Welcome to the Department of Chemistry!
Message From The Chair

On behalf of the members of the Department of Chemistry at Western University, I would like to welcome you. We are a large and vibrant Department with much to offer undergraduate and graduate students, and visiting scholars. The Department, home to 31 faculty and over 20 staff, has recently undergone extensive renewal; over half of the faculty has been appointed in the last ten years. Concomitant with this renewal in faculty members has been a growth in the number of graduate students in the Department and the acquisition of new space. We are excited about the future and invite you to share with us!

Yining Huang,
Chair, Department of Chemistry
**ACTION REQUIRED!**

**FORM SUBMISSION CHECKLIST**

The following forms are to be signed and submitted to Darlene McDonald, Graduate Coordinator, ChB 116:

- **New Employee Sign Up Sheet**
- **Memorandum (Privacy Act Information) (and Appendix D – Form 100, if necessary)**
- **Health, Safety, and Wellness Requirements for Laboratory Work**
- **Conditions of Key Issuance**

The following must also be completed as part of the new employee sign-up process:

- **Email request sent from UWO account to be added to Chemistry Email Distribution List**
- **Position Hazard Communication Form** (See link on Page 6 – Complete online form – Save & Exit – Automatically submitted to Health Services)
Payroll Sign-Up Sheet

**ACTION REQUIRED!**

✓ Together with your supervisor, please complete the New Employee Sign-Up Sheet for Payroll and return to Darlene McDonald, ChB 116

Critical Pay Information for New Employees

If you are a new employee, please read Welcome to Western carefully, then login to My Human Resources to check your address and enter direct banking information that will ensure your pay reaches you.
Health and Safety Policies

**ACTION REQUIRED!**

The University has an ethical as well as legal responsibility to provide a safe environment in which to study and to work. The University strives to foster the development of a safety consciousness in all members of the University community to minimize the risk of injury to persons or the damage of property or facilities.

Please click on the following for Western’s [Health and Safety Policy](#)

[Health, Safety, and Wellness Requirements for Laboratory Work](#)

This form must be completed and signed by both yourself and your supervisor and returned to Darlene McDonald in ChB Room 116 BEFORE your key requisition can be approved.
Health and Safety Policies

✓ Please conduct the lab tour with your Supervisor (or designate) which is enclosed – it is to go in the Lab Safety Binder in your supervisor’s lab.

✓ Please complete the position Hazard Communication Form

✓ The Laboratory Health and Safety Manual provides a minimum set of health and safety standards for the operation of campus laboratories. Please read and discuss with your Supervisor.

✓ Record of Safety Training Completed by Workers and Group Members Contact Information Sheets can be found though the following link:


(NOTE: Contact lists are not accurate – please see future slides for current contacts – link is mainly for forms)
Special Chemistry Building Safety

Procedures

All practices, guidelines, and policies in the Laboratory Health and Safety Manual (previous slide) are policies for Western University and also apply to the Department of Chemistry. In addition, there are a few specifics about our building.

1. The **FIRE ALARM** is a ringing bell. This is the only sound that will come from the fire alarm speakers. If you hear it, evacuate immediately by the nearest exit (see the evacuation plan for your lab space). The Chemistry Building is on a separate fire system than the Biological and Geological Sciences Building/Material Sciences Addition. You can evacuate ChB by going into BGS/MSA (or vice versa) if the alarm in that building has not been activated. If you have personal belongings close at hand (i.e., keys) be sure to take them. It could be days until you are able to re-enter!!

2. If you have a spill or the accidental/inadverrent release of chemicals in the lab (a “BAD SMELL”) follow the procedures outlined in blue book Section 11.6. Until the source of the smell can be adequately contained and controlled it is essential that the smell be contained within the lab. **Close all doors and NEVER, NEVER OPEN THE WINDOWS.** If building evacuation is not required, post a sign (or a co-worker) at the door to prevent entry, get your supervisor (or a ‘competent’ designate who has been formally assigned by your supervisor), Oleg Semenikhin (Extension 82858, ChB 067) and/or call OH&S (82036) during business hours, otherwise call 911 (if appropriate). Please note that if you call 911 not from a campus phone (e.g., from your cell phone), you will get to the London police emergency centre rather than the campus police and will need to explain to them you need to communicate with the UWO campus police. In case of an emergency and if you have absolutely no phone access, you can use the fire alarm to inform the emergency personnel even if the emergency is not a fire but rather of a medical or chemical nature.

