

Safety and Emergency Measures 10350 Scent-Alert School Environments	Administrative Application	
	Last Reviewed / Approved on:	October 21, 2024
	References:	Saskatchewan Health Authority Policies and Procedures 7311-30-013 Policy 12 – Role of the Director Canadian Centre for Occupational Health and Safety Canadian Lung Association
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) strives to maintain a quality indoor environment in all of its buildings. Scented products can aggravate existing health problems for students and staff members who have asthma, COPD, allergies, and other medical conditions. The Saskatchewan Health Authority (SHA) recommends that scented personal care products be used sparingly. Health problems such as congestion, wheezing, sore throat, runny nose, shortness of breath, dizziness, skin irritation and headache result from exposure to such odours or scents. These symptoms can range from mild irritation to severe irritation that results in an individual being unable to perform their normal activities.

Commonly Scented Products include Personal Hygiene Products (Shampoos, Hairsprays, Deodorants, Colognes/Perfumes, Cosmetics, and Lotions), Industrial and Household Chemicals and Cleaners, Air Fresheners (Candles, Potpourri, Oils, and Air fresheners).

Definitions

1. **Fragrance/ Scents**

Fragrance and Scents refers to the smell that is either artificially created or occurring naturally. It is anything that adds a smell to something else. Scents can enter our body through our skin and lungs creating various reactions in different people.

2. **Fragrance Free/Unscented**

Health Canada's labelling regulations define fragrance free and unscented to mean that no fragrances have been added to a product or that a masking agent has been added to hide the scents from the other ingredients. If the product contains an odour-masking ingredient, it may use the term de-scented. It is important to be aware of the lack of consistency with these terms, but they can still be used as a guideline when choosing a product.

Application

Steps towards creating a quality indoor scent-alert environment:

1. Responsibilities of School Administrators

- a. At the beginning of each school year the principal shall address the benefits of having a scent-alert environment with students, staff and parents/guardians.
- b. At the beginning of the school year the principal shall review administrative applications and school procedures regarding Scent-Alert with the school staff and Catholic School Community Councils.

2. Responsibilities of Office Manager and Catholic Education Centre Receptionist

- a. At the beginning of the school year, the Office Manager/CEC Receptionist shall display the RCSD Scent-Alert Signs.
- b. Inform all external visitors that RCSD is scent-alert.

3. Responsibilities of all Employees/Students

- a. Choose unscented or fragrance-free products when possible.
- b. Be aware of all scented products that you use and eliminate usage when coming to RCSD buildings.
- c. Inform all external visitors that RCSD is scent-alert.