



ADMINISTRATIVE MANUAL

AUTHOR:	Occupational Health and Safety Department	FOLDER:	Health and Safety
APPROVED BY:	Senior Management	REVIEW FREQUENCY:	Annual
ELECTRONIC RESPONSIBILITY:	Vice President Clinical Programs and CNE	ORIGINAL APPROVAL DATE:	27/03/2007
POLICY HISTORY/ NUMBER CHANGES:		REVISED DATE REVIEWED DATE:	20/03/2012

080.901.045 FRAGRANCE REDUCED WORKPLACE

POLICY:

Every effort will be made to reduce the risk of fragrance exposure to all persons at Markham Stouffville Hospital (the Hospital) sites, due to the potential health issues (e.g. allergic reaction, migraines, etc) that may arise from exposure to scented products.

Employees, volunteers, medical/dental/midwifery staff, contractors, external service providers, patients, and visitors are advised not to wear products containing scents, such as perfume or cologne while at any of the sites of the Hospital.

Fragrance Sensitivity reactions should be brought to the attention of the immediate Director / Manager / Coordinator for discussion with the applicable individual.

EXPECTED OUTCOMES:

Provide a fragrance-reduced environment in consideration of health needs and concerns of those sensitive and non-sensitive individuals alike at Markham Stouffville Hospital.

DEFINITIONS:

Fragrance Free/Unscented – Indicates that a product is likely to be odourless or no fragrances have been added to the product, or that a masking agent has been added in order to hide the scents from the other ingredients in the product. If the word “fragrance” or “flavour” is in the ingredients, it is NOT fragrance free.

Fragrance Sensitivity – a hypersensitivity to common chemical and environmental stimuli. Common triggers or products that induce symptoms in people reporting scent sensitivity include, but are not limited to:

Cologne or Perfume After Shaves	Scented Body Sprays Scented Hair Sprays Candles	Perfumed Lotions Deodorants
Air Fresheners & Deodorizers Paints	Cosmetics	Shampoos and Conditioners Diapers e-cigarettes

Exposure to these fragrances and scents may trigger symptoms that include, but are not limited to: fatigue, migraine headaches, rashes, dizziness, difficulty breathing and nausea.

External Service Providers – Staff from external services such as Emergency Medical Services, Police, etc. who have the potential of entering any Hospital site during the course of their workday.

ROLES AND RESPONSIBILITIES:

Employees

- 1) If an employee notices fragrance on another employee kindly remind them of the fragrance reduced workplace policy and the impact fragrance may have in other individuals' health.
- 2) If the employee continues to wear fragrance to the workplace the employee's Director/Manager/ Coordinator is to be contacted and advised of the situation.
- 3) If the situation continues to be unresolved, the exposed employee may complete an online IReport.

Director / Manager or Delegate

- 1) Management to follow up with issues brought to their attention and to promptly contact the employee and address the issue with them. The individual should be made aware of the effect fragrances may have on individuals. The Fragrance Reduced Policy will be reviewed with the employee. A copy of "Fragrance Reduced Area" pamphlet (Appendix A) will be provided.
- 2) If issue continues to be unresolved and the employee continues to wear fragrance to the workplace, further action may be taken in consultation with the Human Resources Department.

Occupational Health and Safety (OHS)

- 1) Assist in accommodations of employees with health concerns in fragrance-sensitivity.

Volunteers

Markham Site

- 1) If a volunteer is identified to be wearing a fragrance, Community Resources will meet with the volunteer to review the policy and the impact fragrance may have in other individuals' health.
- 2) If the issue continues to be unresolved, and the volunteer continues to wear fragrance to the workplace, further action may be taken in consultation with the Community Resources Department.

Uxbridge Site

- 1) If a volunteer is identified to be wearing a fragrance, the person in charge of Volunteers for the Uxbridge Auxiliary will meet with the volunteer to review both the policy and the impact fragrance may have in other individual's health.
- 2) If the issue continues to be unresolved, and the volunteer continues to wear fragrance to the Uxbridge site, further action may be taken in consultation with the person in charge of Volunteers for the Uxbridge Auxiliary.

Other Hospital Sites

The Markham Stouffville Hospital offers clinics and services at several locations and in partnership with other organizations. It is anticipated that the intent of this policy will apply to all those engaged in the delivery and receipt of the service and care provided through Markham Stouffville Hospital. If the procedures described herein are not directly applicable to the site where you are located, please contact the Director, Human Resources for interpretation or further direction.

