

# Department of Earth Sciences – Required Safety Training | 2018

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](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 New)**
- **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](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:**

Matt Mills in OHS ([mjmills@uwo.ca](mailto:mjmills@uwo.ca)) or Helpdesk at ext. 83800 or [helpdesk@uwo.ca](mailto:helpdesk@uwo.ca)

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

- **Laboratory Safety & Hazardous Waste Management**

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](mailto: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