



Scent Free Policy

Purpose:

Caledon Community Services realizes an increasing number of people have developed sensitivities to certain chemicals.

CCS wants to limit the exposure of staff, volunteers and clients and program participants to chemical substances.

Caledon Community Services supports the creation of a fragrance free environment so that chemical barriers will not prevent access to people with chemical sensitivities.

Policy:

This policy applies to all staff and visitors who are asked to refrain from using, wearing, and bringing scented products and materials into Caledon Community Services buildings.

Procedures:

To limit exposure CCS stakeholders are **encouraged** to:

- Use non-scented body products (e.g. perfume, cologne, lotions, scented hair products, etc...).
- Refrain from the use of optional items that give off scents (i.e. any type of air fresheners, potpourri and flowers).
- Use the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from staff and visitors.

CCS' Joint Health and Safety committee will ensure that signage at each CCS location and / or any required messaging informs staff and visitors of these guidelines and are posted at the entrance to the building and in common congregation areas, such as waiting rooms and washrooms.

The signage shall state that "CCS is a scent/fragrance free location". Clients can be informed, upon request, that scented products can cause allergic reactions and respiratory distress.

Any staff, volunteers or student/program placements who feel they have been unduly exposed to a scent that is causing them any discomfort should immediately bring this to the attention of the supervisor in charge.

Date Developed: December 2015

Date Approved: February 2016