

FRAGRANCE/SCENT SAFE WORKPLACE

Purpose

High Prairie School Division (HPSD) is committed to the safety and well-being of all individuals who enter our buildings and transportation services. HPSD is respectful of health concerns of students, individuals and guests arising from exposure to scents when in HPSD buildings. To maintain a safe learning environment for students and a safe work environment for individuals, HPSD intends to protect the indoor air quality of its buildings.

Administrators/supervisors will be able to implement a scent-safe environment when made aware that a student, staff member, or parent/guardian is experiencing adverse reaction to fragrances/scents in the school and/or divisional buildings and transportation services.

Scope

This procedure applies to all work sites, buildings, schools and transportation services owned or leased by HPSD. It is applicable to all staff, students, volunteers and contractors as well as to visitors.

Background

Exposure to fragrances/scents found in personal care products, cleaning products, perfume/cologne, and construction and maintenance products, can create significant health problems in susceptible individuals including asthma attacks, migraine headaches, severe allergic reactions, inability to concentrate, loss of coordination, loss of consciousness or seizures.

Definitions

Scent/fragrance - a chemical, additive, or natural product that creates an aroma or odor. These are found in a wide range of common products including but not exclusive to: perfume, aftershave, fragrant soap, essential oils, air fresheners, scented candles, fabric softeners, laundry detergents, facial tissues, candles and maintenance products.

Scent-free product - a product labeled unscented, scent-free or fragrance-free by the manufacturer.

Scent-reduced product - a product having minimal scent, labeled hypo-allergenic or for sensitive skin.

Procedures

1. In order to protect those individuals with sensitivities to fragrances and scents, and to possibly prevent others from developing such sensitivities, HPSD is promoting a fragrance/scent safe workplace. Employees, students and visitors are requested to avoid the use of these products when visiting or working at HPSD sites, including all buildings and/or transportation services.
2. Universal
 - 2.1. HPSD buildings will be free of chemical, additive, or natural products for which the purpose is to put fragrance into the air including but not exclusive to:
 - 2.1.1. air fresheners
 - 2.1.2. essential oils
 - 2.1.3. scented candles
 - 2.1.4. scented soaps
 - 2.1.5. scented laundry products used within the school
 - 2.1.6. cleaning products that contain powerful aroma
 - 2.2. Install signage indicating that this environment is a fragrance/scent-safe environment (front door, side entrance, transportation services, etc.).
 - 2.3. Principals and/or site managers will:
 - 2.3.1. Communicate to all individuals within the facility an awareness and understanding of Administrative Procedure 174.
 - 2.4. Follow Administrative Procedure 164 - Smudging and Pipe Ceremonies in Schools.

3. Targeted

- 3.1. Principals and/or site managers are responsible for addressing any additional, more specific health concerns raised by staff, students, or visitors to that particular HPSPD site.
- 3.2. Meet with the individual to clarify the issue, to understand the impact that the fragrance/scent is having on their health and the actions that they are taking to address the problem.
- 3.3. In a timely manner, develop a fragrance/scent-safe environmental plan.
Note – the environmental plan does not need to be complicated. It could be as simple as asking an individual to refrain from wearing colognes/perfumes while at school or requesting individuals to refrain from bringing air fresheners or cleaning products into the environment.
- 3.4. Communicate with individual and students highlighting the key points of the plan and requesting everyone's cooperation and understanding to create a safe environment for all.
- 3.5. Continue to monitor the situation both in terms of the individual's health and the implementation of the plan.

4. Employee Responsibilities

- 4.1. Be considerate of those who are sensitive to fragrances and scents, avoid using scented or fragranced personal products while in the workplace.

References

[Appendix 174A - Memo to Staff](#)

[Appendix 174B - Memo to Parents – Elementary](#)

[Appendix 174C - Memo to Students – Secondary](#)

[Appendix 174D - Memo to all Casual Staff, Volunteers, and Visitors](#)

[Appendix 174E - Memo for School Newsletter](#)

Cross References

[Administrative Procedure 164 - Smudging and Pipe Ceremonies in Schools](#)