



The Limestone District School Board values all employees, students, caregivers and community partners. Due to health concerns arising from exposure to scented products, and in an effort to support healthy and safe working and learning environments for all, the Board is committed to promoting and maintaining scent awareness in the workplace.

Exposure to strong scents and fragrances in the environment can cause discomfort, as well as directly impact the health of some individuals. As such, the Scent Awareness Program is part of a broader effort at reducing scents in the workplace and to limit, to the fullest extent possible, human exposure to potentially harmful chemicals.

1. Description

1.1. Chemical/fragrance sensitivity is the inability to tolerate even low levels of exposure to chemicals in the environment.

1.2. Chemicals and fragrances in the workplace such as perfumes, colognes, air fresheners, paints, flowers, air deodorizers, aerosol sprays and cleaning products can trigger a variety of reactions for an environmentally sensitive individual. Symptoms and reactions can range from mild to severe, including, but not limited to:

- Watery eyes
- Sneezing
- Coughing
- Dizziness
- Nausea
- Fatigue



- Shortness of breath/breathing problems
- Loss of concentration
- Asthma
- Migraines
- Heaviness in the chest
- Hypertension
- Anaphylactic reaction

2. Scope

2.1. To foster a safe, inclusive and respectful environment that supports teaching and learning, all staff, students, trustees, volunteers and visitors need to be mindful that scented products are problematic for many individuals and therefore are to refrain from wearing/using scented products on Board premises, during Board sanctioned activities as well as on school buses.

3. Communication & Education

3.1. The Board's commitment to Scent Awareness will be communicated to staff, students, trustees, volunteers, visitors and the school community through a variety of means including:

- Signage in buildings;
- Presentations at School Council meetings;
- Inserts in school newsletters;
- Information in staff and student handbooks;



- The Board and school websites;
- Publication of informational/promotional materials
- Orientation, training, and annual reviews at staff meetings; and
- Letters to parent(s)/guardian(s), as appropriate.

4. Responsibilities

- 4.1. Legislation under the Occupational Health & Safety Act requires that the Director take every reasonable precaution to ensure that a healthy and safe working environment is provided for all staff.
- 4.2. Management is responsible for educating and encouraging staff and students to comply with this program.
- 4.3. It is the joint responsibility of all employees, trustees, unions, students, and their parent(s)/guardian(s) to support Scent Awareness in the workplace and to act in a responsible and respectful manner that does not place a co-worker or fellow student in jeopardy or at risk for a sensitivity or allergic reaction. Significant concerns surrounding the program will be brought to the attention of Human Resources.

5. Facility Maintenance

- 5.1. Where possible, materials used for cleaning will be scent-free. In areas requiring the use of industrial cleaners that are not scent-free, signs will be posted.
- 5.2. An effort will be made to ensure that when scented cleaning products are required, a minimum of 8 hours and up to 24 hours will pass before the area is used by staff or students.
- 5.3. Where air quality issues are suspected to be present, such as mold or inadequate circulation, maintenance schedules will include testing and analysis, where



necessary, in order to ensure optimum air quality/circulation.

- 5.4. An effort will be made to ensure that major renovations or construction are performed during non-working periods. Where this is not possible, school administration shall be provided advance notice in order that staff can be informed and where conditions warrant, attempts will be made to provide temporary accommodations.

6. Reporting

- 6.1. Any employee with concerns about scents or other odours associated with products used in the workplace should advise their immediate supervisor and/or their Health and Safety representative.
- 6.2. Any employee who experiences problematic symptoms that they suspect may be caused by exposure to scents/fragrances may be directed by their Supervisor to an alternate location until an appropriate course of action has been determined.
- 6.3. Any employee who experiences a reaction to scented products in the workplace that is debilitating and results in the need to seek health care and/or lose time from work should report the incident to their supervisor as a workplace injury/illness and complete the online Employee Accident Investigation Report.
- 6.4. In such cases, employees are expected to obtain medical documentation from their health care practitioner and follow the recommendations of their physician to address any health issues. A medical note must be provided to the supervisor.
- 6.5. Supervisors shall notify Human Resources in the event that an employee reports an exposure.
- 6.8. Where accommodation is required, due to the nature and severity of the employee's condition, supervisors must consult with Human Resources.



6.9. As a community, we will endeavour to influence and limit potential exposures by continually investigating practical solutions.