

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 2.7.2
Section Health and Safety	Subject Scent Free Workplace Policy

1.0 Purpose

1.1 Due to health concerns arising from exposure to scents or scented products, the purpose of this policy is to provide a healthy environment for councillors, staff and the public. The Municipality of the County of Annapolis supports an environment which restricts the use of perfumed or scented products.

2.0 Authority

2.1 This policy is enacted pursuant to the Subsection 48 (3) of the *Municipal Government Act*, as amended.

3.0 Definitions

3.1 “scented products” – includes but is not limited to:

- Shampoo and conditioners
- Hairsprays
- Deodorants
- Perfumes, fragrances, colognes and aftershaves
- Lotions & creams
- Potpourri
- Industrial and household chemicals and cleaners
- Soaps
- Cosmetics
- Air fresheners & deodorizers
- Oils
- Candles
- Some types of garbage bags
- Nail polish and polish remover
- High scented markers
- Scented flowers (daffodils, lilacs, babies breathe, lilies, etc.)

4.0 General Provisions

4.1 All councillors and employees are requested to refrain from the use of scented products to prevent placing others in jeopardy or at risk for a sensitivity or allergic reaction.

4.2 Whenever possible, employees and councillors shall refrain from wearing, using or bringing scented products or items to County facilities where others may be affected by the scent.

4.3 County sites will display appropriate information and signage to request clients and visitors to refrain from wearing, using or bringing scented products into the facility. Additionally, at the discretion of the CAO, the policy statement may also be included on appointment cards, emails, stationery, room booking notices, employment postings, or other similar means deemed appropriate.

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- 4.4 The purchase of cleaning supplies or other products will be performed in such a manner so as to maintain a scent free environment. All materials used for cleaning, particularly aerosols, shall be scent free.
- 4.5 The County will refrain from using / applying any product or material with a scent, fragrance or odor for any reason until such time as all councillors, employees and visitors to County facilities have vacated and are not returning to said premises for a period of at least 24 hours or as determined or recommended by the **Material Safety Data Sheet (MSDS)** of the product.
- 4.6 In a circumstance whereby a councillor or employee attends at the building and a scent or odor or fragrance that causes a health concern for them is apparent, a councillor may be excused from the meeting without deduction and employees may have their duties modified.
- 4.7 Any person who has concerns and / or reactions to a scented product must make their concerns known to their supervisor / manager in a written format. These concerns will be handled in a confidential manner in order to protect all parties involved and as far as possible and practical, the identity of the offended individual protected. Under no circumstance shall the complainant be subjected to reprisals.
- 4.8 The Manager or Supervisor shall make every reasonable attempt to remedy the situation as soon as possible including but not being limited to:
 - (a) Requesting in a private and confidential manner that persons wearing or using scented products refrain from their use when in the County facility;
 - (b) Requesting that scented items be removed from the workplace;
 - (c) Requesting that treatment of the workplace with scented products is limited to times when the employees, councillors or visitors will not be in direct contact with the scent and that the scent will have dissipated prior to their return;
 - (d) Obtaining trained professionals to investigate the facility when required and subject to budgetary allowances (for example, ventilation system, carpeting, air quality testing, etc.);
 - (e) Ensuring that councillors or employees are not in contact with the particular scented product which causes them discomfort and reaction
 - (f) Reporting the matter to the CAO or designate for his / her response and direction.
- 4.9 If no satisfactory informal remedy is achieved, concerns may be brought to the attention of the Occupational Health and Safety Committee for their consideration and action.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	December 10, 2013
<i>Council Approval</i>	December 17, 2013
<i><u>Carolyn Young</u></i>	<u>December 17, 2013</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	