



**COMMUNITY NURSING REGISTRY OF OTTAWA
HEALTH AND SAFETY POLICIES AND PROCEDURES**

SECTION D: CONTROL ACTIVITIES		D.25 SCENT FREE ENVIRONMENT
Date Issued: 06/2018		

D.25 Scent Free Environment

STANDARD

CNRO supports a scent free environment. It is the expectation that employees and members will not wear or bring scent into the office or to a client environment. This policy also applies to clients and visitors who come to the CNRO office.

PROCEDURE

1. To limit exposure employees, members, clients and visitors are encouraged to:
 - a. Use non-scented personal care products
 - b. Refrain from bringing items that give off scent into the office or client environment.
 - i. Air fresheners,
 - ii. Potpourri
 - iii. Flowers
 - iv. Hand cream
2. CNRO will use the least toxic cleaning products in the office area.
3. CNRO will use the following methods of notification
 - a. Signage at the entrance to the CNRO office
 - b. Verbal reminders when making appointments
 - c. Notification on emails.
4. In case of an exposure, affected staff are requested to:
 - a. Stay away from the source, remaining in a room with the door closed to reduce exposure
 - b. Increase ventilation by running portable fans if this is helpful.
 - c. Seek first aid as needed.
5. Non-compliance of this policy may result in a person being asked to leave the CNRO office.

EVALUATION

This policy will be reviewed annually.