritation while others can be incapacitated.

4. DEFINITIONS

Personal Products

Hygiene: Products include, but are not limited to, powders, cosmetics, perfumes, colognes, after-shave and scented shaving creams, deodorant, shampoo/conditioners, hair spray, body sprays, lotions and creams.

Non-Hygiene: Products include, but are not limited to, aromatherapy products, scented candles, potpourri and scented ornaments.

5. PROCEDURE

Senior Management

- Support managers, employees, and the Joint Health & Safety Committee in implementing a scent-safe workplace and campus/centre
- Enforce compliance with maintaining a scent-safe environment

Managers/Deans/Chairs/Supervisors

- Managers and supervisors will be aware that the Scent-Safe policy is in place and will encourage their employees to be in compliance with the policy.
- Inform visitors of this policy before they visit the campus/centre

Employees/Instructors

- Inform students of this Policy at the beginning of each semester and for new students/guest speakers joining the classroom
- Do not use or bring scented personal and/or non-personal products to Selkirk Campuses/Centres
- Participate in scent safety awareness and education sessions
- Report any unsafe conditions or acts to your Manager/Chair

Communications and Development

- Ensure that materials and other resources required to maintain a scent-safe environment are readily available (e.g. posted signs, promotional materials, presentations, etc.)

Facilities/Campus Management

- Ensure that any products used for construction, maintenance, and cleaning are scent-free, where possible
- Inform contractors and campus visitors of this Policy before they visit any Selkirk facility
- Notify appropriate personnel when work is to take place that may involve the use of scented products, that contain an odour that may affect the health of staff or students. Sufficient advance warning should be given to allow employee accommodation to take place, if necessary.

6. PENALTIES

Penalties may include: warning, verbal or written reprimand.,

7. OTHER RELEVANT POLICIES/RESOURCES

- Canadian Centre for Occupational Health and Safety (www.ccohs.ca)
- BC Lung Association (www.bc.lung.ca)
- Canadian Health Network (www.canadian-health-network.ca)
- Guide to Less Toxic Products (www.lesstoxicguide.ca)

- Worksafe BC Policy HEA 1-9