Welcome to the Department of Chemistry!
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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 Anna Vandendries-Barr, Administrative Officer, via email avandend@uwo.ca

- 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 & Electronic Access

- Position Hazard Communication Form – Complete online form, save, exit. This is automatically submitted to Workplace Health Services. You do not have to submit a copy to Anna.

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

- Email Anna Vandendries-Barr (avandend@uwo.ca) using your UWO account to request to be added to Chemistry Email Distribution List
**ACTION REQUIRED! **

✓ Together with your supervisor, please complete the New Employee Sign-Up Sheet for Payroll and return to Anna Vandendries-Barr, Administrative Officer, Department of Chemistry, Room ChB 120

Critical Pay Information for New Employees

✓ Please read the document Critical Pay Information for New Employees to understand the importance of providing direct deposit information and an up-to-date address via myHumanResources. Also, please see page 18 of this document.

**It is CRITICAL that you review your personal information, banking information, and personal tax credits BEFORE YOUR FIRST PAY.**

IMPORTANT: Direct Deposit is a fast, convenient way to access your money – Please submit your information to myHumanResources as soon as possible and your pay will be available to you faster.
**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 Anna Vandendries-Barr in ChB Room 120 BEFORE your key requisition can be approved.
Health and Safety Policies - Continued

✓ 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:
https://www.uwo.ca/chem/pdfs/safety/docs/safety_requirements.pdf
(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/inadvertent release of chemicals in the lab (a “BAD SMELL”, for example) 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), Zhifeng Ding (Extension 86161, MSA 0203) 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.
3. If there is a fire in your lab, follow the procedures in the blue book Section 11.7 and remember the following ...
   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 (i.e. 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 for 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.
8. When transporting goods from ChemBioStores and around the building please use proper methods (i.e. gas carts for cylinders, solvent carriers for solvents). If in doubt please talk to the personnel in ChemBioStores.

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 it 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

✓ Please check with Anna Vandendries-Barr for your employee number.

✓ 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 & Electronic Access

**ACTION REQUIRED!**

STEP 1: To request your keys and electronic access, please give the form entitled **Conditions of Key Issuance & Electronic Access** to Anna Vandendries-Barr.

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)
Parking

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

✓ All parking permits must be applied for ONLINE – before you visit the office at Support Services Building, Room 4150. You will be notified via email when your pass is available.
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).**
Welcome to Western – Critical Pay Information

We are glad to have you with us! To ensure your pay reaches you, we encourage you to visit My Human Resources, our online employment information system. There you can provide us with important direct deposit data, check your address and access your pay and benefit information. Just go to www.uwo.ca/hr and under Login Tools in the top right corner, choose My Human Resources, then login.

What information do I need to log in?

- If you are a new employee, or a student who has had an employment relationship with Western in the past, enter the user ID and password assigned to you as an employee.
- New Graduate Teaching Assistants, Graduate Research Assistants and Work Study Students: use the same user ID and password you have been given to access student systems.
- New student employees: You may be issued a user ID and password different from the one you use as a student. If not, many new student employees are registered to use their student user ID and password.

Not sure of your user ID and password? Contact the WTS Computer Accounts Office at 519-661-3800. They will require your Western ID number or student ID number and other identification to serve you.

Not sure of your employee ID number? Call Human Resources at 519-661-2194.

Why login to My Human Resources?

The important information you provide and keep up to date on My Human Resources allows your pay and other important material to reach you on time.

Provide the following information now:

• Direct deposit bank information (have account information handy)
• Current home address
• Information to establish personal tax credits (for correct tax deduction)
• Voluntarily complete our Employment Equity Survey

You can also use My Human Resources to:

• See and print earnings statements
• View your benefit and pension coverage
• Elect flexible credits to Health Care Spending Accounts, if applicable
• View job opportunities and apply
• View and register for training

Western Human Resources Support Services Building, Room 5100 London, Ontario N6A 3K7
519-661-2194 hrhelp@uwo.ca
**ACTION REQUIRED!**

- You will receive an envelope from ITS which has your UWO username and password. Please keep this safe and secure, as you will use this information to access your pay and benefits.

