

	<u>Health & Safety Manual</u> ORIGINAL DATE: 2004
REVISION DATES: 09/2006, 09/2009, 09/2011, 09/2014, 09/2016, 09/2017, 09/2018, 07/2019, 07/2020, 07/2021, 02/2022	
HEALTH & SAFETY	<div> <div> Scent Free Policy </div> <div> Policy # HS-27-01 APPROVAL: H&S Committee </div> </div>

For internal use only at HWMH. Persons reviewing a hard copy of this document should refer to the electronic version posted on the "U" drive in the "Policies" file to ensure this copy is current.

POLICY

In order to support our commitment to health promotion and a safe work environment, Haldimand War Memorial Hospital will provide a scent-*free* workplace.

The hospital will endeavor to select materials required for patient care or building maintenance with the lowest possible levels of scent. Staff using these products will take all reasonable measures to ensure their own safety and the safety of those who work in the environment. Each department will be responsible for ordering items that are appropriately scent-reduced.

No personal fragrance products are to be utilized in the facility by hospital personnel, physicians and volunteers.

Patients, visitors, students, contractors and other persons attending Haldimand War Memorial Hospital are requested to refrain from the use of scented personal products or the delivery of strongly scented flowers. Patients and visitors will be advised of the hospital's policy through signage, awareness, reinforcement and are expected to comply.

DEFINITIONS

Scented Product(s): Any fragranced products, which may include, but are not limited to:

- Colognes and aftershaves
- Perfumes
- Lotions, creams and deodorants
- Hair products (sprays, mousse, gels, etc.)
- Air fresheners and deodorizers
- Cleaning products
- Strongly scented flowers, such as:
 - Freesia
 - Lilacs
 - Lilies (including Day, Tiger, Easter, Lily of the Valley, Star Gazers)
 - Hyacinth
 - Peonies

POLICY AND PROCEDURE MANUAL	HS-27-01
Scent Free Policy	

PURPOSE

1. To provide a scent-*free* environment.
2. To decrease/eliminate the risk of adverse health effects in persons who are sensitive to scents and pollens. The use of scented products can trigger or cause asthma attacks, migraine headaches, skin reactions, nausea and a variety of other health effects particularly in sensitive individuals.

RESPONSIBILITIES

Manager/Supervisor

- Encourage Hospital staff, patients and visitors to comply with this policy.
- Ensure this policy is adhered to in their area of responsibility.
- Ensure that new products within their department are evaluated and approved through the Standardization and Evaluation Committee.
- Review and investigate any Employee Incident Reports related to a scent exposure.
- Work in consultation with the Occupational Health and Safety Committee to determine the need for Hospital staff, patient and visitor education resources (i.e. pamphlets, posters, memos).
- Signs will be developed and posted in strategic locations to inform all of policy

Occupational Health/Education Department

- Provide training to Hospital staff through the general orientation program.
- Evaluate the policy in consultation with the Joint Occupational Health & Safety Committee.
- Conduct staff education sessions as may be determined to be necessary.
- Develop educational material such as fact sheets, etc. to communicate this policy to Hospital staff, patients, contractors, students and visitors.
- In consultation with the Joint Occupational Health & Safety Committee review any employee incidents associated with exposure to scented products or flowers.
- Develop signage to be posted throughout the Hospital.

Hospital Staff, Employees, Physicians, Volunteers, Students and Contractors:

- Perfume, after-shave or other scented products should not be worn while at work. Hospital staff are expected to promote compliance with the policy in a cordial and respectful manner. If an individual ignores the policy, the appropriate contact person should be notified to discuss non-compliance.
- Deodorizers and disinfectants will be only those approved and provided by the Hospital

PROCEDURE

1. Signage is posted in the Hospital informing Staff, Employees, Physicians, Volunteers, Students and Contractors staff, etc. of the scent-*free* policy. Information will also be attached to staff paycheques. Letters will be sent to florists advising them of the scent-reduced policy regarding flowers.

POLICY AND PROCEDURE MANUAL	HS-27-01
Scent Free Policy	

2. Staff, Employees, Physicians, Volunteers, Students or Contractors who experiences an adverse reaction attributed to scents shall seek medical attention or first aid appropriately. Notify the manager of the department and the manager shall investigate the situation. An Unusual Occurrence Report and (if staff) a Safety Learning Report should be completed. For patients, an incident involving a reaction to fragrances would also be noted in the patient's chart.
 Appropriate Action by manager
 - a. Assist to identify the sources and remove them if possible
 - b. Speak directly with the individuals involved
3. If the source of the scent is a Haldimand War Memorial Hospital product, it shall be replaced with an alternative wherever possible. If the source of the scent is a personal product, the user shall be informed of the current Hospital policy and be requested to refrain from the use of the product.
4. All of the above actions shall be documented by the manager on the Near Miss Report Form forwarded appropriately.
5. The Health & Safety Committee will review new products being considered for use at Haldimand War Memorial Hospital for scent considerations before the product is approved for use.