

# Town of Truro – Policy & Procedure Manual

**Subject:** Scent Reduction Policy  
**Policy Number:** P100-017  
**Approval Date:** February 6, 2012  
**Departments:** All Departments

## INTRODUCTION

The Town of Truro is committed to the health and safety of all its employees and general public which includes keeping exposure to all chemicals at as low level as possible and practical. Given that many individuals are sensitive to various scents, the Town encourages their employees to become more aware of concerns using heavily scented products. These scents and products can cause serious problems for a person with asthma, allergies and environmental sensitivities/illnesses. All staff and the general public are encouraged to reduce and/or refrain from wearing scented products while in the workplace. All employees are encouraged to use low scent or scent neutral cleaning products at any Town of Truro locations.

Creating a scent reduced environment is a joint process. Everyone including the scent-sensitive employee, co-workers, and supervisors bear equal responsibility for developing solutions to address this issue. There are a number of solutions that can be put into practice that go beyond simply removing the source of scent.

## POLICY

Due to health concerns arising from exposure to scented products, the Town of Truro has introduced this policy to provide a scent reduced environment for all employees and the general public. The Town of Truro and all employees are encouraged to work together towards achieving a healthy work environment for all by minimizing the fragrances and scented products we use.

## RESPONSIBILITIES

### Employee:

- Reduce the use of highly scented products in the work environment while still keeping in mind the importance of proper personal hygiene;
- Be aware of the fact that there are fellow employees who suffer from scented products.

If you are an employee who suffers reaction to scented products and there is a scent in your surroundings causing you to have a reaction, you should do the following:

- If the scent is being worn by someone in your office and you know this person well, approach them directly. Explain what the problem is, what you think you are reacting to and explain the kind of reaction triggered by the fragrance;
- If you feel that direct contact would worsen your reaction or if you do not feel comfortable approaching this person wearing the scent, speak to your supervisor/department head and ask them if they would address this issue.

If you have sensitivities toward scents and start in a new department, or you have recently developed reactions to scents:

- It is important that you take reasonable precautions to self-manage your condition;
- Inform you department head, supervisors and coworkers
  - explain what causes your reaction and what kind of reaction you experience.

If you are an employee who is wearing a scented product(s) and you are approached by another employee or supervisor:

- do not take the request to refrain from using scented products as a personal offense;
- work with others to find out what product(s) are causing the reaction;
- become part of the solution and switch to unscented products or scent reduced products.

**Employer:**

- will attempt to maintain good indoor quality ensuring adequate air supply and ensuring scents are not being recycled throughout the building;
- Put signage out to inform the general public of the scent reduced zone;
- Work toward using scent-free/ reduced scent cleaning chemicals.

**Supervisor:**

If you are a supervisor/department head and you have an employee who suffers from health problems that are triggered by scents:

- Be proactive – talk to the employee so he or she knows that you are approachable about the subject. Discuss how the scents affect their health and if there are specific triggers they are aware of.

- Talk to all employees in the department to make them aware of scent reduction policy and explain the health concerns.
- If an employee reports an issue respond to it in a timely manner.

If the employee reports an issue to you:

- Remove the employee from the area that is causing the problem;
- Discreetly approach the individual who is wearing the scent in a nonthreatening way. Point out the Town of Truro encourages employees to reduce or refrain from wearing scented products as a courtesy to those affected;
- Attempt to find a solution to the problem. This could involve temporarily or permanently moving one of the employees to a different area, or directing the employee who is using the scented product causing the problem to reduce or refrain from using the product.

Websites for your interest:

[http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/index\\_e.php](http://www.lung.ca/protect-protegez/pollution-pollution/indoor-interieur/index_e.php)

<http://www.lesstoxicguide.ca>

[http://www.ccohs.ca/oshanswers/hsprograms/scent\\_free.html#\\_1\\_8](http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html#_1_8)