

CAMPUS SAFETY & SECURITY/HUMAN RESOURCES

Title:	Scent and Odour Free Environment
Category:	Guidelines
Guideline No.:	CS&S-1-2012
Applicability:	Campus
Created Date:	July 31, 2012

INTENTION

To provide the College with the best guidance, information, and practices related to the presence of strong odours and the use of strongly scented products on campus.

SCOPE/DEFINITION

- **Strong odours** are usually Volatile Organic Compounds (VOC's) that create strong scents and odours.
- **Strongly scented personal products** include but are not limited to: some types of perfumes, colognes, aftershaves, lotions, deodorants, shampoos, conditioners, hair sprays and creams.
- **Strongly scented non-personal products** include but are not limited to: some types of food, flowers, air fresheners, candles, potpourri, ornaments, marker pens, or other products with a distinct and strong scent or odour.
- **Strongly scented work products** include, but are not limited to: some types of cleaning products, paint products, art products, as well as strongly scented construction materials and products.

GUIDELINE

The College has become increasingly aware of the health risks associated with exposure to strong odours and strongly scented products, especially for those with environmental sensitivities. In an effort to create a scent and odour free environment, the College asks that employees, students, volunteers, and visitors refrain from using any products with strong scents or bringing any products with strong odours onto the Langara campus.

ROLES & PRACTICES

Vice Presidents, Associate Vice-Presidents, Deans and Directors:

- Make managers and supervisors aware of this guideline.
- Work with Human Resources when implementing scent free rules and procedures in their work areas.

Managers and Supervisors:

- Work with Human Resources when implementing scent free rules and procedures in their work areas.
- Develop appropriate rules and procedures to minimize or eliminate exposures to strongly scented products/odours.
- Ensure that employees are aware of related health effects
- Enforce applicable scent free rules and procedures implemented in their work areas and post signs promoting a scent free work area when needed (see poster attached).
- Ensure that products used in the workplace are scent free whenever possible.

Employees/Volunteers/Students/Visitors:

- Comply with notices posted in specific work areas of the College regarding strongly scented products.

Joint Occupational Health and Safety Committee:

- Review and approve local rules and procedures for scented products.
- Promote education regarding the use and health effects of scented products.

Human Resources:

- Ensure that management and employees are aware of this guideline.
- Work with executive and management to enforce Scent and Odour Free rules and procedures that are implemented in specific work areas.

Campus Safety & Security:

- Document and report related Safety & Security Incidents to applicable directors, managers, and supervisors.
- Assist Human Resources, directors, managers, and supervisors with educating staff, volunteers, and visitors of the health effects related to strongly scented products.

Contractors:

- Comply with this guideline and avoid the use of strongly scented products.
- Use products at the College that are scent and odour free whenever possible.
- Provide reasonable and prior notice to Facilities and contracted services managers as needed when their work involves strongly scented products or where their work will cause strong odours that may affect the health of staff.

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SOURCES

WorksafeBC (WCB) - Indoor Air Quality

The Lung Association of British Columbia's Pollution and Air Quality Policy for developing a Scent Free Workplace

Canadian Centre for Occupational Health and Safety - Scent Free Policy for the Workplace
http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html

Fraser Health Authority - Scented Products Policy

Kwantlen Polytechnic University – Dealing with “Scent Sensitive Situations” Guidelines for Kwantlen Employees and Students and Scent Free Product Listing
<http://www.kpu.ca/hr/ohs/scent-awareness>

Simon Fraser University – Scents in the Workplace
<http://www.sfu.ca/srs/ehs/air-quality/scents-workplace.html>

Vancouver Coastal Health Authority - Scented Products Policy

REVIEWED

Joint Health & Safety Committee

Safety & Security

Human Resources

Campus Security Contractor

Student Services