



PROCEDURE

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| Procedure Number: OHS-010 | Procedure Title: Share the Air |
| Supersedes Existing Procedure? Y | Procedure Owner: Executive Director, Human Resources Services and Organizational Development |
| Associated Policy: Y | Date Last Approved by CET: July 24, 2019 |

1. Purpose

The following procedures provide guidelines and measures to ensure a safe and healthy workplace environment free of the hazards of scented products or vehicle exhaust.

2. Application

This program is applicable to all College employees, students, contractors and visitors and includes scent-smart and idle-free practices. The requirements extend to members of the College community while participating in athletic events, on bus trips and other off-site activities, and also applies to students in Residence.

3. Roles and Responsibilities

All College Community members will:

- Understand the effects scented products may have on some individuals and be considerate by reducing or avoiding wearing or using scented products.
- Notify those around your work area if you are sensitive to scents.
- Turn off your engine if stopped on campus for more than 60 seconds and encourage others to do the same.

Supervisors and Managers will:

- Ensure their employees are aware of, and understand, this program.
- Discuss the benefits of a scent-smart work environment and request the cooperation of all employees and students.
- Investigate and respond to any issues related to scents in their respective area of the College using good judgement to provide a fair, uniform and timely resolution.
- Wherever possible, ensure their respective departments are “scent-smart” when purchasing or using products that contribute scent to the environment.

4. Scent-Smart Practices

- a) If you are a person who suffers a physical reaction to scented products and there is a scent in your surroundings that is causing you to have a reaction, consider the following:
 - If the scent is being worn by someone in your work area, approach them directly. Explain what the problem is – what you think you are reacting to, and explain the kind of reactions the scent triggers. Ask for their assistance in determining the trigger and possible solutions.

- Post a “Scent-Sensitive Area” poster near the entrance to your work area to alert others outside your work area that there is a person who is scent-sensitive in the area. A poster may be printed from Appendix OHS-010(A).
 - If the above suggestions do not resolve the issue, contact your supervisor for assistance.
 - If you think you are reacting to an environmental condition, advise your supervisor and work with them to determine the possible trigger and solutions.
 - Consider having a medical assessment that can help identify your sensitivities and triggers.
- b) If you are a supervisor or manager with an employee in your department who indicates that they suffer from health problems triggered by scent:
- Talk to your employee so he/she knows you are approachable about the subject.
 - If a scent issue is reported to you, work with the individual to identify triggers and solutions.
 - Ensure that a “Scent-Sensitive Area” poster is displayed near the entrance to your area to alert others outside your area that there is a person who is scent-sensitive in the area. A poster may be printed from Appendix OHS-010(A).
 - Consider temporarily relocating the individual.
 - Encourage your other employees to be part of the solution by being courteous and respectful in their use of fragrance.
- c) Depending on severity, if a student indicates that they suffer from health problems triggered by scent:
- The student should meet with the faculty member and discuss the scent sensitivity, what they think they are reacting to, and explain the kind of reactions the scent triggers.
 - If appropriate, the faculty member may refer the individual to Student Services where additional assistance or resources may be available.
 - The faculty member may direct the class to refrain from using scents.
- d) If you are approached by another employee or student who indicates that they may be suffering from health problems triggered by a scent you are wearing:
- Work with those scent-sensitive individuals to find out what product is triggering a reaction.
 - Avoid wearing or using scented products.

5. Idle-Free Practices

- a) Support Loyalist College in becoming an idle-free campus by:
- Turning off the engine if the vehicle is going to be parked for more than 60 seconds.
 - If you are being picked up from the College, encourage your driver to follow the one-minute guideline.
 - Work with vendors to ensure commercial vehicles delivering goods and services are aware that Loyalist College is an idle-free campus. Consider adding anti-idling requirements in vendor contracts.
- b) Exceptions will be made as follows:
- Motors used to run refrigeration units to permit uninterrupted refrigeration.
 - A fleet vehicle if necessary for the repair of that vehicle.
 - Fleet vehicles which must be kept idling in order to operate, install, maintain or repair equipment or infrastructure.
 - Any situation in which the health or safety of a driver, passenger or animal requires the idling of the vehicle

6. Related Documents

Appendix OHS-010(A) – Scent-Sensitive Area Poster
Appendix OHS-010 (B) – Scent-Smart Frequently-Asked Questions

7. References

[Natural Resources Canada's Idle-Free Zone](#)

[Canada Safety Council: Perfume in the Workplace](#)

[Canadian Centre for Occupational Health & Safety: Scent-Free Policy for the Workplace](#)