STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09	Page: 1 of 1	Number: 5.4
			Category: Safety and Security
	Reviewed by/Reviewed Date: CSA Exec Team 7/6/09	Replaces:	Distribution: All Staff
Title: **Employee Allergies Awareness**	Approved: 7/6/09		

Policy ☐   **Procedure** ☐   **Guideline** ☑

Purpose
The Community Services Agency (CSA) is committed to provide a safe and healthy working environment for persons working in our Department.

Definition
CSA expects all employees to use precaution to help ensure a safe and healthy working environment.

Procedure
There are ways that employees can help to prevent them.

A.   Perfume, Cologne, After-Shave and Lotion
Chemicals found in these products can cause problems. Adverse reactions include: headaches, eye, nose and throat irritation and labored breathing. Symptoms have been known to result in hospitalization. It may be difficult for those who do not experience these reactions to fully appreciate the distress of those who do. Please refrain from the use of highly scented products at work.

B.   Household chemicals
Chemicals are another cause of distress. Do not bring chemicals into the work place. If a disinfectant or cleaner is needed you will need to contact Office Services. If a damp cloth does not work, inform your neighbors and use the cleaner sparingly.

C.   Flowers
Flowers cause persons to experience allergic reactions. If you receive them at work, be sure to take them home at the end of the day. Be sensitive to those who may be allergic to fresh cut or dried flower arrangements. If someone in your area is especially sensitive, store the flowers away from your area until it is time to go home.

D.   Tobacco
Exposure to tobacco smoke is still an occasional problem. CSA provides designated areas away from building entrances. The main walkway from the staff parking lot is almost a required route, so if you smoke, be aware of your surroundings and courteous to others.