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   credentials as they would at their home institution. eduroam (education roaming) is the
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Graduate Teaching Assistants make an important contribution to the quality of undergraduate education at
Western University. GTAs inspire, encourage and guide students who embark on a learning journey in
hundreds of programs in our 11 faculties across campus. They work with students in lectures and tutorials;
proctor exams; conduct field trips; prepare materials or set-up required displays or apparatus for classes,
tutorials and laboratories; grade essays, assignments, laboratory reports, tutorials and term tests; and
answer students’ questions through meetings or office hours. A GTA acts as a resource and a mentor to
students as they grapple with theories in all disciplines, and as they try to decide how they will use the
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I. Welcome to the Department of Chemistry and Western University

1. MESSAGE FROM THE CHAIR – PROFESSOR YINING HUANG

On behalf of the members of the Department of Chemistry at The University of Western Ontario, I would like to welcome you to our department. We are a large and vibrant Department with much to offer graduate and undergraduate students and visiting scholars. The Department, home to 34 faculty members and 28 staff, has recently undergone extensive renewal: over half of the faculty have 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 (about 100 students from around the world) and the acquisition of new space. We are excited about the future and invite you to share it with us!

The Department has an excellent reputation for the quality of its undergraduate programs and the faculty members that teach them. Many of our faculty members are the recipients of many teaching awards at the university, provincial and national levels. Our undergraduates can enroll in several different modules within the New Academic Choices degree structure, which was introduced by the university in 2004 to provide students greater flexibility in their academic pursuits. The Department provides every student in the Chemistry Specialization or Honors Specialization modules the opportunity to do research in a variety of fields. This allows students in chemistry to experience first-hand, the joys and challenges of research. We value the contribution of undergraduate students to our mission and include them in many of the departmental activities.

This booklet has been compiled with the hopes of assisting you with Policies and Procedures in the Department of Chemistry and The University of Western Ontario.
II. Living in Canada, Ontario and London

2. SOUTHWESTERN, ONTARIO

3. SERVICE ONTARIO
Services for Residents, visit website: https://www.ontario.ca/welcome-serviceontario

3.1. About Service Ontario
At Service Ontario, we are committed to providing you with fast, friendly and easy access to Ontario government information and services – online, in person, at kiosks and by phone.

Our vision is to be recognized for meeting or exceeding customer expectations with our service, solutions, leadership and people..EVERY TIME.

We deliver many services on behalf of the Ontario government. Browse all services at: https://www.ontario.ca/page/services

3.1.1. Drivers
- Driver’s licence renewal
- Enhanced driver’s licence
- Pay defaulted fines and driver’s licence reinstatement
- Driver records
- Change address: driver’s licence
- First-time driver: get a licence
- Renew a driver’s licence: outside Ontario
- Exchange out-of-province or out-of-country driver’s licence
- Replace a lost, stolen or damaged driver’s licence
- Sign up for email renewal reminders

3.1.2. Health
- Health card renewal, replacement and cancellation
- Switch to a photo health card
- First-time health card
- Change address: health card
- Organ and tissue donation registration
3.1.3. Home, land and personal property
- Change your address
- Land registration
- Register or search for a personal property lien

3.1.4. Identification and certificates
- Ontario Photo Card
- Newborn registration (4-in-1 Newborn Bundle)
- Birth certificate
- Marriage certificate
- Death certificate
- Change your last name

3.1.5. Outdoors
- Outdoors Card
- Fishing licence
- Hunting licence

3.2. ServiceOntario-locations-hours-and-contact
https://www.ontario.ca/page/serviceontario-locations-hours-and-contact

3.3. Service Finder
https://www.services.gov.on.ca/sf/?_ga=2.165144703.1720278546.1502219060-1728080846.1501532564#/
4. **CITY OF LONDON, CANADA**
   
   [http://www.london.ca/Pages/default.aspx](http://www.london.ca/Pages/default.aspx)

5. **CITIZENSHIP AND IMMIGRATION CANADA**
   If you are not a Canadian citizen you must have landed immigrant status to work in Canada. Obviously this should be addressed before your arrival. This is a complex process that is beyond the scope of this document. You can get more information from the Government of Canada at: [http://www.cic.gc.ca/](http://www.cic.gc.ca/). If you are Canadian you can sponsor non-Canadian family members for landed immigrant status. Again, information can be found at the CIC web site.

5.1. **Study in Canada as an International Student**

Foreign students must meet certain immigration requirements to obtain an authorization to study in Canada. They must: present an acceptance letter from the educational institution they wish to attend; provide evidence of enough money to pay for tuition and living costs; satisfy a visa officer that they will return home at the end of their studies; pass a medical examination if required; meet other requirements for visitors, including a visa if necessary. More information can be obtained at [http://www.cic.gc.ca/english/study/index.asp](http://www.cic.gc.ca/english/study/index.asp).

6. **INTERNATIONAL & EXCHANGE STUDENT CENTRE**

A helpful guide that has been established by the University Student Development Centre for international students coming to Western University, but may be of use to anyone new to Canada, is located at: [http://iesc.uwo.ca/](http://iesc.uwo.ca/)

6.1. **Getting Started: Welcome International & Exchange Students!**

To help you begin your "Western" journey, view the International & Exchange Students Pre-Arrival Guide [http://iesc.uwo.ca/new_students/prearrival/index.html](http://iesc.uwo.ca/new_students/prearrival/index.html)

The [International and Exchange Student Centre](http://iesc.uwo.ca/new_students/prearrival/index.html) at Western provide a Reception Service especially for newly arriving international students. We are here to answer any questions you may have and help you get organized and settled here at Western and in London.
The service includes:

- Individual assistance from our IESC Welcome Team and IESC staff
- "After Office Hours" Welcome Helpline

Contact:

<table>
<thead>
<tr>
<th>Phone</th>
<th>General Inquiries: 519-661-2111 ext. 89309</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:iesc@uwo.ca">iesc@uwo.ca</a></td>
</tr>
<tr>
<td>Fax</td>
<td>519-850-2454</td>
</tr>
<tr>
<td>Location</td>
<td>International and Graduate Affairs Building, 2nd Floor (also known as “the Old Ivey Building”) Western University</td>
</tr>
</tbody>
</table>

For more information on IESC Services, please refer to the following website at: http://www.iesc.uwo.ca/iesc_services/index.html

6.2. International Student Handbook

http://www.iesc.uwo.ca/iesc_services/handbook.html

International Student Handbook 2017-2018

Published by:
The International and Exchange Student Centre Western International, Western University International and Graduate Affairs Building
2nd Floor London, Ontario, Canada, N6A 3K7

Phone: 519-661-2111 ext. 89309
Phone: 519-661-2111 ext. 85908 (for appointments)
E-Mail: iesc@uwo.ca | Website: www.iesc.uwo.ca

Visit the International and Exchange Student Centre to pick up the International Student Handbook as part of your Orientation Package or click here to view the online edition.

The handbook includes information that you will find helpful once you arrive. For example, there is information on where to buy inexpensive furniture, where to buy food (including food from your home country,
understanding Canadian culture, etc.), additional details on subjects such as health care, reporting income tax, and also immigration documents (such as Study Permits and Visitor Visas for the USA), as well as a directory of the different resources at Western and in London.

