

Kingston Health Sciences Centre

ADMINISTRATIVE POLICY MANUAL

Subject: Scent Sensitive Environment

Number: 02-201

Issued by: President and Chief Executive Officer

Page: 1 of 2

Original Issue: 2018.10

Revised: NEW

Introduction

Due to health concerns arising from exposure to scented products, the organization has instituted a scent sensitive environment policy in an effort to provide a healthy and safe working, learning, teaching, and caring environment for everyone.

We care for and work with many individuals with lifelong illnesses who can experience significant negative health effects when exposed to fragranced products and will endeavour to accommodate the health needs of scent sensitive individuals in our environment.

Policy

All persons who work in, attend as patients, or visit Kingston Health Sciences Centre (KHSC), have an obligation to help maintain a scent sensitive environment. This policy applies to all staff including KHSC employees, credentialed and appointed staff, and affiliates (e.g. volunteers, learners, contractors). "Hospital premises" includes all KHSC property including all off site and satellite locations.

KHSC will demonstrate its commitment to a scent sensitive environment through a variety of communication avenues that may include for example, signage, the KHSC website, Patient & Family Guide, and other means to inform prospective patients, staff, and the general public prior to visiting the premises (e.g. inclusion on appointment reminders).

Definitions

Scent: For the purpose of this policy, refers to an added ingredient or chemical that emits a distinctly noticeable odor that would be present in a large range of products, including; shampoo and conditioners, hairsprays, deodorants, colognes and aftershaves, fragrances and perfumes, lotions and creams, potpourri, industrial and household chemicals, soaps, cosmetics, laundry detergents, and fabric softeners, air fresheners and deodorizers, oils, candles, diapers and some types of garbage bags.

Procedure

1. All individuals on hospital premises will:
 - 1.1 Refrain from wearing cologne, perfume, scented personal care products such as body lotions, sprays, and powders, scented deodorant and hair care products, and aftershave lotions. Alternative choices for scented products can be found in Appendix A.
 - 1.2 Avoid bringing in scented flowers, including, but not limited to: Freesias, Lilacs, Lavenders, Lilies (including day/tiger/Easter, lily of the valley and star gazers), Hyacinth and Peonies.
 - 1.3 Laundry detergents and fabric softeners, particularly dryer sheets, can be heavily scented with perfume; avoid wearing clothing that has been washed/dried with heavily scented laundry products; consider selecting an available scent-free option (see Appendix A).

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- 1.4 Refrain from bringing scented air fresheners or personal hand lotions from home. Fragrance-free hand lotions are available at the hospital.
- 1.5 Avoid having residual perfume/scent on clothing before coming to work. Air out dry cleaned clothes.
2. It is the expectation that all staff advise all persons entering the hospital about the scent sensitive environment policy and educate all persons entering the facility about the health effects of scented products. Signage is posted at main entrances. Additional signage is found in Appendix B.
3. Where a patient is wearing a scented product(s), cooperation with the hospital's scent sensitive environment policy will be requested. Where continued scents are worn, the unit Manager (or designate) will request and/or assist the patient in washing or changing their clothing.
4. Where a guest is wearing a scented product(s), they will be asked to cooperate with the hospital's scent sensitive environment policy by either removing the scented product or leaving the premises. If the guest fails to cooperate with this request, Security should be contacted.
5. Where a staff member is wearing a scented product(s) they will be asked to cooperate with the hospital's scent sensitive environment policy by leaving the area to remove the scented product and/or change their clothing.
6. Staff who show disregard for the scent sensitive environment policy will face appropriate disciplinary action. Where the staff member is not a KHSC employee, their employer and/or most responsible person will be informed.
7. Suppliers will be notified of our policy and our mandate to purchase scent free products wherever possible.
8. The public will be advised of our policy through the media, and other venues such as appointment requisitions, and scent sensitivity environment signage posted throughout KHSC.
9. Where patients are highly sensitive to scents they should contact the Patient Care department to convey their concerns. The Patient Care Manager is responsible for investigating the concern.

Authorizing Signature:

Dr. David Pichora
President and Chief Executive Officer