

	Manual Corporate	Section OH&S	Type Policy & Procedure	Pages 1-6	Number 007-OH&S																																													
Subject: Scent Free Environment			Date: April 9 <sup>th</sup> 2019																																															
Supersedes: 20/04/2018	Cross Reference: <a href="#">001-OH&amp;S</a> , <a href="#">006-OH&amp;S</a> , <a href="#">045-ADM</a>		Issuing Authority: V.P., People & Organizational Effectiveness																																															
<input checked="" type="checkbox"/> Charlton Campus  <input checked="" type="checkbox"/> King Campus		<input checked="" type="checkbox"/> West 5 <sup>th</sup> Campus  <input type="checkbox"/> All Sites of Program																																																
This policy applies to all employees, members of the professional staff, volunteers, learners, contractors and all persons who have a relationship with SJHH																																																		
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## 1.0 Purpose and Goals

- Provide a scent free environment at all St. Joseph's Healthcare Hamilton (SJHH) workplaces.
- Decrease/eliminate the risk of adverse health effects in persons who are sensitive to scents.
- This policy supports a healthy and safe environment for all.

## 2.0 Definitions

- Healthcare Workers (HCW) – Staff, Physicians, Learners, Volunteers, Contract Workers
- Scented personal care products – includes but not limited to perfume, cologne, scented sprays, aftershave, lotions, soaps, hair products.
- Non personal care/general products – air fresheners, essential oils, other products.

## 3.0 Equipment/Supplies

Two signs are available. Signage shall be posted in consultation with Public Affairs and Redevelopment.

- Public area signage ([Appendix A](#)).
- Unit Signage ([Appendix B](#)).

## 4.0 Policy

St. Joseph's Healthcare Hamilton is committed to providing a scent free environment

Patients, visitors and healthcare workers shall respect the health of others and use unscented personal care products while in our environment. Non-personal care products used at SJHH shall be scent free.

## 5.0 Procedure

### 5.1 Healthcare Workers, Patients and Visitors shall:

- Not use scented personal products (e.g. includes but not limited to perfume, cologne, scented sprays, aftershave, lotions, soaps, hair products).
- Not use scented non-personal care products.
- Immediately notify the manager/delegate and complete a Healthcare Worker Incident Report (HIR) if they experience an adverse physical reaction attributed to scent. Volunteers to complete a Safety Incident Report (SIR).

- Assist in determining the source of the product and contributing factors and location.
- Review communication tools regarding a scent-free environment (e.g. appointments, telephone messages, letters, email).

## **5.2 Managers, Directors and/or Delegates shall:**

- Ensure their employees are aware of this policy.
- Take immediate corrective measures to address reported concerns and prevent recurrences. Actions taken may include re-communicating the policy, assisting an individual to eliminate/remove the scent (where possible), investigating the situation. Outcomes may include restrictions. Each case will be reviewed with consideration of extenuating situations.
- Involve resources as appropriate (e.g. Senior Leadership, Occupational Health & Safety Services).
- If the source of the scent is a SJHH product it shall be replaced with an alternate product where such exists.
- Purchase products that are scent free.
- Ensure that an HIR or SIR is completed when applicable.
- Review communication tools regarding a scent-free environment with staff (e.g. appointments, telephone messages, letters, email)

## **6.0 Documentation**

- Healthcare Worker Incident Report (HIR)
- Safety Incident Reporting (SIR) – For Patients, Visitors and Volunteers

## **7.0 References**

- *Occupational Health and Safety Act R.S.O. 1990*

## **8.0 Author(s)**

Occupational Health & Safety Services (OH&S)

## **9.0 Sponsor**

Director OH&S

## **10.0 In Consultation With**

- Joint Health & Safety Committees (Charlton, West 5<sup>th</sup>, King Campuses)
- Risk Legal Corporate Affairs
- Public Affairs
- Redevelopment
- Strategic Sourcing
- Professional Advisory Council (PAC)

- Nursing Advisory Council (NAC)

### **11.0 Posting Dates**

Initial Posting Date: 01/03/2003

Posting Date History: 19/03/2008, 15/05/2011, 01/04/2015, 20/04/2018, 11/04/2019

### **12.0 Scheduled Review Date**

Annual

### **13.0 Attachments/Appendix**

[Appendix A](#) – Public Area Signage

[Appendix B](#) – Unit Signage

# Please Respect Our Environment



NO scented products



NO latex balloons  
or products



NO smoking



*Charlton Campus*

*King Campus*

*West 5<sup>th</sup> Campus*

# St. Joseph's is a Scent Free Environment



Respect the health of others

Use unscented personal care  
products while in our  
environment

**PLEASE**

**DO NOT** wear perfume, cologne, scented sprays,  
aftershave, lotions, soaps and hair products.

St. Joseph's  
Healthcare  Hamilton



Charlton Campus | King Campus | West 5<sup>th</sup> Campus