6.2.1. What’s in the Handbook? — Table of Contents

- **Emergency Numbers**
- **Welcome to Western University**
- **Welcome from International and Exchange Student Centre**
- **Housing**
  - Temporary Housing
  - Permanent Housing (On-Campus and Off-Campus Housing)
  - Legal Matters (Tenancy Agreement and Rights & Obligations of the Landlord)
  - Living in Canada – Some Tips (Laundry, Furniture, Electricity)
- **Banking and Financial Assistance**
  - About Banking
  - How to Open an Account
  - Banks Close to Campus and Bank Machines (ATMs) on Campus
  - Canadian Currency
  - Financial Budgeting
  - Financial Assistance
    - For International Students
    - From Western’s Student Financial Services
    - From the Society of Graduate Students (SOGS)
    - From the Graduate Teaching Assistants (GTA) Union
    - International Student Work Opportunities Program (ISWOP)
- **Healthcare**
  - Health Insurance
    - University Health Insurance Plan (UHIP)
    - Other Health Care Coverage
  - Dental Plan
  - Health Care Providers
- **Telephone, Internet and TV**
  - General Phone Information
    - How Do I Get a Phone Installed?
    - Overseas and Long-Distance Calls
  - Accessing the Internet (at Home and On-Campus)
  - All About Television

Continued/...
• **Transportation**
  o Local Transportation (Bus and Taxi Services)
  o Driving in Ontario
  o Long-Distance Travel

• **Academic Concerns and Information**
  o Undergraduate Students
  o Academic Counselling
  o Professor and Teaching Assistants
  o Graduate Students (Registration & Other Resources)

• **Adjusting to a New Centre**
  o What Should I Know?
    ▪ Adjustment Strategies
    ▪ Student Clubs and Organizations
  o Everything about Food
    ▪ Canadian Food
    ▪ Grocery Shopping – Where to Buy Food
    ▪ Ethnic Food Stores
    ▪ Eating On-Campus
    ▪ Location of Microwaves On Campus
  o Canadian Culture
    ▪ General Information
    ▪ Slang & Idiomatic Expressions
    ▪ Talking with Canadians (“Small Talk”)
    ▪ Friendships, Dating & Romantic Relationships
    ▪ Sexual Relationships
    ▪ The Rules of Behaviour (Harrassment & Sexual Assault)
    ▪ Date Rape Drugs
  o Canadian Climate

  o The London Scene
    ▪ Shopping, Parks, Cinema & Theatre, Museums & Galleries, Concerts & Sports Events, and Restaurants

• **Immigration Information**
  ▪ Changing Institutions Within Canada
  ▪ Extending Your Study Permit
  ▪ Getting Documents From Western
  ▪ Temporary Resident Visa
  ▪ Working in Canada
  ▪ Spouses of International Students
  ▪ Restoration of Status
  ▪ Do You Have Questions about Immigration Regulations?
  ▪ Social Insurance Number
  ▪ Reporting Income Tax
  ▪ Inviting Your Parents to Visit
- United States Visitor Visa
- All Embassies & Consulates in Canada

- **The International Family**
  - Spouses of International Students
  - Children of International Students

- **Settling in for the Year**
  - Student Development Services
    - International and Exchange Student Centre
    - SDC’s Volunteers in Progress
    - SDC’s Learning Skills Services
    - SDC’s Psychological Services
    - SDC’s LGBT Support Program
    - SDC’s Indigenous Services
    - SDC’s Services for Student with Disabilities
    - SDC’s Writing Support Centre
  - Other Western Services
    - The Career Centre @ Western
    - Teaching Support Centre
    - The Chaplains @ Western
    - Office of the Ombudsperson
    - Race Relations
    - Equity and Human Rights Services

- **University Facilities**
  - Libraries
  - University Community Centre
  - Around Campus

- **Campus Map**
7. APPLYING TO BECOME A PERMANENT RESIDENT (LANDED IMMIGRANT) OF CANADA

Paths: International and Exchange Student Centre; Visas & Immigration; and About Becoming a Permanent Resident of Canada

While studying in Canada, you may become interested in applying to become a Canadian Permanent Resident (also known as a Landed Immigrant). If you want to apply, there are a few different ways to apply. You will need to decide which immigration program will work best for you and your family.

For more information visit the Citizenship and Immigration Canada (CIC) visit at: https://www.canada.ca/en/immigration-refugees-citizenship.html.

Please note: The International Student Advisors at IESC can only answer general questions about Permanent Residency. International Graduate students are advised to contact Western’s Community Legal Services at: https://law.uwo.ca/legal_clinics/community_legal_services/ for assistance with Permanent Residency applications and documentation.

Topics:
- About Becoming a Permanent Resident of Canada
- Federal Skilled Worker Program
- Canadian Experience Class
- Opportunities Ontario: Provincial Nominee Program
- Tips!
- Attention International GRADUATE Students - Community Legal Services
- Community Links - Services for Immigrants and Newcomers

7.1. About Becoming a Permanent Resident of Canada

While studying here in Canada, you may become interested in applying to become a Permanent Resident (also known as a Landed Immigrant). There are several different ways to apply. You will need to decide which immigration program will work best for you and your family. There are various different ways to apply for Permanent Residency that could apply to international students:
7.1.1. Federal Skilled Workers Program


Choosing skilled immigrants as permanent residents based on their ability to settle in Canada and take part in the economy. The system to manage how people with skilled work experience apply to immigrate to Canada is called Express Entry.

7.1.2. Canadian Experience Class


To be eligible, you must:

- have at least 12 months of full-time (or an equal amount in part-time) skilled work experience in Canada in the three years before you apply, and

- meet or exceed the required language levels needed for the National Occupational Classification (NOC) skill level of your work experience in each language ability (speaking, reading, writing and listening).

To find out if your work experience qualifies, search for it in the official list.

There are also other requirements you must meet.

**NOTE:**
Completing an Express Entry profile is the first step to immigrate to Canada permanently as a skilled worker. Completing an Express Entry profile does not guarantee that you will receive an Invitation to Apply for permanent residence. An Invitation to Apply for permanent residence will be based on your score and rank in the Express Entry pool using the Comprehensive Ranking System.

7.1.3. Ontario Provincial Nominee Program - Applying as an International Student


Most provinces and territories in Canada can nominate immigrants through the Provincial Nominee Program (PNP). These immigrants must have the skills, education and work experience to contribute to the economy of that province or territory, and must want to live there.
7.1.4. Other Immigration Application Classes
For information on all of the different immigration application classes, please visit the following website:

7.2. Federal Skilled Worker Class
Recent announcements have been made with regard to new guidelines for the Federal Skilled Worker applications:

- **Fourth Set of Ministerial Instructions: New PhD Eligibility Stream under the Federal Skilled Worker Program** *(ARCHIVED – Operational Bulletin 351 - November 4, 2011 You can use it for research or reference).*
  Effective November 5, 2011, the Federal Skilled Worker (FSW) program will have a new eligibility stream for international students pursuing doctoral (PhD) studies at Canadian institutions. Instructions are provided on how to proceed with applications received both before and after this date http://www.cic.gc.ca/english/resources/manuals/bulletins/2011/ob351.asp

In order to apply as a Skilled Worker, you must meet the minimum admissibility requirements and score the minimum required units based on the 6 selection factors. The selection factors are: age, education, language proficiency, work experience, arranged employment and adaptability.

To find out more about the application requirements and to see if you would qualify as a Skilled Worker, visit the following websites:

- Immigrate as a skilled worker through Express Entry: http://www.cic.gc.ca/english/immigrate/skilled/index.asp
- Apply as a Skilled Immigrant (Express Entry): http://www.cic.gc.ca/english/immigrate/skilled/apply-how.asp

**Tip:** To determine if your eligibility to qualify to immigrate as a Federal Skilled Worker, check your availability by completing the Online Self-Assessment Tool at: http://www.cic.gc.ca/ctc-vac/ee-start.asp
7.3. **Canadian Experience Class (CEC)**

The CEC is a permanent resident category for individuals with skilled work experience in Canada. It was developed for temporary foreign workers and foreign graduates with qualifying Canadian work experience.

Effective July 17, 2017 ... To be eligible for the CEC, you need to have **Canadian skilled work experience** within three years of applying. (The Canadian Experience Class is for people who already have skilled work experience in Canada).

You **are not eligible** for permanent residence under the Canadian Experience Class if you gained your work experience:

- without the proper authorization (for example, illegally, working without a visa),

- Immigration programs use the NOC to decide if a job or type of work experience meets their eligibility. We consider “skilled” jobs those with NOC Skill Type 0, A or B. We assess jobs against the 2016 version of the NOC.

- In a job not classified as skill type 0, or skill level A or B according to the [National Occupational Classification (NOC)](http://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?st=29.5),

- while you were self-employed, **or** while on a student work permit (co-op, off-campus, or on-campus).