Remember, your first priority is life safety; the building and facilities are secondary.
Special Safety Procedures Continued

3. If there is a fire in your lab, follow the procedures in the blue book Section 11.7 and remember that......
   a) never attempt to put out a fire that is larger than a basketball.
   b) you are not obliged to fight a fire, you are in the lab as a researcher not a fire fighter. If you are uncomfortable, evacuate all workers and pull the fire alarm. After evacuation meet Zhifeng Ding and/or the firefighters and/or call 911 and follow the instructions.

4. If you have a bad smell in your lab (localized) that you have determined does not originate in your lab, it is most likely entering through the sewer system. It is probably due to a dry sink trap. Fill all traps by running water into the sinks. If the smell persists after you have filled all traps call Zhifeng Ding at Extension 86161. If you are uncomfortable follow the evacuation procedure above.

5. If any of the building facilities are not working (ie. Electrical, plumbing, ventilation, light, heat, water, air, vacuum, fume hoods, air conditioning, locks, doors, latches, faucets, drains, hinges, fire extinguishers low, etc.), these are Western University maintenance items and can be fixed FREE. It won’t cost your supervisor anything.

6. After life-threatening safety issues have been dealt with, report all accidents and incidents to your supervisor and Zhifeng Ding. An incident report must be filled out and will be reviewed by the Department of Chemistry Safety Committee.

7. If you are unsure about a procedure STOP. Seek competent advice.
Special Safety Procedures Continued


9. When delivering items for repair or rework in the Glassblowing Shop or the Electronics Shop please be sure the items are clean and free of chemical contamination.

10. Our Hazardous Waste Pickup is weekly, on Thursdays at 10:30 a.m. SHARP. You must accompany your waste to the pickup and ensure that is labelled. ChemBioStores has labels. Your lab may have a designated person who transports lab waste.

11. There is the misconception that individual fumehood stacks join/mix as they leave each hood. This is not true. The airstreams only mix outside the building, above the roof, beside the stainless steel stacks.

12. If you need a circuit breaker reset and your panel is locked, first assess why the breaker tripped and reduce the load. Breakers trip for a reason.
Required Training

All faculty, staff (including work study students), and volunteers are required to take the following online training programs using OWL.

**NOTE:** To access safety training courses on OWL, you must first have a record set up on myHumanResources.

- **Accessibility at Western (AODA)**
  - Accessibility in Teaching (Faculty and GTA)
  - Accessibility in Service (Faculty, Staff, and Volunteers)
    ➔ For more information about Accessibility at Western, visit:
      [http://accessibility.uwo.ca/aoda/index.html](http://accessibility.uwo.ca/aoda/index.html)

- **Workplace Hazardous Materials Information Systems (WHMIS)**
  **NOTE:** WHMIS is mandatory for all Western staff, faculty, graduate students, work study students, and volunteers. Re-certification is required every three years.

- **Western’s Employee Health and Safety Orientation**
  **NOTE:** You must first sign the Acceptable Use Agreement and wait two hours before joining a course on OWL.

- **Safe Campus Community – Preventing Harassment, Violence, and Domestic Violence at Western**
  **NOTE:** You must first sign the Acceptable Use Agreement and wait two hours before joining a course on OWL.
Required Training Based on Work/Study Area

✓ Laboratory Safety – Hazardous Waste
  
  **NOTE:** Sessions are mandatory for all laboratory supervisors and workers (anyone who conducts a procedure in a laboratory).
  
  Register for the in-class training at: [http://uwo.ca/hr/learning/required/register.html](http://uwo.ca/hr/learning/required/register.html)

✓ Laboratory Orientation
  
  **NOTE:** Safety is a shared responsibility between you, your co-workers, and supervisor. **Your supervisor MUST acquaint you with the location and operation of all building safety devices.**
  
  Familiarize yourself with the [Safety Link](http://uwo.ca/hr/learning/required/register.html) on the Departmental Website.
  
  The supervisor and employee **MUST** complete the [Lab Orientation Checklist](http://uwo.ca/hr/learning/required/register.html) and file in the Lab Safety Binder in your laboratory.

✓ Laboratory Working Hours and Conditions

  **You should not work in the laboratory alone** (Laboratory Safety Manual, Sec. 8.2). A qualified graduate student, postdoctoral fellow, or faculty member must also be present. It is your right to work in a safe working environment.

✓ Additional Required Training Based on Work Area/Study

Please check with your supervisor for additional safety training you may be required to take in a class environment.
Identification Cards

✓ You will need an identification card (WesternONE Card) which can be obtained from Western Student Services Building, Room 1120 (Student Central).

