Guideline Name	Scent-Free Guidelines FMG-001
Origin	Facilities Management Joint Occupational Health and Safety Committee
Authority	
Date of Original Approval	April 2024
Supersedes	New
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Review/Retirement Date	April 2027
Responsibility for Revision	Facilities Management
Responsibility for Implementation	Facilities Management

Purpose:

Mount Saint Vincent University has instituted this scent-free guideline to promote a safe, inclusive, and accessible campus for all. Scented products such as perfumes, cologne, shampoos, oils, and deodorant can trigger asthma attacks, allergies or other medical conditions. As such the intent of this guideline is to reduce the risk of staff and students experiencing respiratory and other health-related issues resulting from exposure to scented products.

Scope:

The University is committed to providing a safe work environment. This guideline will outline the university's commitment for working towards a scent-free environment. This guideline will apply to the MSVU Community including Staff, and Students at MSVU, providing awareness of the potential risks associated with scented products, and the procedure to follow should a scent-related concern arise.

Definition:

Scent-free: A product that is odorless or near odorless, and contains no odor-masking ingredients such as a perfume.

Potential Hazards

- Asthma Attack
- Allergic reaction
- Headache
- Difficulty Breathing
- Nausea
- Fatigue
- Insomnia
- Confusion
- Numbness
- Dizziness, light-headedness

Responsibility:

Every member of the MSVU community should refrain from using scented products, when possible, to help create a healthy and scent-free environment for everyone. Students should bring concerns about scented products to their instructor or Department Chair/Director. Employees should bring concerns about scented products to their Manager, Supervisor or Director. Reporting structure for Faculty – noted below but include something here?

- Joint Occupational Health and Safety Committee will hold an annual awareness campaign to communicate the guideline. Signs are posted throughout campus promoting a scent-free campus.

Procedure:

For Supervisors

- Get the affected employee away from the scent.
- If first aid is needed, contact security.
- Discreetly approach the individual wearing the scent and explain the situation, asking if they would consider switching to scent-free/scent-reduced product while on campus.
- Follow up with the affected employee and advise them on the results of the encounter.
- Monitor the situation to ensure that the matter is resolved
- Should the matter continue, escalate the concerns to HR.

For Employees

- If you are comfortable, approach the individual who is wearing the scented product and explain to them that the product being worn is causing you negative symptoms.
- If needed, ask them to refer to MSVU's Scent-Free Guidelines.
- Ask if they are comfortable switching to a non-scented, or scent-reduced product.
- If you are uncomfortable approaching the individual wearing the scent, or the matter continues, speak to your supervisor.
- If you have sensitivities to scents such as paint and varnish, please advise your supervisor so that they can alert you when such activities are scheduled and help accommodate you for the duration of such activities.
- If you are the employee who is wearing the scented product and are approached, work with the affected parties to find out what product or products are causing the reaction.
- Do your part to help ensure MSVU remains a scent-free and healthy environment for all members of our community.

For Faculty

- Advise your students at the start of the term of the MSVU Scent-Free Guidelines and ask that they refrain from wearing scented products. Consider including information about the Scent-Free guidelines in your course outline.
- If you suffer from a scent sensitivity and the issue persists, contact your Chair/Director or Dean and advise them on the matter.
- If you become aware that one of your students is having an adverse reaction to scented products, ensure that their health and safety takes priority. If the student is having difficulty breathing or other adverse effects, contact security and make them aware of the situation.
- If you become aware that one of your students has a sensitivity to a scented product, speak to the individuals wearing the scented products and explain that the products they are using are causing adverse reactions, asking that they refrain from wearing scented products in class.
- If the issue persists, work with the students to find a solution, discuss with your department Chair/Director or Dean.

For Students and Members of the Community:

- If you are comfortable approaching the individual wearing the scented product that you are having a reaction to, speak to them and explain that you may be reacting to a product they are wearing. Ask if they would not mind using scent-reduced/scent-free products going forward.
    - If you are in class and are uncomfortable approaching the individual or feel that direct contact may worsen your symptoms, please reach out to your instructor. Explain that you are having a reaction to a scented product, asking them to speak with your classmate.
    - If you are in residence and are experiencing a reaction to a scented product and are uncomfortable approaching the individual whom you feel you are reacting to, reach out and speak with your Resident Advisor and have them reach out and speak with the student or students about the matter.