You also must not:

- have less than one year of full-time (or an equal amount in part-time) skilled work experience in Canada, or

- plan to live in Quebec.

To find out more about the application requirements and to see if you would qualify as Canadian Experience Class, visit website at: [http://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?st=29.5](http://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?st=29.5) to check the following:

- Applying General Information
- Determining Your Eligibility
- Work Experience
7.4. **Opportunities Ontario: Provincial Nominee Program**

Ontario’s Ministry of Citizenship and Immigration announced on February 12, 2008 that they have made it easier for international students in Canada to transition to permanent resident status in Ontario.

Find out more about the application requirements and to see if you would qualify under the Ontario Opportunities Provincial Nominee Program:

- **Ontario Immigrant Nominee Program: General Category**

- **International Students with a Job Offer Stream:**
  To be eligible to apply, an **International Student** must have a job offer that meets the following criteria:

  - be an approved **permanent, full-time job offer** in a high-skilled occupation (**NOC 0, A or B**), and
  - meets the entry-level wage levels in Ontario for that occupation.

- **International Students — Masters Graduate Stream:**
  The Ontario Immigrant Nominee Program (OINP) offers an opportunity for international students with a Master’s degree obtained in Ontario to live and work permanently in Ontario.

  Applicants applying to the Masters Graduate Stream can apply **without a job offer**.

  Please see the [Application Guide: Masters Graduate Stream](http://www.ontarioimmigration.ca/en/pnp/OI_PNPSTUDENTS_MASTERS.html) for more details.

- **International Students — PhD Graduate Stream:**
  The Ontario Immigrant Nominee Program (OINP) offers an opportunity for international students with a PhD degree obtained in Canada to live and work permanently in Ontario.

  Applicants applying to the PhD Graduate Stream can apply **without a job offer**.
Please see the Application Guide: PhD Graduate Stream for more details.

For general information on the Provincial Nominee Program (PNP), visit the following website:

7.5. **Tips!**

- It is recommended that you make a photocopy of your application and keep it for your records.

- It is also recommended that you use a courier service, such as Xpresspost, Purolator, Federal Express, etc. to send your application. This will decrease the mailing time for your application; you will also be able to check the courier service's website to confirm that your application was delivered.

- To find out the processing times for Permanent Residency applications processed outside of Canada visit: http://www.cic.gc.ca/english/information/times/index.asp

7.6. **Attention International Graduate Students**

For specific assistance with Permanent Residency applications and documentation please visit Western's Community Legal Services (Immigration legal services now offered at Western for Graduate Students).

Western University, Faculty of Law
Community Legal Services
1151 Richmond Street, Law Building Room 120
Telephone Number: 519-661-3352
Fax: 519-661-3428
E-mail: clsinfo@uwo.ca

7.7. **Canadian Immigration Seminar — Permanent Residency in Canada and Working, Studying and Living in Ontario**

Every year, the International and Exchange Student Centre host a seminar on Canadian Immigration. This session includes topics such as immigration to Canada, employment, and other opportunities in Ontario.
The seminar is presented by representatives from the Ontario Ministry of Citizenship and Immigration and the London Economic Development Corporation.

For more information, please visit our IESC Services and Events Page.

- Community Legal Services Immigration Services
- Provincial Nominee Program and Working in London

7.8. Community Links - Services for Immigrants and Newcomers

- Welcome to Canada: What You Should Know (CIC)
- Ontario Immigration
- Settlement.org – Welcome to Ontario
- London & Middlesex County
- London Urban Services Organization (LUSO)
- Global Talent
- London Economic Development Corporation (LEDC)
- Cross Cultural Learner Centre (CCLC) and Jeremiah’s House
8. VISITING FOREIGN RESEARCH STUDENTS – REGISTRATION AND IMMIGRATION APPLICATION PROCESS

MEMORANDUM

To: Deans, Associate Deans, Chairs, Departmental and Faculty AOs, Graduate and Undergraduate Coordinators

From: Diana Reynolds, International Transitions Advisor, Western International

Date: April 24, 2015

Re: Visiting Foreign Research Students – Registration and Immigration Application Process

To invite a Visiting Research Student to Western, the following is required:

8.1. Step 1: Registration at Western - Forms

A. The student and department must complete and sign, as relevant, either:
   
   o The Visiting Undergraduate Student (Research Only) Plan, or
   o The Visiting Graduate Student (Research Only) Plan

B. The student must provide the supervisor/department with a letter from their home university approving the arrangement and indicating the duration.

C. The department must prepare a letter of approval/invitation, using the template letter provided on the website of:
   
   o For Visiting Undergraduate Students: the Office of the Registrar
   o For Visiting Graduate Students: the School of Graduate and Postdoctoral Studies

D. The department must submit the Plan, both approval letters (and if applicable, the $150 registration fee*) to Student Central, Rm 1120 Western Student Services Building.

*The $150 registration fee is automatically billed to the student’s account. If the supervisor/department will cover the payment of the fee, they can notify the student in the template department letter.
E. The Office of the Registrar and the School of Graduate and Postdoctoral Studies, as applicable, will register the students at Western University and will issue an official Letter of Acceptance.

- The supervisor/department should ensure that the Letter of Acceptance is forwarded to the student.
- Students cannot apply for a Study Permit until they receive the official Letter of Acceptance.

If you have questions regarding the registration of Visiting Research Students or the issuance of the Letter of Acceptance, please contact Rob Downes, regred@uwo.ca, x84567.

8.2. Step 2: The Student Applies for a Study Permit

Refer all new Visiting Research Students to Western University’s Application Guidelines which outline the steps to apply for a Study Permit.

Citizenship and Immigration Canada requires a ‘Letter of Acceptance’ as part of the Study Permit application package. It is imperative that students submit ONLY the official Western Letter of Acceptance (i.e. issued by the Office of the Registrar).

When students apply for the Study Permit, they should NOT submit the department’s invitation/approval letter or the letter from their home institution. This is to avoid possible confusion at the Visa Office regarding the students’ status. This is particularly important given that letters issued by foreign educational institutions may refer to Visiting Research Students as “interns” or “workers” and this terminology will create confusion.

**If for any reason, a specific Visa Office informs a student that they must apply for a work permit, please immediately contact the International and Exchange Student Centre (iesc@uwo.ca). Western University will need to assess whether the student is eligible for a work permit, as there are a limited number of work permit options.

Effective from February 2015, CIC requires employers to submit an Employer Form IMM5802 and pay a $230 compliance fee to CIC before the prospective worker can submit an application for a work permit. For that reason, it is not possible for a student to apply for a work permit without Western’s assessment of their eligibility and the department’s commitment to provide the funding for this fee. In view of these...
requirements, work permit applications should be the rare exception (i.e. only where a Visa Office insists that a work permit application is required).

8.3. **Step 3: Authorization to Begin the Research Placement**

Visiting Research Students **cannot** begin their research placement **on campus at Western** until they obtain a Study Permit. The study permit approval letter (also known as a letter of introduction) issued by a Visa Office is not sufficient; it does not provide authorization to begin work.

**NOTE:** As the on-campus employer, Western University is responsible to ensure compliance with the Immigration Regulations.

**Questions**

For questions about immigration regulations, application procedures and supporting documents, please contact the International and Exchange Student Centre at: iesc@uwo.ca.

*Please note that this Memorandum is for internal purposes only specific to Western’s Visiting Student (Research Only) Program and is not intended for external distribution.*
9. SERVICE CANADA
http://www.servicecanada.gc.ca/

9.1. Social Insurance Number — Overview
http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml

If you are new to Canada you must obtain a Social Insurance Number. You cannot get paid or receive any benefits without one.

9.1.1. Social Insurance Application form
http://www.servicecanada.gc.ca/eforms/forms/nas-2120-(01-15)e.pdf or apply in person at London Service Canada Centre, 120 Queen’s Ave., (corner of Talbot & Queen’s), call: 519-645-5944, Monday to Friday from 8:30 am – 4:00 pm.

