

 Policies and Procedures		6020	Title Scent-Safe Campus Policy	
		Replaces		
		Effective	2018-04-01	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2018-03-01
Director of Human Resources	Director of Human Resources	Recommended/Approved by Education Council		N/A
		Approved by President		2018-05-01
Linkage to Board Policies		E30.E40. & GP120	Value Statements and Pillars of Success, Outcome Statements, and College Risk Management	

A. PURPOSE

In accordance with its mission, vision and values, and as part of day-to-day operations, the College promotes an environment that supports health and well-being by preventing exposure to scented products that could trigger or aggravate environmental/chemical sensitivities. The goals of this policy are to:

1. eliminate the use of perfume, 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, body powder, lotions/creams and deodorant.

B. SCOPE / LIMITS

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

C. PRINCIPLES

Exposure to scented products can adversely affect a person's health and trigger allergies or chemical sensitivities. Reported symptoms from asthmatic persons, as well as those with other conditions, can vary, ranging from headaches, migraines and confusion to anxiety, upper respiratory issues and skin irritation.

D. PROCEDURE

Senior Management will:

1. support managers, employees, and the Joint Health & Safety Committee in implementing a scent- safe workplace at each campus and learning centre.
2. ensure compliance with maintaining a scent-safe environment.

Managers/Deans/Chairs/Supervisors will:

1. Develop appropriate guidelines and procedures to minimize or eliminate exposure to strongly scented products and odours.
2. Encourage employees to be in compliance with the policy and enforce applicable guidelines and procedures.
3. Inform visitors of this policy before they visit the campus/centre.

Employees/Instructors will:

1. Comply with notices posted in specific work areas of the College regarding scented products.
2. Inform students of this policy at the beginning of each semester and inform new students/guest speakers when they join the classroom.
3. Report any unsafe conditions or acts to their Manager/Chair/Dean, Health and Safety and/or Human Resources.

Communications and Development will:

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

Human Resources will:

1. Ensure that management and employees are aware of this policy.

Health and Safety will:

1. Document and report related safety incidents to applicable administrators.
2. Assist Human Resources, directors, managers, and supervisors with educating staff, volunteers, and visitors of the health effects related to strongly scented products.

Facilities/Campus Management will:

1. Ensure that any products used for construction, maintenance and cleaning are scent-free, where possible.
2. Inform contractors and campus visitors of this policy before they visit any Selkirk facility.
3. Notify appropriate personnel when work is to take place that may involve the use of scented products or 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.

E. COMPLIANCE

Due to the potential dramatic health and safety impacts, non-compliance by employees may result in verbal or written warnings. Repetitive non-compliance following a maximum of two warnings will be viewed as insubordination and may result in written reprimand.

F. OTHER RELEVANT POLICIES/RESOURCES

1. Canadian Centre for Occupational Health and Safety (www.ccohs.ca)
2. BC Lung Association (www.bc.lung.ca)
3. Canadian Health Network (www.canadian-health-network.ca)
4. Guide to Less Toxic Products (www.lesstoxicguide.ca)
5. Worksafe BC Policy HEA 1-9