

School District #62 (Sooke)

Awareness of Scent/Chemical Sensitivities	No.: D-122
	Effective: April 28/09 Revised:

ADMINISTRATIVE REGULATIONS

The goals of these Regulations are to reduce the use of:

- perfume, cologne/aftershave, scented air fresheners, scented candles and potpourri.
- heavily scented personal hygiene products such as hair products, lotions/creams and deodorant;
- heavily scented flowers in the workplace such as lilacs, hyacinth, flowering broom, etc.

Responsibilities:

1. The Board will:
Support District administrative staff and supervisors in implementing the scent reduction workplace policy.
2. District staff, with the support of the Health and Safety Supervisor, will:
 - Raise awareness of the scent reduction policy.
 - Educate employees, students and visitors about the use and effects of scented products through notices and informational meetings.
3. Supervisors will:
("Supervisors" refers to Principals, Vice-Principals, department directors and managers, facilities supervisors, foremen, lead hands and any other direct supervisors.)
 - Educate staff in the use and effects of scented products.
 - Request that products used by staff are fragrance free, when possible.
4. Employees will:
 - Be made aware of the Policy and Regulations regarding scented products.
 - Report any concerns to their supervisor.
5. Students:
 - Principals and Vice-Principals will make students and parents aware of this policy and provide information on the use and effects of scented products annually.
6. Facilities will:
 - Use products and ensure contractors use products that are scent free, when possible.
 - Notify appropriate personnel when work is to take place that may involve the use of scented products or products that contain an odour or chemical(s) that may affect the health of staff. Notification should allow a reasonable time frame for staff accommodation to take place, if necessary.
 - Provide appropriate signage for all District schools, facilities and vehicles, including school buses.