✓ Please have your Western ID number and one piece of photo identification such as:
  Driver's license
  Citizenship card
  Passport
  Other government issued photo ID
Keys

**ACTION REQUIRED!**

STEP 1: To request your keys, please give form entitled *Conditions of Key Issuance* to Darlene McDonald.

STEP 2: To receive your keys from Facilities Management, visit: [http://uwo.ca/fm/client_services/keys.html](http://uwo.ca/fm/client_services/keys.html)

How to Request a Key “Sample”: [http://www.uwo.ca/fm/pdf/keys/RequestKey.pdf](http://www.uwo.ca/fm/pdf/keys/RequestKey.pdf)
Electronic Access

✓ Please have your supervisor email **Darlene McDonald** (dhagen@uwo.ca) as to what electronic access is required.

✓ A request for your electronic access will be sent in upon receiving this form/email.
Parking

✓ For parking information, please visit Parking and Visitor Services online.

✓ All parking permits must be applied for in advance online before visiting the office at Support Services Building, Room 4150. You will be notified via email when your pass is available.
Human Resources

✓ At myHumanResources, you can:
   ➔ View your earning statements online.
   ➔ View the details of your pension and benefits, including health, dental, and life insurance.
   ➔ View or make changes to your personal information.
   ➔ Sign up for Direct Deposit.

✓ Sign in to myHumanResources using your employee email username and password and update all necessary information.

✓ Direct Deposit is a fast, convenient way to access your pay so your money is immediately available to you on pay day. Direct deposit is Convenient - faster access to your money and your payments will never be held up by delays, Reliable - your payments will always be on time, and Secure - Direct Deposit is reliable and safe.

**IMPORTANT: The information on myHumanResources will be used to determine the distribution of your pay and where T4/T4A forms will be mailed (always make sure your contact information is current).**
Social Insurance Number (SIN)

Please get your SIN at the Canada Employment and Immigration Office located inside the Dominion Public Building at 457 Richmond Street.

You can also apply on-line:
http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml

Once you receive your number, please enter on My Human Resources.

Visa Authorization/Work Permit

Please make sure to give Darlene McDonald and SGPS a copy of your Visa or Student Authorization/Work Permit upon arrival.
OHIP/UHIP Coverage

**OHIP**
If you are from out-of-province, please make sure you are either covered by your own provincial plan OR go to the OHIP Office at 217 York Street, 5th Floor (1-888-376-5197) to apply for OHIP coverage.

For more information, please visit:
**Ontario Ministry of Health Care and Long-Term Care**

**UHIP**
Your card for UHIP is located in My Human Resources. Simply________________________ print the card and carry it with you.________
Health and Wellness

**Health** has traditionally been viewed as freedom from disease; the assumption is that if you are not sick, you are considered healthy. This perspective is changing. While everyone agrees that the absence of illness is one part of being healthy, the concept of “wellness” emphasizes the whole person. It is the integration of the body, mind, and spirit; and the appreciation that everything you do, think, feel, and believe has an impact on the state of your health.

**Wellness** is an active, lifelong process of being aware of choices and making decisions toward a more balanced and fulfilling life. It is a proactive approach, designed to achieve optimum levels of health as well as social and emotional functioning.
Health and Wellness

✓ Many factors can influence your health and well being.

✓ The following provides information and advice regarding 7 important and interacting dimensions of health and wellness.

1. Emotional Wellness – Taking care of your mind.
5. Spiritual Wellness – Taking care of your values and beliefs.

For more information, please visit http://iwellness.uwo.ca/
Mental Health

“The capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face.” (Public Health Agency of Canada)

<table>
<thead>
<tr>
<th>Prevention</th>
<th>At Risk</th>
<th>Crisis</th>
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<tbody>
<tr>
<td>Sleep</td>
<td>Stress Management</td>
<td>Mon-Fri 8:30 am – 4:30 pm</td>
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<tr>
<td>Exercise</td>
<td>Peer Support</td>
<td>Go in person or call</td>
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<td>Nutrition</td>
<td>Academic Counsellor</td>
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<td>Connect</td>
<td>Counselling</td>
<td>Student Health Services</td>
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<td>Health and Wellness Website</td>
<td>SHS, SDC, Residence</td>
<td>UCC Room 11</td>
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<tr>
<td>Learning Skills &amp;</td>
<td>Good2Talk (Post Secondary</td>
<td>519-661-3030</td>
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<tr>
<td>Writing Skills</td>
<td>Phone Line)</td>
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<tr>
<td>Student Success Centre</td>
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<td>UCC Room 210</td>
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Student Development Centre 519-661-3031. WWS, 4th Floor

24/7

- Campus Police 911
- London Crisis Response 519-433-2023
Mailbox

✓ The employees of the Department of Chemistry (with the exception of summer students and 4491 students) will be assigned a mailbox in the Chemistry Building, Room 121.
✓ See Darlene McDonald for the code to the keypad for entrance.
✓ There are also mail slots for outgoing stamped mail and unstamped mail in the same room.

