



PERSONAL ATTENDANT CARE INC.
 1650 DUNDAS ST. E. SUITE 200
 WHITBY, ON L1N 2K8
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		Operational Procedure Number 4.09
		Page 1 of 1
DEPARTMENT		Occupational Health and Safety
SUBJECT		Scent Free
APPROVED BY (signature)	CHIEF EXECUTIVE OFFICER	<i>N. Carter</i>
APPROVED DATE		September 11,2001 / June 15,2009
REVIEWED BY		Health and Safety Committee
REVIEW DATE		June 15, 2009

OPERATIONAL PROCEDURES

Preamble

In support of our commitment to health promotion and a healthy and safe environment, Personal Attendant Care Inc. shall strive to provide an indoor air environment that does not cause health problems due to fragrances, scents and chemicals for clients, staff, volunteers and visitors.

Procedures

1. Employees, volunteers and students must refrain from wearing perfumed lotions, perfumed hair sprays or other perfumed personal products while at work.
2. All employees have a responsibility to support the Operational Procedure and are expected to communicate it to the attention of individuals who are using scented products. This must be done in a respectful manner to those individuals who may be unaware of Personal Attendant Care Inc.'s Operational Procedure.
3. Written information will be provided to employees during orientation and will be available upon request from the Supervisors/Manager.
4. Supervisors/Manager are to ensure all necessary steps are taken for staff with health concerns to notify clients prior to scheduling of staff.
5. Administrative personnel are to notify in advance individuals attending meetings/appointments in the office, of the Operational Procedure.