10. HEALTH CARE IN ONTARIO

Information on the Ontario Health Plan (OHIP) is available at the Ontario Ministry of Health and Long-Term Care website at:
https://www.ontario.ca/page/apply-ohip-and-get-health-card

The provincial government sponsors basic health care under the Ontario Health Insurance Plan. If you are new to Ontario, or have not been covered by Ontario Health Insurance Plan (OHIP) for a while, you must obtain a health card. To get this card you must appear in person at the OHIP office, 217 York Street (at Clarence), 5th Floor, Office: 519-675-6700 (Customer Service); 519-675-6800 (Switchboard) (Monday to Friday 8:30 am - 5:00 pm and Health card services are available by appointment. Also, you can go to another OHIP office, Main Floor, 100 Dundas Street (Monday to Friday 8:30 am – 5:00 pm) You must bring three pieces of valid identification that show: 1) proof of Canadian citizenship or immigration status (e.g. Passport, immigration ID card), 2) proof of Ontario residency (e.g. Driver’s licence, bank statement), and 3) proof of identity (e.g. Social Insurance Number, with signature). There is a mandatory three-month “waiting period” after you are registered before OHIP coverage begins. During this period you are strongly advised to have private medical coverage. The University Health Insurance Plan (UHIP) (http://www.uhip.ca/) can be obtained through the Pensions and Benefits office. Faculty and full time employees are eligible for extended health care benefits depending on the nature of their appointment. See the Pensions & Benefits section below.
11. **DRIVING IN ONTARIO**

Information is available at the Ontario Ministry of Transportation website at:
http://www.ontario.ca/driving-and-roads/driving-and-roads

11.1. **Having a Valid Driver’s Licence**

If you have a valid driver’s licence from another province or country, you can use that licence for 60 days in Ontario. If you want to continue to drive after 60 days, you must get an Ontario driver’s licence. If you are a licenced driver with two or more years of driving experience in another Canadian province or territory, the United States, Japan or the Republic of Korea, you may get full Class G licence privileges without taking a knowledge or road test. Otherwise you may have to take a knowledge and road test at Drive Test https://drivetest.ca/. Licences are issued at the Driver Examination Center, 4380 Wellington Road S., London, Ontario N6E 2Z6, Monday to Friday: 7:00 am - 7:00 pm; and Saturday: 8:30 a.m. to 5:00 p.m. Road Tests Offered are A, B, C, D, E, F, G2, G, LM, LM2, M2, M & Z. If you do not need to take the exams, you can obtain a licence from any of several issuing offices. Their locations can be found at https://drivetest.ca/find-a-drive-test-centre/alphabetical_list.html

11.2. **Registering Vehicles**

Information about vehicle licensing can be found at Ontario Ministry of Transportation website:
http://www.mto.gov.on.ca/english/dandv/vehicle/index.html. All licenced vehicles must carry a minimum level of liability insurance. Vehicle insurance in Ontario is private, and there are a great many companies. A good place to start is the Yellow Pages.

12. **GETTING TO LONDON**

Listings and web links to Transportation, London can be found at the following website at:  http://relocatecanada.com/london/transp.html

12.1. **Airlines**

12.1.1. London International Airport
http://www.londonairport.on.ca/
Reservations ............................................................ .519-452-4015

12.1.2. Directions to London International Airport
http://flylondon.ca/yxu/directions-map

12.1.3. Air Canada
Reservations ............................................................ 1-888-247-2262
12.1.4. Air Canada Jazz
Reservations .............................................................. 1-888-247-2262

12.1.5. Air Transat
Reservations ............................................................ 1-877-872-6728

12.1.6. Westjet
http://www.westjet.com/
Reservation .............................................................. 1-888-937-8538

12.2. Bus Services

12.2.1. Greyhound Corporation Canada
http://www.greyhound.ca/home/
Fare & Schedule Information ...................................... 1-877-872-6728

12.2.2. Greyhound Bus Depot, London, Ontario
Terminal is located at 101 York Street
Phone ........................................................................... 519-434-3250

12.2.3. Greyhound on UWO Campus
The Purple Store is an authorized Greyhound ticket Agent
http://westernusc.ca/transportation/
Phone ........................................................................... 519-661-3722
Visit us at our location next to The Spoke in the UCC Building!
Mustang Central is available to answer various student
Monday through Friday 8:00 – 11:00 pm

12.2.4. Robert Q Travel and Airbus Services
http://www.robertq.com/
Transportation to Toronto Airport / YYZ or Detroit Airport and
Travel Services
105 Wharncliffe South
Phone ........................................................................... 519-673-6804
(Canada and US) ........................................................ 1-800-265-4948
12.3. **Taxi Services**

12.3.1. **About Transportation**
Services such as, Taxi, AirbusExpress, Charters, Northlink, Executive Sedan Services at: [http://www.aboutown.ca/](http://www.aboutown.ca/)

12.3.2. **Abouttown Taxicabs**
Phone ................................................................. 519-432-2222

12.3.3. **Voyageur**
573 Admiral Court, London, Ontario, N5V 4L3
[http://www.voyageurtransportation.ca/services](http://www.voyageurtransportation.ca/services)
Reservations .......................................................... 519-455-4579
Anywhere in North America ...................................... 1-800-263-7163

12.3.4. **Checker Limousine and Airport Services**
[http://www.voyageurtransportation.ca/services/checker_limousine/overview](http://www.voyageurtransportation.ca/services/checker_limousine/overview)
Phone ................................................................. 519-659-0400

12.4. **Train Services**

12.4.1. **VIA Rail Canada: Travel in Canada**
Reservations .......................................................... 1-888-842-7245

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13. **GETTING AROUND LONDON**

13.1. **Public Bus Service**

13.1.1. **London Transit Commission (LTC)**
[http://www.ltconline.ca/](http://www.ltconline.ca/)
Phone ................................................................. 519-451-1347

13.1.2. **LTC Routes, Bus Schedules and Fares**
[http://www.ltconline.ca/Routes.htm](http://www.ltconline.ca/Routes.htm)

An extensive bus network serves London with regular access to the University. Timetables and maps are available at the Information Desk at the University Community Centre (UCC, see map) and on-line.

Continued Next Page/....
13.2. **Method of Payments (London Transit Commission)**

London Transit offers a variety of fare payment methods for your convenience.

13.2.1. **Fares**

London Transit offers a variety of fare payment methods for your convenience. Please check below to find the option that’s right for you.

Please note when purchasing tickets or passes from LTC Office location, cash, debit, Visa and MasterCard are accepted.

13.2.2. **Exact Cash**

(Includes 90 minute transfer)

<table>
<thead>
<tr>
<th>Rider Type</th>
<th>Price</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult, Student, Senior</td>
<td>$2.75</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td>Child (12 years and under)* see below</td>
<td>FREE</td>
<td>Jan 1, 2017</td>
</tr>
</tbody>
</table>

*Free rides for children 12 and under is provided in the form of a grant from the City. In order to count this ridership and report to the City, children are required to tap an LTC FOB on the smart card reader each time they board. FOBs are available free of charge at both LTC locations.

13.2.3. **Tickets**

(Includes 90 minute transfer)

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>Price</th>
<th>Cost per Trip</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>5 for $9.50</td>
<td>$1.90</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td><strong>Student</strong> – (Grade 7 to 12 only)</td>
<td>5 for $7.70</td>
<td>$1.54</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td>Note: Valid Secondary School Student ID Card required at time of boarding</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

London Transit bus tickets may be purchased at either of our offices and at hundreds of convenient locations throughout the city.
13.2.4. Photo Identification Cards

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Price</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior I.D. Card</td>
<td>N/A</td>
<td>Discontinued: December 31, 2017</td>
</tr>
<tr>
<td>Transit I.D. Card</td>
<td>$3.00</td>
<td>Apr 1, 1996</td>
</tr>
</tbody>
</table>

Transit photo identification cards will be used with all paper passes excluding the CNIB. This I.D. is valid for the purchase and use of London Transit paper bus passes only and is NOT valid Government Issue identification. Photo I.D. cards can only be purchased at LTC locations – Main Office at 450 Highbury Ave N and Downtown Ticket Office at 150 Dundas St.