✓ The Inter-University mailbox (green) is located on the wall outside of the Main Office, ChB 119.
Privacy Act

As a result of the Privacy Act, we need to ask your permission to include your name in any report on our departmental research activities.

Please sign the Memorandum together with Appendix D (Form 100) and return them to Darlene McDonald.

Please print these forms and return:
http://www.uwo.ca/chem/resources/docs/new_employee/memorandum.pdf
In case of a building emergency that necessitates an evacuation, activate the building alarm using a pull-station and exit the building by the nearest exit.
Building Emergency Team (BET) Members: ChB, B&G, MSA
(formerly Fire Marshals Floor Wardens)

The Chemistry building only has one sound to indicate an alarm – a ringing bell. No other sounds will come from the speakers.

ANY SOUND COMING OUT OF THE BUILDING SPEAKERS MEANS GET OUT!

Each and every alarm is treated as a genuine emergency. BET members are assigned on every floor of the building to ensure complete and prompt evacuation. You must obey the directions of the BET member – these are for your safety!

You are required to EVACUATE BY THE NEAREST EXIT and not walk through the building to a favourite exit.

Building Emergency Coordinators:
Zhifeng Ding (MSA 0203)
Vicky Lightfoot (MSA+B&G)
BET Members Continued

CHEMISTRY BUILDING

3RD FLOOR:
Bahareh Farhadpour (Baines Lab/ChB), Joe Gilroy (MSA)

2ND FLOOR:
Mark Workentin, Robert Hudson (ChB), Paul Ragonga (B&G)

1ST FLOOR:
Susan England*, Sandy Zakaria Holstag*, Jan Mathers*, (Undergraduate Labs ChB & MSA), Johanna Blacquiere (ChB Research and Administrative Offices)

GROUND FLOOR:
Zhifeng Ding (MSA), John Corrigan (ChB Research Labs/Offices)

LOWER GROUND:
Robin Hall* (Chemistry Addition), Rob Harbottle*, Martin Stillman (ChB Research Lab/Offices)

BASEMENT:
Warren Lindsay (Chemistry Addition), Clara Wren (ChB Research labs/offices), Sherrie McPhee (ChB ChemBio Stores)

NOTE: (*) have acknowledged that they will ensure that undergraduate labs clear completely.
BET Members Continued

**B&G**

2ND FLOOR:
Paul Ragogna (Research Labs/Offices)

**MSA**

3RD FLOOR:
Elizabeth Gillies (Research Labs/Offices)

1st FLOOR:
Sandy Zakaria Holtslag*, Jan Mathers*, Susan England* (Undergraduate Labs)

NOTE: (*) have acknowledged that they will ensure that undergraduate labs clear completely.
Urgent Contacts

For an event that does NOT require the immediate evacuation of the building, but requires attention urgently, contact:

*Yining Huang, Chair*

Campus: 83122   ChB 120A
Email: [yhuang@uwo.ca](mailto:yhuang@uwo.ca)

Off campus: 519–476–3573 (Cell)

*Zhifeng Ding, Chair of Safety*

Campus: 86161   MSA 0203
Email: [zfding@uwo.ca](mailto:zfding@uwo.ca)

Off Campus: 519–433–1425 (home) or 519–495–6763 (cell)

*Campus Police/Fire Prevention*

Emergency – 911
Inquiries: 83300

*Physical Plant*

24 Hour Services and Maintenance: 83304
Safety Committee Members

Safety committee members are available to assist you with concerns related to safety and incident/accident investigations. If you have any concerns contact:

**Zhifeng Ding (Safety Chair)**
Office. MSA 0203  
Campus phone: extension 86161  
E-mail: zfding@uwo.ca  
519–433–1425 (home)  
519–495–6763 (cell)

**Yining Huang (Department Chair)**
Office. ChB 120A  
Campus phone: extension 83122  
E-mail: yhuang@uwo.ca

**Joseph Gilroy**
Office. MSA 3201  
Campus phone: extension 81561  
E-mail: joe.gilroy@uwo.ca

**Martin Sillman**
Office. ChB 064 (Lower Ground)  
Campus phone: extension 83821  
E-mail: stillman@uwo.ca

**Rob Harbottle**
Office. ChB 089 (lower ground) or 110A  
Campus phone: extension 86322  
E-mail: rharbott@uwo.ca
Student Safety Committee Members

