



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Scent Policy

1. Policy Statement

The use of scented products in the Municipality of West Hants workplaces is to be avoided to provide employees, clients and visitors with a healthy and safe environment.

2. Application

This Policy applies to all employees.

3. Definitions

Scented Products – products that have, or may have, a detrimental effect upon the health of other persons and may include, but is not limited to, cosmetic products (perfumes, aftershave, colognes, shampoos and conditioners, soaps, body lotions, deodorant, etc.) and other products (air fresheners and deodorizers, candles, potpourri, essential oils, some laundry detergents, fabric softeners and cleaning products etc.).

Fragrance-free or Unscented Products – products that contain no fragrances or masking agents that hide the scents of other ingredients.

4. Responsibilities

It is the responsibility of individual Directors to communicate and implement this Policy to provide a healthy and safe environment for employees, clients and visitors. It is the responsibility of employees to support a healthy and safe work environment as outlined in this Policy.

5. General Conditions

Scented products are to be avoided in the Municipality of West Hants workplaces. All employees must apply the Policy to their own workplaces and take all reasonable and practical measures to minimize the effects of scents on employees who must work in these locations. Wherever possible, workplaces will be required to find and use environmentally friendly and fragrance free or unscented products. Employees are to avoid wearing scented products in the workplace.

Departments will take appropriate action to inform clients and visitors of this Policy and to ensure that conditions of this Policy are implemented and adhered to.

6. Duty to Accommodate

Employees who suffer from medically diagnosed sensitivities to scented products will be accommodated as per relevant health and human rights legislation. Measures



POLICY

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may include, but are not limited to, the posting of signs indicating a scent-free zone in the immediate work area of the affected employee.

7. Exceptions

Exceptions can be made for work sites that require use of specialized industrial products, such as solvents, fuels, lubricants, asphalt mixes, etc. In those types of work environments, substances such as chemical vapors, volatile organic compounds, infectious agents and other hazardous materials should be addressed through relevant labour legislation and regulations.

Approved By: _____
Cathie Osborne, CPA, CGA
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	May 3, 2013
Description: Initial Approval of Policy	
Amendment #1	
Notice to Council:	Not Applicable
Approval:	August 2, 2016
Description: Amendment to reformat the policy, apply a policy number and to have the policy signed by the current Chief Administrative Officer	