13.2.5. Monthly Passes

*Smart Cards are currently only available at LTC locations

<table>
<thead>
<tr>
<th>Pass Type</th>
<th>Available At</th>
<th>Price</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citipass</td>
<td><strong>LTC offices</strong>&lt;br&gt;Scotiabank branches&lt;br&gt;White Oaks Mall Ticket Center&lt;br&gt;Western InfoSource&lt;br&gt;Fanshawe College Bookstore</td>
<td>$81.00</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td>Weekday</td>
<td><strong>LTC offices</strong>&lt;br&gt;Scotiabank branches&lt;br&gt;White Oaks Mall Ticket Center&lt;br&gt;Western InfoSource&lt;br&gt;Fanshawe College Bookstore</td>
<td>$69.00</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td>Pass Type</td>
<td>Available At</td>
<td>Price</td>
<td>Effective</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Income-Related*</td>
<td>LTC offices</td>
<td>$52</td>
<td>Jan. 1, 2018</td>
</tr>
<tr>
<td></td>
<td>Canada Aquatic Games Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citi Plaza</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kiwanis Seniors’ Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carling Heights Optimist Community Centre</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>North London Optimist Community Centre</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>South London Community Pool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-Secondary</td>
<td>LTC offices</td>
<td>$70.00</td>
<td>Dec 1, 2008</td>
</tr>
<tr>
<td>unlimited ridership;</td>
<td>Western Infosource</td>
<td></td>
<td></td>
</tr>
<tr>
<td>full-time post</td>
<td>Fanshawe College Bookstore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>secondary eligible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>students only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monthly passes are available from the 15th of the previous month until the 10th of the calendar month in which they apply. Please have your photo ID card with you when purchasing a monthly paper pass.

*NOTE:

Beginning January 1, 2018, a new Income-Related monthly bus pass will be in circulation for qualified residents only. Please visit [london.ca/transitsubsidy](http://london.ca/transitsubsidy) or call 519-661-5910 for details about the program and how to apply.

13.2.6. Tuition Passes

<table>
<thead>
<tr>
<th>Pass Type</th>
<th>Price / Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fanshawe College</td>
<td>Included In Tuition Fees</td>
</tr>
<tr>
<td>Western Undergraduate</td>
<td>Included In Tuition Fees</td>
</tr>
<tr>
<td>Western Graduate</td>
<td>Included In Tuition Fees</td>
</tr>
</tbody>
</table>

All full-time students of Fanshawe College and Western are assessed a fee in their tuition, which permits them to access London Transit services.

*NOTE: Some restrictions apply, please contact specific institution for program details.
13.2.7. Gift Certificates

London Transit offers gift certificates for sale at both office locations. Gift certificates are available in denominations of 5, 10, 25, and 50 dollars, and may be redeemed at LTC offices towards the purchase of any London Transit product or service.

13.3. Bicycle and Walk Map

View the City of London Bicycle and Multi-Use Pathways Map at: http://www.london.ca/d.aspx?s=/Transportation/bikepage.htm. The City of London supports bicycling as an active way to enjoy the many special features London has to offer either as a recreational pastime or as an alternative means of transportation.

14. Finding a Place to Live

Housing in London is generally affordable. Western's Off-Campus Housing Service is designed primarily for students, but has very useful listings and information about housing in London. They can be found online at: http://offcampus.uwo.ca/. The office is located at:

Western's Off-Campus Housing Service
Rm 3C1 Ontario Hall, Western University
230 Sarnia Rd. London, Ontario N6G 0N2
Phone: .......................................................................................... 519-661-3550
Fax: .............................................................................................. 519-661-3687

Other housing listings can be found in the local newspaper, the London Free Press, which can be searched on-line at: http://www.lfpress.com/

During the summer months (May to August), overnight accommodation can be arranged at Residence at Western, usually, Alumni House at: http://www.residenceatwestern.ca/alumni.cfm, for a very reasonable price. Phone for reservations ......................................................... 519 661-3547
15. MOVING INTO A NEW PLACE – LINKS AND PHONE NUMBERS

15.1. London Hydro (Electricity)
http://www.londonhydro.com/
Hours of Operation: 8:30 am – 4:00 pm, Monday through Friday, excluding statutory holidays.
111 Horton Street, P.O. Box 2700, London, ON N6A 4H6
Phone: ................................................................. 519-661-5503

15.2. Union Gas Customer Service
http://www.uniongas.com/
Monday to Friday 8 a.m. to 6 p.m. (except holidays)
Phone: ................................................................. 1-888-774-3111

15.3. Bell Canada (Phone Connection)
http://www.bell.ca/
Phone: ................................................................. 1-866-301-1942

15.4. Rogers Communication (Television Cable Connection)
http://www.rogers.com/consumer/home
Contact Support
http://www.rogers.com/consumer/support/contactus

15.5. London Transit Commission (LTC) – Public Buses
http://www.ltconline.ca/
Phone: ................................................................. 519-451-1347

15.6. The London Free Press (Local Newspaper)
http://www.lfpress.com/
The London Free Press, 369 York Street, London, ON
Phone: ................................................................. 519-679-1111

15.7. London Canada
CITY HALL: http://www.london.ca/
325 Queens Ave., London, ON N6A 4L9
(at Wellington Street opposite Victoria Park)
Phone: ................................................................. 519-661-2489

15.8. Garbage Collection and Disposal
http://www.london.ca/residents/garbage-recycling/garbage/Pages/default.aspx
Phone: ................................................................. 519-661-2489
16. **WHAT TO DO IN LONDON**

The website of City of London:

http://www.london.ca/about-london/Pages/default.aspx

A good entertainment guide online: https://www.londontourism.ca/Culture-and-Entertainment-Tourism. This website provides information about the following: Public Libraries, Community Centres, Local Attractions, Restaurants, Shopping Malls, Programs & Activities, and Sports Facilities. There are many things to see and do in London; our handbook only lists a few possibilities to get you started!

16.1. **Tourism London, Ontario and Travel Guide**

http://www.londontourism.ca/

Tourism London, Ontario and Travel Guide

Call to find out about festivals, historical landmarks, museums, double decker bus tours, and other attractions.

London Tourist Information Centre, 696 Wellington Road South, or Dundas Street (Downtown) Information Centre, 267 Dundas Street

Phone: ............................................................ Toll Free: 1-800-265-2602

16.2. **Covent Garden Market — The Heart of London**

http://www.coventmarket.com/

The Covent Garden Farmers’ Market has been serving London since 1845. Complete with fresh produce, gourmet foods, public square, seasonal outdoor farmer's market, ice rink and regular family programming.

130 King Street .............................. Phone: 519-439-3921

16.3. **Fanshawe Pioneer Village**

http://www.fanshawepioneervillage.ca/

A living history museum specializes in fun for children of all ages. Experience London's past and see weavers, printmakers, blacksmiths and farmers demonstrate their trades of the past.

2609 Fanshawe Park Road East .......................... Phone: 519-457-1296

16.4. **Storybook Gardens (Located in the Middle of Springbank Park)**

https://www.londontourism.ca/Things-To-Do/Family-and-Fun/Storybook-Gardens

It is one of Southwestern Ontario’s most popular theme attractions. Storybook Gardens is a unique family-centred park owned and operated by the City of London. Storybook Gardens is within 20 acres and located in the middle of beautiful Springbank Park. A cherished favourite family destination since 1958. Storybook is an enchanted storybook environment for young children, themed around storybooks, fairy tales, and nursery rhymes.
In the winter, the park features a beautiful outdoor 250 metre skating trail. The trail is refrigerated for excellent skating conditions as the trail winds its way through the trees, filled with holiday lighting. After your skate, enjoy a hot chocolate and a Beavertails pastry from our new Beavertails concession outlet.

During the spring and summer season, park features include several large themed play structures; an interactive splash pad; a large sand and water play area; six family-friendly amusement rides; as well as daily entertainment including puppet shows, stage presentations, storytellers, music, and more.

