Hello, welcome to Western and I hope you enjoy your stay here. We take Health and Safety very seriously here, and require you to complete certain training in the immediate future.

**Everyone** has to take the following 4 modules:
https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm

- Health and Safety Awareness Training – choose either Employee or Supervisor
- Workplace Hazardous Materials Information System (WHMIS)
  ** It is a requirement of the Dept of Earth Sciences that everyone has Comprehensive WHMIS **
- Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western
- Accessibility at Western (AODA)

  *Whichever one of the courses below that applies to your personal situation:*
  - **Accessibility in Service** (for Academic and Administrative Leaders and Staff), or,
  - **Accessibility in Teaching** (for Faculty, Graduate Teaching Assistants, Archivists, and Librarians)

**How to Access WebCT for the above 4 training sessions.**

You must first sign the Acceptable Use Agreement for this user ID and wait 15 minutes before joining the site on OWL.

- Log on to ”OWL” – Westerns’ online learning management system at http://owl.uwo.ca
- Log on using your Western user ID and password on the black header. Wait a minute, it’s a bit slow!
- Go to membership on the left, select “joinable sites” and then select the appropriate course.
- Once in the course module, use the tool bar on the left to navigate the different sections, of the course.

**FAQ**
http://www.uwo.ca/hr/form_doc/health_safety/doc/training/training-FAQ.pdf

If you have trouble accessing OWL courses or forgot your password, you will need your name, student id and login and contact:

  Mike Mosley in OHS (scimjm@uwo.ca) or Helpdesk at ext. 83800 or helpdesk@uwo.ca

If you will be working in a lab ( other then a computer lab), then you also need to take the following training:

- **Laboratory Safety - Hazardous Waste**
  
  Register on My Human Resources. For more information see:
  http://www.uwo.ca/hr/learning/required/register.html

Your Supervisor will inform you if more specific training is required. i.e. Radiation, Biosafety, X-Ray, etc.

When you have completed your training, please send me (mmaekawa@uwo.ca) an electronic version for our department records, and your lab supervisor will need a hard copy for the lab files…..LSIS hard copies should go to Grace Yau in BGS 0159.

Miyako Maekawa
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