

ADMIN PROCEDURES MANUAL Administrative Procedure 160 – Appendix B

USE OF SCENTED PRODUCTS

Background

The District is committed to providing a safe and healthy environment for employees, students, and visitors. Scented products have the potential to impact the health of some individuals. The District endeavours to control exposure to scented products by increasing awareness and encouraging individuals to avoid the use of scented products in the workplace.

Procedures

- 1. Employees and students shall avoid using scented products when a known condition exists with the sensitivity to these products.
- 2. Employees and students will be made aware of the effects of scented products on other persons through signs posted in buildings, the scent-free guidelines, and promotional materials. The employee orientation program will emphasize our scent avoidance policy.
- 3. Employees affected by scented products shall report the concern to their immediate supervisor.
- 4. Where a student or employee's health remains at risk, even after reasonable steps have been taken to mitigate scents in the workplace, other accommodations may need to be considered including but not limited to, reassignments or relocation.
- Reference: Sections 17, 20, 22, 65, 85 School Act Health Act Safety Standards Act Workers' Compensation Act Communicable Diseases Regulation Occupational Health and Safety Regulation

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: June 22, 2021 April 11, 2025

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