

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b>  Health and Safety	<b>SUBJECT:</b>  Clean Air Policy	<b>Code:</b> HS025
		<b>Date of Issue:</b> Mar 2002
		<b>Revised:</b> Dec 2006
		<b>Reviewed:</b> May 2010
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### PURPOSE:

- **Provide a healthier work environment.**
- **Provide a scent free workplace.**
- **Make people aware of scent sensitivities and allergies; and understand the reason and need for the policy.**
- **Inform people they must refrain from wearing products that cause identified reactions.**

### DEFINITIONS:

#### **Multiple Chemical Sensitivity/Environmental Illness (MCS/EI):**

This is a disorder triggered by exposure to chemicals in the environment. It is possible for low levels of the product or exposure to the environment to trigger reactions in people reporting these conditions. Symptoms include, but are not limited to, fatigue, migraine headaches, rashes, difficulty breathing, dizziness and ear, nose and throat difficulties.

#### **Triggers:**

Triggers are products or environmental factors that induce symptoms in people reporting MCS/EI. Common triggers may include cologne, perfume, scented body sprays, scented hair spray/gel/mousse and other leave-in-hair products, lotions, scented powder, after shave, richly-scented deodorant/anti-perspirant, air fresheners (solid or spray), bathroom deodorizers, potpourri, scented candles and many products currently used for cleaning floors, carpets, and other surfaces.

### RESPONSIBILITIES:

#### **Employee:**

1. Employees must refrain from wearing scents in the workplace. Scents include cologne, perfume, scented body sprays, scented hair spray/gel/mousse and other leave-in-hair products, lotions, scented powder, after shave and richly-scented deodorant/anti-perspirant.
2. Any employee found not to be complying with the policy will be subject to discipline.
3. At all times and when weather permits, employees are encouraged to increase ventilation where possible by opening windows and airing rooms regularly.

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4. The employee is responsible to make their Manager aware of any situations where they have a sensitivity and this policy is not being followed.

### **Employer:**

1. When a scent sensitivity is identified, air purifier's can be used in offices at the expense of Avenue II, if helpful, upon approval by the Executive Director.
2. Every effort will be made by the Employer to purchase cleaning products, disinfectants, and paints that are least toxic and with little or no odour. These products should be stored in tightly closed containers and in areas away from "traffic" areas.