1958 Storybook Lane ....................................................... Phone: 519-661-5770

16.5. **Western Fair District**
http://www.westernfairdistrict.com/western-fair-district-london-ontario
Western Fair District is a place to be entertained. The historic 85 acre, year-round, site is a London landmark. Located in the heart of the city the District provides a wide array of entertainment and recreation options to a broad spectrum of customers, within London and across southwestern Ontario. It is the largest facility that annually hosts over 300 events and attracts over 1 million visitors a year.

316 Rectory Street, London, ON N5W 3V9
Telephone: .........................519-438-7203 or Toll Free: 1-800-619-4629

17. FOR MORE ABOUT LONDON, HERE ARE A FEW OTHER RESOURCES

17.1. **Middlesex County**
As an "upper tier" municipality the County of Middlesex is responsible for a range of municipal services which affect the citizens of Middlesex. Services to residents are offered at the County Building on Ridout Street North in London as well as offices, garages, a home for the aged and libraries located throughout the county. For more information, visit the following website: http://www.middlesex.ca/

https://www.theweathernetwork.com/ca/weather/ontario/london
18. ARTS AND CULTURE

18.1. Grand Theatre London Canada
http://www.grandtheatre.com/
471 Richmond Street, London, Ontario
Hours of Operation: Monday to Friday 9:00am - 5:00pm ET, Saturday and Sunday - closed
Box Office: .................................................................519-672-8800
OR Call toll free within North America ......................... 1-800-265-1593
London's Grand Theatre is nationally renowned and presents plays from October to May.

The company also hosts occasional outside arts attractions such as The National Ballet of Canada — 60 Years at:
https://national.ballet.ca/Homepage?
OR Call toll free within North America ......................... 1-800-345-9595

18.2. Paul Davenport Theatre (formerly Talbot Theatre) — Live Theatre on Western University Campus
http://www.music.uwo.ca/about/facilities/paul-davenport-theatre.html
Players Guild and Purple Patches

These Western University student and alumni theatre groups produce at least one play or musical a year, usually at Paul Davenport Theatre (formerly Talbot Theatre). Paul Davenport Theatre hosts over 200 performances per year, attended by more than 32,000 people. From Wind Ensemble concerts, to the summer home of the National Youth Orchestra of Canada, to performances given by dance troops galore, Talbot Theatre is a cornerstone to the faculty, city, and country.
Phone .................................................................519-661-3391

18.3. Museums and Art Galleries

18.3.1. Museum London
http://www.museumlondon.ca. Museum London is Southwestern Ontario's leading establishment for the collection and presentation of visual art and material culture. Through public and educational programming, special events and exhibitions, Museum London strives to promote the knowledge and enjoyment of regional art, culture and history.

Continued/……...
At the heart of a great museum is its collection and Museum London is proud to have one of Canada's most important art collections, and one of the most significant historical artifact collections in Ontario. The art collection has more than 5,000 regional and Canadian works and our 25,000 artifacts reflect the history of the City of London as an important regional urban centre in Southwestern Ontario.

421 Ridout Street North
Phone .......................................................................................... 519-438-0333

18.3.2. Museum of Ontario Archaeology
http://archaeologymuseum.ca/
The Museum of Ontario Archaeology is a unique Canadian museum devoted to the study, display, and interpretation of the human occupation of Southwestern Ontario over the past 11,000 years. The Museum is located beside the Lawson Prehistoric Iroquoian Village, a site occupied by the Neutral Iroquoians in the 16th century A.D.
1600 Attawandaron Road
Phone .......................................................................................... 519-473-1360

18.3.3. Banting House
Known as “The Birthplace of Insulin.” Banting House National Historic Site of Canada celebrates not only a great Canadian discovery, but the life and career of Sir Frederick Banting from 1891 to 1941.
http://www.diabetes.ca/about-cda/banting-house
The Banting House National Historic Site is located at 442 Adelaide St. N. (at the corner of Queens Avenue and Adelaide Street)
Hours: Tuesday to Saturday: 12 p.m. to 4 p.m.
Phone .......................................................................................... 519-673-1752

18.3.4. Western Film
http://westernusc.ca/westernfilm/
Western Film c/o USC
Room 340, UCC Building, University of Western Ontario
E-mail: wfilm@uwo.ca
Phone .......................................................................................... 519-661-3616
III. Working in the Department of Chemistry

19. INFORMATION FOR NEW STAFF
Welcome to the Department of Chemistry! Please read the following and if you have questions, please feel free to e-mail at avandend@uwo.ca, or call me at 519-661-2111, ext. 86344 or drop by Room 120, Chemistry Building (ChB).

Employee Forms: New Staff Instructions

20. SIGN-UP SHEET FOR PAYROLL
Together with your supervisor, please complete the Sign-up Sheet for Payroll and return to Anna Vandendries-Barr, located in Room 120, ChB.

21. WESTERN UNIVERSITY — HEALTH AND SAFETY POLICIES
Western has an ethical as well as a legal responsibility to provide a safe environment in which to study and work. In addition, the University strives to foster the development of safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage of property or facilities. As safety standards change, Western is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. The Western University, Policies and Procedures, 3.1, 1.00 Health and Safety Policy is included.

- In your folder you will find The Western University Safety Booklet. Please go through it with your supervisor (or designate),

- Also in your folder you will find a three page document entitled, “Safety Requirements for Laboratory Work”. This form must be completed and signed by both yourself and your supervisor and then returned to Anna Vandendries-Barr located in Room 120 ChB before you can obtain your key requisition from Anna Vandendries-Barr,

- Please conduct the lab tour with your supervisor (or designate) which is enclosed,

- Please complete The Position Hazard Form which can be found at https://webapps.uwo.ca/positionhazard/login?1/ and
• Once you receive your **uwo username and password** from ITS, you will be able to complete the required WHMIS training on-line. The Occupational Health and Safety Training information is posted on the Human Resources website at: [http://www.uwo.ca/hr/learning/required/index.html](http://www.uwo.ca/hr/learning/required/index.html)

22. IDENTIFICATION CARDS (WESTERN ONECARD)

[http://www.registrar.uwo.ca/general-information/western onecard.html](http://www.registrar.uwo.ca/general-information/western onecard.html).

You will need an identification card (called Western ONEcard) which can be obtained from the Registrar’s Office - Student Central, Room 1120, Western Student Service Building (WSSB). Your Western ONECard is more than just a Photo ID Card. The Western ONECard functions as an identification card for **exams**, **bus pass**, and **Campus Recreation**. It is also a **library card**, **meal plan card**, and can be used for **door access** and **vending machine purchases**.

23. PARKING & VISITOR SERVICES AT WESTERN UNIVERSITY

23.1. **Parking Permit**

All rates include HST and are subject to change. When purchasing a permit, full-time staff and faculty are encouraged to use payroll deduction. **If you have not already purchased a transponder, please add $30.00 (refundable deposit) to your permit purchase.**

An **Online Parking Permit Application Forms** can be obtained from Western Parking & Services at: [http://www.uwo.ca/parking/](http://www.uwo.ca/parking/) or from Western University, Facilities Management - Parking & Visitor Services, Room 4150, Support Services Building, 1393 Western Road, Office Hours are Monday - Friday 8:30 am - 4:00 pm, Phone: 519-661-3973 (see Western & Affiliates Campus Maps at: [http://www.geography.uwo.ca/campusmaps/](http://www.geography.uwo.ca/campusmaps/)).

Western Parking Maps at: [http://www.uwo.ca/parking/map.html](http://www.uwo.ca/parking/map.html).

Orange permits are reserved for faculty and staff. A cheaper option is grey permits and lots, which are available to faculty, staff, and students. You can also opt for a more expensive reserved space in a grey lot. Be warned - during term unreserved grey lot spaces fill very quickly and if you’re not on campus by 9:00 a.m., you may be parked beyond the football stadium. Payment can be made by cash, cheque or Visa, but the easiest way is by payroll deduction (assuming you have your University ID number).
23.2. **Department Hosted Parking**

23.2.1. **Blue Pass Parking**

Valid for single space meters, attended visitor lots as well as Pay and Display areas.

