



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Human Resources		<b>Section</b>	Health & Safety		
<b>Title</b>	Scent Free Workplace		<b>Policy Number</b>	10-07-05	<b>Authority</b>	Council
<b>Approval Date</b>	February 14, 2011	<b>Effective Date</b>	February 14, 2011	<b>Revision Date</b>		

### Purpose

In maintaining its commitment to the health of all employees, the City shall provide a scent-free environment for all employees and visitors to City Hall.

### Policy Statement

The use of scented personal products is prohibited. Staff is instructed not to use scented products while at work. Visitors to City Hall are asked to please refrain from using scented products when visiting the building. In addition, all materials used for cleaning will be "no scent/low scent".

### Detailed Action Required

1. Employees will be required to abide by this policy and avoid using scented products.
2. Signage posted at the entrance and elevators/stairwells will notify visitors of this policy. If staff needs to inform non-compliant individuals of our Scent Free Environment Policy then it must be in a non-confrontational and respectful manner.
- 3.

### Definitions

Scented products refers to a scent that is detectable by others, including, but not limited to; perfume, cologne, oils, aftershave, soaps, hair care products, cosmetics, lotions, powders, laundry products such as dryer sheets and detergents, cleaning products, air fresheners and scented candles.

Scented products can trigger adverse physical reactions such as respiratory distress and headaches. Allergic and asthmatic patients, as well as those with other conditions, report that certain odors, even the smallest amounts, can trigger an attack.

**For further information on scented products see [www.lesstoxicguide.ca](http://www.lesstoxicguide.ca)**

### Reference

Approval: 11-46 (February 14, 2011)

CSP11-06 (February 8, 2011)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK