




London
CANADA

CORPORATE HEALTH AND SAFETY PROGRAM FRAGRANCES AND SCENTED PRODUCTS IN THE WORKPLACE

Issue Date: April 26, 2017	Reference No.: OHS 4.4-12
Effective Date: April 26, 2017	Review Date: October 20, 2023
Revision Date: October 20, 2023	Revision No.: 004
Approved By: Cathy Stark, Manager, Health, Safety and Wellness	Approval Signature: 

1. Purpose

The purpose of this program is to minimize worker exposure to the greatest degree possible, to fragrances and scented products which may affect individuals who have sensitivities to the chemicals in these products. This program is intended to provide employees a safe work environment that will not compromise their health or well-being.

2. Application

This program applies to all City of London employees and visitors who enter City of London facilities.

3. Legislative References

- [Occupational Health and Safety Act](#)

4. Definitions

OHS –Occupational Health and Safety

Fragrances and Scented Products – Products with chemical additives designed to have a lingering fragrance or scent (i.e., perfume, cologne, lotions, essential oils, etc.).

Scent Booster Products – Products, such as laundry detergent and fabric softener, which have added ingredient derivatives to give a longer staying scent to clothing.

Visitors – anyone entering a City of London facility (i.e., member of the public, volunteer, contractor, etc.).

NOTE: Generally, most shampoos, deodorants, and body soaps applied at home are usually not a concern given the scent or fragrance typically dissipates by the time one enters the workplace, however, those products intended to have a lingering fragrance or scent, or those products applied in the workplace, are of concern.

5. Authorities and Responsibilities

Managers and Supervisors

1. Do not use, apply or wear fragrances or scented products in all City of London facilities.
2. Ensure compliance with the Fragrances and Scented Products in the Workplace Program in all City of London facilities.
3. Advise and ensure employees comply with the Fragrances and Scented Products in the Workplace Program.
4. Resolve any concerns or questions related to the Fragrances and Scented Products in the Workplace Program.
5. Post signs at entrances to inform visitors of the program and ensure this program is reflected as applicable in public facing web sites.

Employees

1. Do not use, apply or wear fragrances or scented products in all City of London facilities.
2. Support the Fragrances and Scented Products in the Workplace Program in all City of London facilities.

Occupational Health and Safety (OHS)

1. Provide resources and support the Fragrances and Scented Products in the Workplace Program.

Building Managers

1. Ensure as new areas are commissioned or renovated, the signs are installed.

6. Program Elements

The following elements apply to this program:

City of London employees will be advised of the Fragrances and Scented Products in the Workplace Program through new employee orientation and posted signs (see Appendix A, B, and C). This will include encouraging disuse to employees of booster scented products on the garments worn to work.

Visitors will be informed of the Fragrances and Scented Products in the Workplace Program through posted signs (see Appendix C).

A [Supervisor's Report of Incident](#) will be completed if there is an illness, injury, or incident involving an employee with sensitivities, asthmatic or allergic reactions to fragrances or scented products in the workplace. Refer to the Corporate [Workplace Incident Reporting and Investigation Procedure \(HR/OHS 4.5-1\)](#) for additional steps.

Where fragrances or scented products continue to be used, applied or worn, the Manager or Supervisor will respond to each situation separately based on the specific

circumstances involved. Every effort will be made to resolve the issue in a way that is respectful of the feelings and dignity of all concerned. However, the response will be guided by the Corporation's responsibility to provide all employees with a safe work environment which does not compromise their health or well-being.

7. Control of Corporate Health and Safety Programs and Procedures

Corporate Health and Safety Programs and Procedures will be maintained within the City of London electronic filing system. Any previously reviewed, updated or withdrawn documents will also be maintained within the electronic filing system.

8. Training Requirements

Training on this program will be conducted with employees during orientation. Employees will receive refresher training via the safety newsletter safety talk program.

9. Associated Documents

The following associated documents are as follows:

- [Fragrances and Scented Products in the Workplace Frequently Asked Questions](#)
- [Fragrances and Scented Products in the Workplace Signs - Scent-free Building – Scent-free Building](#) (Attached)
- [Fragrances and Scented Products in the Workplace Signs – Scent-free Building Multi-language](#) (Attached)
- Dearness Home Dress Code – Workplace Attire Procedure (DG-04)
- [Supervisor's Report of Incident \(HR/OHS 4.5-1a\)](#)
- [Workplace Incident Reporting and Investigation Procedure \(HR/OHS 4.5-1\)](#)

10. Review Frequency

This program will be reviewed as required.

11. Approval

Changes to this program must be approved by the designated approval authority or assigned delegate.

12. Revision History Record

Revision No.	Revision Reason	Revision Date Mth/Day/Year	Author(s)
000	New	Apr/26/2017	L. van Lith / C. Goodall

001	Minor edit to Purpose; 2. Removed not applicable to Dearness re: their existing policy; Scent Booster Products added to definitions; 6. 1 st paragraph added last sentence “encourage disuse of booster scent products”.	May/8/2018	K. Christopher
002	Added essential oils; updated language to include “usage” of fragrances or scented products.	Jan/13/2020	N. VanDenHeede
003	Changed titles, updated roles/responsibilities, and hyperlinks	May/10/2023	C. Stark
004	Updated scent-free signs.	Oct/20/2023	C. Goodall

Appendix A: Fragrances and Scented Products in the Workplace Frequently Asked Questions

Can fragrances and scented products in the workplace have an adverse impact on health?