- Please email Anna Vandendries-Barr (avandend@uwo.ca) indicating you would like to be added to the Chemistry email lists. Please include your position.

- You will **NOT** be added to our distribution list until you do this.

**NOTE:** All departmental information will be sent by e-mail, so it is important that you get this information to Anna Vandendries-Barr, as soon as possible.
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 online: http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml

Once you receive your new card, please provide Anna Vandendries-Barr immediately with a copy.

Visa Authorization/Work Permit

Please make sure to give Anna Vandendries-Barr 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](http://www.health.gov.on.ca)

**UHIP**

Upon arrival in the department, please go to the Human Resources Department, Room 5100, Support Services Building (SSB) to make sure that you have done everything necessary to start your coverage.
Health & Dental for Post Doctoral Fellows

✓ Postdoctoral scholars are eligible to apply for health and dental coverage through Alumni Western in affiliation with Manulife Financial.

NOTE: Postdocs who did not attend Western prior to their fellowship ARE eligible for these plans.

For more information, please visit Manulife Financial for Western Alumni.

✓ There exist several types of coverage to choose from, all of which are listed in full detail at
✓ Manulife Financial – Your Health and Dental Plan Comparison.
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.
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.
2. **Physical Wellness** – Taking care of your body.
4. **Social and Cultural Wellness** – Taking care of your relationships and society.
5. **Spiritual Wellness** – Taking care of your values and beliefs.
7. **Environmental Wellness** – Taking care of what’s around you.

For more information, please visit [http://iwellness.uwo.ca/](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)

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<th>At Risk</th>
<th>Crisis</th>
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<td>▪ Stress Management</td>
<td>Mon-Fri 8:30 am – 4:30 pm Go in person or call</td>
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<tr>
<td>▪ Exercise</td>
<td>▪ Peer Support</td>
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<td>▪ Nutrition</td>
<td>▪ Academic Counsellor</td>
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<td>▪ Connect</td>
<td>▪ Counselling SHS, SDC, Residence</td>
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<tr>
<td>▪ Health and Wellness Website</td>
<td>▪ Good2Talk (Post Secondary Phone Line)</td>
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<td>▪ Learning Skills &amp; Writing Skills</td>
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<td>▪ Student Success Centre UCC Room 210</td>
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<td>▪ Student Health Services UCC Room 11</td>
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<td>▪ 519-661-3030</td>
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<td>▪ Student Development Centre 519-661-3031. WWS, 4th Floor</td>
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<td>▪ Campus Police 911</td>
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<td>▪ London Crisis Response 519-433-2023</td>
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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.

✓ 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 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 Anna Vandendries-Barr.

Please print these forms and return:
https://www.uwo.ca/chem/pdfs/resources/docs/new_employee/memorandum.pdf
Departmental Emergency Contact List

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.
Urgent Contacts

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

**Yining Huang, Department Chair**
Campus: 83122  ChB 120A
Email: yhuang@uwo.ca
Off campus: 519-476-3573 (Cell)

**Zhifeng Ding, Department Safety Committee Chair**
Campus: 86161  MSA 0203
Email: zfding@uwo.ca
Off Campus: 519-495-6763 (cell)

**Campus Police/Fire Prevention**
Emergency – 911 – do not dial 9 first from a campus phone
Inquiries: 83300
Off campus phone for inquiries and campus 911 from a cell phone:
519-661-3300

**Facilities Management**
24 Hour Services and Maintenance: 83304
Building Emergency Team (BET) Members:
ChB, B&G, MSA (Updated April 23, 2021)
(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)
BET Members - Continued

3rd Floor:
Joe Gilroy (MSA)
Renee Webber* (ChB)

2nd Floor:
Michael Kerr
Warren Lindsay

1st Floor:
Susan England*, Sandy Zakaria Holtslag*, Mike Brandt* (undergrad labs)
Chris Levy* (ChB research and administrative offices)

