

Worksheet for Supervisors

Scent awareness investigation worksheet to be used in conjunction with the Scent Sensitivity Awareness Campaign of the Dufferin-Peel Catholic District School Board.

The purpose of this worksheet is to provide a sequential action tool to help resolve problems related to perfumes or scent sensitivities to materials in the workplace or school. This worksheet can be used for both medically related sensitivities and comfort issues.

Is the specific agent known? Yes No

If the agent is known:

- Identify where the agent is originating from, the source of the problem.
 - from people,
 - from carpets or fabrics,
 - from equipment,
 - from food

- Can the material be removed from the workplace?
 - is there a substitute product?
 - can the material be moved to another location?
 - can it be encased to enclose the agent ?
 - will new equipment eliminate the problem?
 - can a new protocol eliminate the material from the workplace?

- Should there be an educational component with staff?
 - discussion of the impact that the material is having on the affected individual
 - reference information on the nature of the sensitivity
 - regular feedback on progress
 - new protocols developed and discussed
 - better maintenance of equipment

- Does information need to be shared with the general staff/student population?
 - should signs be posted?
 - how else will information be communicated?

- Who will implement the selected solution?

- How will feedback be communicated?
 - to the affected individual
 - to all affected staff members

- If the material cannot be removed or enclosed
 - can the individual be moved to another work location?
 - can different times of work solve the problem?
 - will ventilation solve the problem?
 - will personal protective devices solve the problem?

If none of the above can solve the issue and if the individual has a substantiated medical condition, please contact the Health Promotion and Wellness Department and/or the Health and Safety Department for assistance.

If the agent is unknown:

- Discuss the problem in detail with the individual involved for their input.
- Keep a record of when the problem occurs.
 - What is occurring in association with those events? (a procedure?, a person?, a time of day?)
- What is different or unusual in the workplace?
 - when there is a theory as to what it could be, follow the procedure as outlined under "Agent Known"

If assistance is required, contact the Health and Safety Department, the Health Promotion and Wellness Department or a representative of your employee association.