Medical/Dental/Midwifery Staff

- 1) The Director/Manager will meet with the Departmental Chief to follow up with the identified Medical/Dental/Midwifery Staff.

External Service Agencies

- 1) If an external provider is noted wearing a fragrance in any Hospital site, employees may provide them with a "Fragrance Reduced Area" pamphlet and advise them that fragrance should not be worn to any areas of the facilities.
- 2) If the fragrance issue persists, employees are advised to contact their immediate Director/Manager/ Coordinator for follow-up.

Patients

- 1) Patient information handouts will include information regarding not wearing or bringing fragrant items such as perfumes or colognes to any Hospital site.
- 2) Management will take reasonable action(s) necessary to provide all employees with a healthy and safe work environment. This may include addressing the fragrance issue with a patient.

Visitors

- 1) Visitors, identified as wearing fragrance, will be provided with information regarding "Fragrance Reduced Area" and the reasons why fragrance should not be worn and scented products should not be brought into any Hospital site.

PROCEDURES:

COMMUNICATION:

All persons entering any Hospital facility will be advised of Markham Stouffville Hospital Fragrance Reduced Workplace Policy through signage (Appendix A) and/or an information pamphlet entitled "Fragrance Reduced Area" (Form # 410109725) (Appendix B). This pamphlet outlines the various reasons/benefits for elimination of fragrance in the workplace. This information may be shared with any person(s) identified as wearing fragrance to the workplace.

It is the responsibility of Management to ensure that approved signage is posted and all employees are made aware of this policy. Communication of the Fragrance Reduced Workplace Policy will be provided to new employees in General Hospital Orientation.

REFERENCE:

"Scent-Free Policy for the Workplace." Canadian Centre for Occupational Health and Safety. May 6, 2010

ENDORSEMENT(S):

Joint Occupational Health and Safety Committees

PREVIOUS REVIEWED/REVISED DATES:

Previous Revised Dates: 31/10/2008; 25/11/2009; 09/02/2011

FRAGRANCE REDUCED AREA



**For the health and comfort of everyone,
please refrain from using fragrances or
heavily scented products when visiting the hospital.**

For more information visit www.msh.on.ca or ask at the information desk.



Appendix B

We are all responsible to **reduce the risk of fragrance exposure** to all persons at Markham Stouffville Hospital, due to the potential health issues that may arise from exposure to scented products

So, what can you do?



**Be Kind,
Leave your Scents Behind!**

For more information contact:

Occupational Health and Safety Department

Markham Site – (905) 472-7373 ext. 6280

Uxbridge Site – (905) 852-9771 ext. 5233

The Fragrance Reduced Workplace is based on Markham Stouffville Hospital Corporation Policy 080.901.050.



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www.msh.on.ca

print materials code (date)



Did you know fragrances contained in items such as perfumes, body lotions and other consumer products can cause serious health effects?

**FRAGRANCE
REDUCED AREA**



**LEARN MORE
INSIDE:**

PROGRESSIVE • COMMUNITY • CARE

www.msh.on.ca

To some, a scent is sweet and refreshing...

To others, a scent is an air pollutant that can cause adverse physical reactions and make them seriously ill, resulting in a medical condition known as Fragrance Sensitivity.

Did you know?

- Fragrances are generated either by natural ingredients or by chemical additives
- At least 5,000 different chemicals are used to manufacture fragrance products
- Perfumes can contain as many as 600 individual chemical ingredients

Where are scented products found?

Common household / consumer products that induce symptoms include but are not limited to:

- Perfumes
- Colognes
- Body Sprays
- Hairspray
- Household Cleaners
- Air Fresheners
- Fabric Softeners
- Aftershave

Markham Stouffville
Hospital Corporation...

A FRAGRANCE REDUCED WORKPLACE:



Due to the health issues associated with the widespread use of fragrances, Markham Stouffville Hospital has introduced a Fragrance Reduced Workplace Policy which aims to provide an environment free of personal fragrances that may cause a health hazard such as allergic reaction, migraines, fatigue, rashes, dizziness and difficulty breathing.

For the comfort and health of patients, employees, physicians, volunteers, community partners and visitors, please refrain from wearing fragrances when visiting Hospital sites.

What Can I do?

- **Avoid wearing scented products, where possible, when visiting hospital sites**
- **Use unscented products as much as possible**

If you meet a patient, visitor or employee wearing a fragrance, kindly remind them of the fragrance reduced workplace policy.

Markham Stouffville Hospital is committed to ensure that every effort is made to protect the health and safety of patients, visitors, staff, physicians and volunteers and provide them with a healthy and safe environment.