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Company
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Fragrance Free Environment – Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Fragrance Free Environment**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: (Company Name) realizes an increasing number of people have developed sensitivities to certain chemicals. (Company Name) wants to limit the exposure of workers, volunteers and customers to chemical substances.

POLICY STATEMENT: (company name) supports the creation of a fragrance free environment so that chemical barriers will not prevent access to (company name) for people having chemical sensitivities.

SCOPE: This policy applies to all staff and visitors who are asked to refrain from using, wearing, and bringing scented products and materials into (company name) properties and buildings.

PROCEDURE:

A. To limit exposure staff is encouraged to:

1. Use non-scented body products (e.g. perfume, cologne, lotions, scented hair products, etc...).
2. Refrain from the use of optional items that give off scents (i.e. any type of air fresheners, potpourri and flowers).
3. Air-out recently dry-cleaned clothing before wearing to work.
4. 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.

B. Notifications

1. Ensure that signage informing staff and visitors of these guidelines are posted at the entrance to the building and in common congregation areas, such as waiting rooms and washrooms.

The signage shall state – Scented products can cause allergic reactions and respiratory distress. Staff and visitors are encouraged not to wear or use any scented products while working at (company name).

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2. Where appropriate, include the following statement on flyers advertising events to be held at (company name) “Scented products can cause allergic reactions and respiratory distress. Staff and visitors are encouraged not to wear or use any scented products while at (company name)
3. In reaction to an exposure, staff are requested to:
 - Remove yourself from the exposure and,
 - Report to your immediate supervisor as soon as possible

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

Additional Scent-Free Policies

Canadian Centre for Occupational Health and Safety

http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html

Policy for Developing a Scent-free Workplace – The Lung Association

<http://www.lung.ca/resources/DevelopingaScentfreePolicyforaWorkplace.pdf>

Adapted from an existing Fragrance Free Policy – July 2001

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