Bahareh Farhadpour (Baines lab)
ChB 310, bfarhadp@uwo.ca

Tyler Cuthbert (Gillies/Ragogna lab)
ChB 203, tcuthbe3@uwo.ca

Amir Rabiee Kenaree (Gilroy lab)
arabieek@uwo.ca
First Aid Responders and Locations of First Aid Kits

**Third Floor**: Outside ChB 310
Closest responder: **Amir Rabiee Kenaree** (Gilroy lab)

**Second Floor**: Across from ChB 202 and by BGS 2006 (note two lab doors)
Closest responder: **Tommaso Romagnoli** (ChB 220)

**First Floor**: Inside ChB 105 (lounge)
Closest responders: Mike Brandt (ChB 114)

**Ground Floor**: Beside ChB 23
Closest responders: **Yang Song** (ChB 22)

**Ground Floor**: Outside MSA 0216 Closest responders: **Mathew Willans** (MSA 0216)

**Lower Ground Floor**: Outside ChB 090
Closest responder: **Rob Harbottle** (ChB 089)

**Basement**: Outside ChB 023 (electronics shop)
Closest responder: **Yuhua Chen** (Chemstores – ChB 003)

First Aid Kits should be inventoried once a month by the responder. Request for supplies for restocking should be sent to Zhifeng Ding (zfding@uwo.ca), who will forward them to Occupational Health and Safety (OHS). Restocking of First Aid Kits is the responsibility of OHS, currently administered by Mike Mosley (scimjm@uwo.ca).
Prevention of Theft on Campus

To better protect our resources, the University Police suggests that we take the following measures:

✓ Lock all offices and labs when unoccupied, even during the day.
✓ Secure computers and audio-visual equipment with cables or lockdowns.
✓ Keep all petty cash in a locked drawer and limit access to one or two people.
✓ Secure personal property such as purses and laptops in a locked drawer if it will be unattended even for a few minutes.
✓ Permanently mark valuable equipment as UWO property using an engraving pen or paint.
In Case of an Accident

**PRIORITy STEPS:**

1. The accident/incident scene must be secured and made safe to prevent further accidents until the investigation is completed.

2. All medical attention and First Aid needs are attended to, including calling 911, if needed.

3. If necessary, sound the fire alarm for building evacuation.
In Case of an Accident

SUBSEQUENT STEPS:

1. Notify the Supervisor as soon as possible. If the Supervisor is not available, a Safety Committee member of the Departmental Chair can substitute.

2. The Supervisor (or substitute) conducts an investigation and completes the Accident/Incident Investigation Report Form within 24 hours. This form is to be completed, when possible, with the person(s) involved in the incident.

3. The original Accident/Incident Form is given to Anna Vandendries-Barr (ChB 120) for review by the Chair and submission to OHS.

4. If the incident involves discharging of a fire extinguisher, Fire Prevention (firesafety@uwo.ca) must be contacted before cleaning up the scene.

5. If the accident leaves an unsanitary mess (ie. Blood) after appropriate medical attention is given, Campus Police (83300) should be notified.
In Case of an Accident

What Should I Report??

Accidents ➞ ➞ An accident that involves personal injury

Incidents ➞ ➞ An incident is a “near miss” (probability of personal injury) OR an event that causes equipment damage over $200
Internal Links

To access policies and procedures, such as:

• Travel Guidelines
• Annual Departmental Photograph
• Chemistry Employment Handbook
  • Key Requisitions
  • Travel Reimbursement

Go to http://uwo.ca/chem/resources/secure/index.htm
and sign in using your Western username and password
Western Websites

✓ Health and Safety Policy

✓ Non-Discrimination/Harassment Policy

✓ Financial Services

✓ Western Campus Maps

✓ Graduate & Postdoctoral Scholars

✓ http://uwo.ca/about/visit/Western-Walking-Tour-2011.pdf
Departmental Functions

- Golf Tournament
- Holiday Dinner and Dance
- Summer BBQ
- Oh My Gosh! It’s Started!
- Oh My Gosh! It’s Over!
¿Questions?

If you have any questions, please feel free to contact Darlene McDonald

Email: dhagen@uwo.ca
Phone: 519-664-2111 ext. 81543
Office: ChB, Room 116