Blue Guest Parking Passes are available for Western Departments to purchase to host special guests to campus. They are valid for **single space meters, attended visitor lots** as well as **Pay and Display areas**. Departments may purchase Blue Guest Passes by emailing parking@uwo.ca with:

- The department name
- A contact name
- Western speed code

Blue Guest Passes are **$5 each**. **Please note these passes are NOT for use by Western employees, staff or students but are reserved for the exclusive use of other visitors to campus.**

Link for **Blue Pass Parking**: 

![Image of Blue Guest Parking Pass](image_url)
23.2.2. For Special Events

Special Event parking is available to members of the community, their clients and guests. Arrangements for special event parking must be made at least one week in advance and according to one of the following plans:

1. Specific lots are staffed and patrons are required to pay the daily rate as posted at the gate. This plan is used most for large events.

2. Specific lots are staffed; sponsor provides a guest list and is billed according to volume used. Sponsor is required to assume any extra staffing or signage costs. As a result parking is complimentary to guests.

3. Lot Rental is available only for small events where space is not an issue. A nominal fee is charged to the sponsor, specified gates are raised therefore allowing complimentary parking to guests. Sponsor is required to assume any extra staffing or signage costs.

23.2.3. Parking for Special Events

To submit a request for special event parking, please fill out the following Request Form, and we'll get back to you to confirm your arrangements. To access the form, Click this link: Special Event Parking Request Form

23.2.4. Complimentary Parking

Your Western Department can arrange complimentary parking for guests you are hosting on campus. To arrange complimentary parking for your guest(s) (non-Western employees only) please complete the form at the link provide below: http://www.uwo.ca/parking/services/dept_host/complimentary.html at least 2 days in advance to guarantee space for your visitor. The department is charged $5.00 for each guest they park at a visitor lot.

Please note: When arranging departmentally paid parking for your visitor(s), we do not guarantee a space in a
particular lot. You may choose a first lot of choice, however, the parking is still first come, first served. Please be sure to communicate this to your guests before their arrival.

23.3. **Motorist Assistance Program**

[http://uwo.ca/parking/services/motorist_assistance.html](http://uwo.ca/parking/services/motorist_assistance.html)

Parking & Visitor Services provides complimentary motorist assistance to all faculty, staff, students and visitors to Western University's main campus.

23.3.1. **We Can Help When...**

- Your car battery is dead and in need of a boost
- You need your vehicle unlocked

**Please Note:** The Motorist Assistance Service may not be available at certain times throughout the day

23.3.2. **Call Us**

Monday - Friday between 8:30 am – 4:00 pm at **519-661-3973**

Monday - Friday between 4:00 – 8:00 pm at **519-661-3300**

[Campus Community Police Service](http://uwo.ca) will notify our Motorist Assistance team for you.
New features for keys requisitioning and approving

Facilities Management continues to develop the keys requisition software, making changes to the interface and further enhancing the customer experience. Facilities Management's key software and interface was redesigned to eliminate unnecessary delays in the process. The upgrade increases the speed with which customers can submit the request form as well as the internal process for retrieving and distributing keys. FM is revealing more features, targeting improved functionality.

Enhancements continue to improve the customer experience as items from Phase Two—including those from our customer feedback. The new features are listed below.

**PHASE TWO - NEW**

**Online Request**
- Enhanced functionality of replacements keys - CCPS Incident ID for lost and stolen keys
- Simplified multiple key requests and key returns

**Expand Approver's Menu Reports**
- Keys For A Department is an option that lists the keys associated with your department(s)
- Outstanding Keys is an option that lists the keys an individual has currently signed-out in your department(s)
- Returned Keys is an option that lists the key which have been returned by an individual in your department(s)
- Keys That I Approve is a list of the keys and associated locations under your approval

Contact Us:
Website: http://uwo.ca/fm
Feedback: fmkeysadm@uwo.ca

Western
Facilities Management
25. **KEY REQUISITION PROCESS**

It is anticipated that the keys will be available for pickup within 24 hours of approval.

25.1. **Related Information - A Walkthrough Document “Request A Key”**

Before submitting “Request A Key”, please go through the walkthrough document below from numbers (1) to (4) coinciding with the system launched by the Facilities Management.

On accessing the Facilities Management’s website link indicated below:
http://keys.fm.uwo.ca

You will get the following screen (see below)

(1) Please **CLICK** the tab ➤ **Sign in** (see RED ARROW).

Once you sign in, the **NEXT** screen will appear to login.
(2) To login, use your **User ID** and **Password** in two boxes indicated by red arrow.

(3) Fill in each of the blank boxes provided (see below) by using the down-arrow on the right-hand side of the box. A drop-down menu will appear; **SELECT** the appropriate information as indicated in the instructions of **Steps to follow**.
(4) If more than 1 key is required, please click Request another key (see red arrow indication) and a blank form as above “Request a Key” will appear and continue to fill-in and follow the instructions as previously.

25.2. Access Request - Keys
If one or more keys(s) is/are approved by a designated authority, you must complete a separate “Request a Key” form for each and every key to be issued to you.

26. ELECTRONIC (CARDS) ACCESS

All perimeter entry points will be electronically controlled allowing times lock/unlock settings. After hours access will be limited to a few major entry points.

The electronic access system is departmentally administered; the designated authority will put in a request to activate your card. Therefore, individuals requiring access to an electronically controlled building and/or room must submit a completed and signed form to the designated Office Staff.

27. LOCKED OUT OF THE OFFICE

If you get locked out of your office during office hours, please see Anna Vandendries-Barr, the administrative officer. In the absence of the administrative officer, the departmental secretary will be able to assist you.

In an emergency, the Western’s Campus Police (519-661-3300) will be able to open the door for you.
28. GRADUATE STUDENTS, RESEARCHERS, POSTDOCTORAL, STAFF, SUMMER STUDENTS AND VOLUNTEERS

In order to receive your keys either to labs, offices, and exterior doors, the form entitled “Health, safety and Wellness Requirements for Laboratory Work”; pages 4 and 5 needs to be completed. In addition, these 2 pages must be signed by both you and your supervisor. Once both signatures are on the form, you should immediately submit “Request A Key” yourself by accessing the Facilities Management website: http://uwo.ca/fm/client_services/keys.html.

After you have requested your keys then only “Conditions of Key Issuance” on pages 4 and 5 must be submitted to the appropriate Office Staff listed below who will be responsible to: (i) submit a request for electronic access; (ii) to approve key(s). Note, without these forms key(s) will not be approved.

29. KEYS FOR STUDENTS ENROLLED IN CLASS CHEMISTRY 4491E

A package is provided to students enrolled in the course Chemistry 4491E in the beginning of Academic Year, i.e., Fall Term. In the package, a set of forms entitled “Safety Requirements for Laboratory Work” pages 2 and 3 must be completed and signed both by you and authorizing supervisor; and returned to Clara Fernandes who will put in a request for an Electronic Access Activation; and the Key Issuance form will serve to authenticate the keys you have requested on-line.

30. AUTHORIZED DESIGNATES FOR KEYS APPROVAL & ELECTRONIC CARD ACCESS

<table>
<thead>
<tr>
<th>List of Authorized Designates for Keys Approval &amp; Electronic Access Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual Authorized to Have Key(s)</strong></td>
</tr>
<tr>
<td>Graduate Students</td>
</tr>
<tr>
<td>Faculty, Staff, Researchers, Postdoctorals, Volunteers, Visiting Scientists/Students, and Summer Students</td>
</tr>
<tr>
<td>Students in Chem 4491E Class</td>
</tr>
</tbody>
</table>
31. **TO REQUEST A KEY**

The sign-in link from FMs keys landing page is indicated below:

http://www.uwo.ca/fm/client_services/keys.html

To request/approve a key, please sign in to the keys interface;

![Sign In]

**Please note:**

- Delays may occur during peak times (September and January)
- Keys issued to undergraduate student requires deposit(s)
- Lost keys are subject to a replacement fee
- Requests are valid for **30 days** only

31.1. **Key Pick-up & Return**

Keys are available for pick-up and return at the Parking & Visitor Services Offices in the **Support Services Building, Rm. 4150.** Hours of operation are **Monday to Friday, 8:30 a.m. to 4:00 p.m.**

You are required to present your **Western OneCard** when picking up and returning keys.