Yes, because they release chemicals which can trigger serious health reactions in people with asthma, migraines, allergies, chemical sensitivities or other medical conditions.

Why should I adopt the Fragrances and Scented Products in the Workplace Program when there isn't anyone I work with or interact with in my workplace who suffers from a sensitivity?

There is potential that someone is suffering in silence or that you will come in contact with someone who has a sensitivity during the day, whether it be at a training session, in a lunchroom, or even at a meeting. The purpose of Fragrances and Scented Products in the Workplace Program is to minimize worker exposure to the greatest degree possible, to fragrances and scented products which may affect individuals who have sensitivities to the chemicals in these products. In order to do so, everyone must take responsibility to respect and support the Fragrances and Scented Products in the Workplace Program.

What should I do when a co-worker or visitor uses a fragrance or scented product that is causing me health concerns?

- a) If comfortable, approach the individual in a positive manner and share your concerns about the fragrance or scented product being used, applied or worn in the workplace. Express how their wearing the fragrance or use of a scented product is affecting your health and remind them of the Fragrances and Scented Products in the Workplace Program.
- b) Alternatively, seek the assistance of your Manager or Supervisor.

What should I do if my Manager or Supervisor uses a fragrance or scented product that is causing me health concerns?

- a) If comfortable, approach your Manager or Supervisor in a positive manner and share your concerns about the fragrance or scented product being used, applied or worn in the workplace. Express how their wearing the fragrance or use of a scented product is affecting your health and remind them of the Fragrances and Scented Products in the Workplace Program.
- b) Alternatively, seek the assistance of their Manager or Supervisor.

What if approaching a co-worker or visitor about wearing or the application of a fragrance or scented product in the workplace doesn't work?

Talk to your Manager or Supervisor about your concerns. Explain what you have attempted to do to resolve the issue.

What happens when the fragrance or scented product continues to be worn or applied, even after the supervisor has had the discussion with the person wearing the fragrance or scented product?

It is the expectation that your Manager or Supervisor will support the Fragrances and Scented Products in the Workplace Program as necessary. Your Manager or Supervisor will respond to each situation separately based on the specific circumstances involved. Every effort will be made to resolve the issue in a way that is respectful of the feelings and dignity of all concerned. However, the response will be guided by the Corporation's responsibility to provide all employees with a safe work environment which does not compromise their health or well-being.

What steps should be taken if an employee or visitor is wearing a fragrance or scented product?

The Manager or Supervisor will review the Fragrances and Scented Products in the Workplace Program with the individual. The individual will be advised to not use, apply or wear fragrances or scented products in City of London facilities. If the individual continues to use, apply or wear fragrances or scented products, People Services should be contacted.

If you have any other specific questions regarding this Program, please contact your Health and Safety Advisor or a member of your People Services Team.

Appendix B: Fragrances and Scented Products in the Workplace Sign (Scent-Free Building)

Scent-free building



Do not wear fragrances or use scented products in this building.

Help us keep the air we share healthy and scent-free for everyone.
Thank you for your cooperation.

For more information email:
occupationalhealthandsafety@london.ca



Appendix C: Fragrances and Scented Products in the Workplace Sign (Scent-Free Building – Multilanguage)



Scent-free building
Bâtiment sans parfum
Edificio sin perfumes

무향 건물
无异味建筑

مبنى خال من الروائح

Do not wear fragrances or use scented products in this building.

Help us keep the air we share healthy and scent-free for everyone.
Thank you for your cooperation.

Ne mettez pas de parfum et n'utilisez pas de produits parfumés dans ce bâtiment.

Aidez-nous à garder l'air que nous partageons sain et sans parfum pour tout le monde.
Nous vous remercions de votre coopération.

No use perfumes o productos perfumados en este edificio.

Ayúdenos a mantener el aire que compartimos puro y sin perfumes.
Gracias por su colaboración.

이 건물 안에서 몸에 향수를 뿌리거나 가향 제품을 사용하지 마십시오.

우리가 공유하는 공기가 모든 사람을 위해 건강에 좋은 무향 공기로 유지되도록 하는 데 동참하십시오.
협조해주시기 바랍니다.

请勿在此建筑内涂抹香水或使用有香味的产品。

请帮助我们保持共享的空气健康无异味，让每个人都感到舒适。
感谢您的合作。

لا تضع عطوراً أو تستخدم منتجات معطرة في هذا المبنى.

ساعدنا في الحفاظ على الهواء الذي نتشاركه صحياً وخالياً من الروائح للجميع .
شكراً على تعاونك .

For more information email:

Pour plus d'informations, envoyez un courriel à :

Para más información, envíe un correo electrónico a:

자세히 알아보기 이메일:

若要获得更多信息，请发送电子邮件至：

لمزيد من المعلومات، أرسل رسالة بالبريد الإلكتروني إلى :

occupationalhealthandsafety@london.ca



London
CANADA

Corporate Health and Safety Program Fragrances and Scented Products in the Workplace

Printed versions of this document are considered uncontrolled. A controlled copy of this document is located on Team London, Health & Safety