Ground Floor:
Zhifeng Ding (MSA), François Lagugné-Labarthe
Yang Song, John Corrigan (ChB research labs/offices)

Lower Ground Floor:
Rob Harbottle* (Chemistry Addition)
Martin Stillman (ChB research labs/offices)
François Lagugné-Labarthe (MSA research labs/offices)

Basement:
Sherrie McPhee (ChemBio Stores, ChB)

NOTE: Laboratory technicians (*) have acknowledged that they will ensure that undergraduate labs clear completely.
Joint Occupational Health & Safety Committee Members (Updated April 23, 2021)

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
Email: zfding@uwo.ca
519-495-6763 (cell)

Rob Harbottle
Office: ChB 089 (Lower Ground)
Campus phone: extension 86322
Email: rharbott@uwo.ca

Michael Kerr
Office: ChB 219 (2nd Floor)
Campus phone: extension 86354
Email: makerr@uwo.ca

Lijia Liu
Office: ChB 066 (Lower Ground)
Campus phone: extension 84456
Email: lijia.liu@uwo.ca

Yining Huang (Department Chair)
Office: ChB 120A
Campus phone: extension 83122
Email: yhuang@uwo.ca
Off-campus phone: 519-476-3573

Student Members:

Liuqing Yang
lyang368@uwo.ca

Devon Chapple
dchapple@uwo.ca

Karanpreet Gill
kgill85@uwo.ca
First Aid Responders & Locations of First Aid Kits (revised April 23, 2021)

**Third Floor:**
Kit location: Outside ChB 310
Closest responder: Karanpreet Gill (Gillies Lab)

**Second Floor:**
Kit location: Across from ChB 202 and by BGS 2006 (note two lab doors)
Closest responders in BGS: Devon Chapple (Blacquiere Lab); Kelly Dugan (Ragogna Lab)
Closest responders in ChB: Mria Chowdhury (Hudson Lab)

**First Floor:**
Kit location: Inside ChB 105 (lounge)
Closest responders: Chris Levy

**Ground Floor:**
Kit location: Beside ChB 23
Closest responder: Yang Song

**Ground Floor:**
Kit location: Outside MSA 0216 (NMR lab)
Closest responder: Yang Song and Mathew Willans

**Lower Ground Floor:**
Kit location: Outside ChB 090 (old chemistry addition)
Closest responder: Robert Harbottle

**Basement:**
Kit location: Outside ChB 023 (electronics shop)
Closest responder: Yuhua Chen (Chemstores)

First Aid Kits should be inventoried once a month by the responder. Request for supplies for restocking should be sent to Rob Harbottle (rharbott@uwo.ca), who will forward them to Occupational Health and Safety (OHS).
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.
SUBSEQUENT STEPS:

1. Notify the Supervisor as soon as possible. If the Supervisor is not available, a Safety Committee member or the Department 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 (avandend@uwo.ca) 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 - Continued

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
Prevention of Theft on Campus

To better protect our resources, and your belongings, the University Police suggest 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 lock downs.
✓ 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.
Internal Links

To access policies and procedures, such as:
  Travel Guidelines
  Annual Departmental Photograph
  Chemistry Employment Handbook
  Key Requisitions
  Travel Reimbursement

Go to
https://www.uwo.ca/chem/resources/secure/index.html
and sign in using your Western username and password

To access more information on working in the Chemistry Department, and for future reference, please review:
New Department Member Orientation
Western Websites

✓ Health and Safety Policy

✓ Non-Discrimination/Harassment Policy

✓ Financial Services

✓ Western Campus Maps

✓ Graduate & Postdoctoral Scholars

✓ Western Walking Tour
Departmental Social Functions CANCELLED DUE TO COVID

✓ 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 Anna Vandendries-Barr, Administrative Officer

Email: avandend@uwo.ca
Phone: 519-661-2111 ext. 86344
Office: ChB 120
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