31.2. **Deposits (Keys)**

To emphasize the importance of security and individual’s’ responsibilities in that regard, deposits will be required as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Key Type</th>
<th>Deposit</th>
<th>Applies to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Issue</td>
<td>Single Lock</td>
<td>$25</td>
<td>Students</td>
</tr>
<tr>
<td>Replacement</td>
<td>Single Lock</td>
<td>$25</td>
<td>Departments, Faculty, Staff, and Students</td>
</tr>
</tbody>
</table>
31.3. **Keys Pick-up / Returns Guidelines — Steps 1-4**

**Step 1: Western Keys Request Form**

Visit Facilities Management’s Website: [http://www.uwo.ca/fm/client_services/keys.html](http://www.uwo.ca/fm/client_services/keys.html)

Under the Client Services (left-hand menu) click “**Key Requests**” or just click “**sign in**”; then, fill-out the on-line form appropriately and submit.

*Please note: Keys issued to undergraduate students require deposit(s).* 

*Lost keys are subject to a replacement fee.*

**Step 2: Email Confirmation**

An email is returned to the requisitioner once the request has been approved and processed. The email includes information regarding ... 

... what material and information you’ll need to provide, 
... when and where to pick up your keys, 
... and how to contact us.

*Please note: Delays may occur during peak times (September and January)*

**Step 3: Keys Pick-up**

Keys are available for pick-up at the Parking & Visitor Services Office in the Support Services Building, Room 4150.

Present your Western OneCard when picking up keys.
Step 4: Key Returns

Keys are returned at:
Parking & Visitor Services Office
Support Services Building,
Room 4150.

Present your Western OneCard when returning keys and if a deposit was taken, it will be returned to you at the same time.

Website:  http://www.uwo.ca/parking/about/contact_us.html

32. CLASSROOM AV TECHNICAL SUPPORT AND SERVICES

32.1. Classroom Technology Group

Tel: (519) 661-2111 ext. 82222
Email: ctg@uwo.ca
Hours: Monday to Friday - 8:30 a.m. to 4:30 p.m.

NOTE: The Office of Institutional Planning & Budgeting Classroom Management Group will no longer provide a supply of keys for Audio Visual (A/V) Equipment to Departmental Secretaries as done in the past.

32.2. Keys

32.2.1. For Instructors: Where Can I Get A Key That Will Let Me Access The A/V Equipment?

Instructors can pick-up a copy of the Standard A/V key which will open all A/V equipment cabinets and drawers in General University classrooms from the Support Services Building (SSB) Room 5300, 8:30 a.m. - 4:30 p.m. Monday to Friday.

There is no charge for this key for UWO instructors.
32.2.2. Do I Need A Different Key For Each Media-Equipped Classroom That I Teach In?

No. There is one Standard A/V key which will open all A/V equipment cabinets and drawers in General University classrooms.

32.2.3. Can Students Get A Key That Will Let Them Access The A/V Equipment?

Yes, students can pick-up a copy of the Standard A/V key after they have booked a media equipped General University classroom through Chemistry Main Office, Room ChB 119 for an event.

Also, the A/V key can be picked up from the Support Services Building (SSB), Room 5300, 8:30 am – 4:30 pm Monday to Friday.

The student will need to fill in a short form and a $10 deposit or student card must be left in exchange for the key. The money or student card will be returned to the student when they bring back the AV key after their event.
33. **HUMAN RESOURCES (HR)**
   
   My Human Resources is a secure online application where Western faculty and staff may view earnings statements and benefit information, enter direct banking information for pay, update important contact information, view career opportunities, participate in employment surveys and enroll in training. Special access is also available to some students.

   Human Resources is located at the following address:
   Room 5100, Support Services Building (SSB)
   1393 Western Road ............................................................. Phone: 519-661-2194

33.1. **Need Help Navigating My Human Resources?**

   See the “My HR - How do I....” information page for information on accessing your earning statements, updating tax information and more at: [http://www.uwo.ca/hr/my_hr/how_do_i.html](http://www.uwo.ca/hr/my_hr/how_do_i.html)

33.2. **My Human Resources**

   My Human Resources is a secure online application where Western faculty and staff may view earnings statements and benefit information, enter direct banking information for pay, update important contact information, view career opportunities, participate in employment surveys and enroll in training at MyHumanResources at: [http://www.uwo.ca/hr/my_hr/index.html](http://www.uwo.ca/hr/my_hr/index.html)

   My Human Resources is a service that provides you with:

   - The convenience of viewing your earnings statements online,
   - The ability to view the details of your pension and benefits, including health, dental and life insurance,
   - The option to view or make changes to your personal information

   If this is your first appointment at Western, or if you have more than 12 months between appointments at Western, you will be able to access My Human Resources as of the first day of your new appointment. As My Human Resources is a secure online application, you will sign in using your employee email username and password that will be assigned to you by WTS. **Notification of your employee email username and password will be distributed by WTS to your hiring department.**

   If you have had an appointment at Western within the last 12 months and are now entering into a new appointment, you will be able to access your personal information via My Human Resources using your previously established **UWO email username and password.**
It is CRITICAL that you review your personal information, banking information and personal tax credits, as soon as you have Access to My Human Resources, BEFORE YOUR FIRST PAY.

33.3. Payroll and Records
To arrange direct deposit of your monthly pay, sign in to My Human Resources web at: http://www.uwo.ca/hr/my_hr/index.html

Beginning April 2009, employees will no longer have printed statements automatically produced and distributed to their campus address each pay period. However, if you want your earnings statement produced and mailed to your home address, you may Sign In and select this option.

33.4. Pensions and Benefits
https://www.uwo.ca/hr/pension/login.html
Faculty and staff members are eligible for benefits from the University including extended health care coverage, dental plan, vision plan and insurance. The range of benefits is beyond the scope of this document, but all the information can be obtained from the Pension and Benefits Office, Room 5100, Support Services Building (Ext. 82194). Many features have several options, and it is worthwhile making an appointment with an advisor to discuss them all. The pension plan also offers many alternatives regarding where your contributions are directed. Again, an hour spent with an advisor is definitely time well spent.

STUDENTS - PLEASE NOTE: You must use your employee email username and password to access myHumanResources – student email account information will not allow you to access myHumanResources. The Information contained on myHumanResources will be used to determine the DISTRIBUTION OF YOUR PAY.

33.5. Western Retirement Plans
Your employee email username and password will also provide you with secure online Access to your pension account if you are eligible to participate in The University Ontario Pension Plans*. To access your account, go to http://www.uwo.ca/hr/my_hr/index.html and select “Login to Pension Account”. Please note: only those who were eligible and have made contributions to the plan will have a pension record.

*Eligibility requirements are outlined in the Plan Provisions section at: http://www.uwo.ca/hr/index.html
34. **FAMILY SERVICES EMPLOYEE ASSISTANCE PROGRAMS (FSEAP)**

http://www.uwo.ca/hr/benefits/eap/index.html

Every day we encounter stresses in life - and occasionally they can have a detrimental effect on our personal lives and work performance. Consequently, Western provides its full-time employees and other eligible employees as outlined in their respective collective agreements (and members of their immediate families) with a free Employee Assistance Program (EAP). Western's EAP offers confidential, face-to-face and secure web-based counselling, 24/365 emergency telephone counselling, telephone advisory services, wellness workshops, psychoeducational groups, clinical consultation for managers and union representatives, and critical incident management and debriefing. The EAP is available through the facilities of FSEAP Thames Valley / Family Service Thames Valley.

Contact Information:

**FSEAP Thames Valley**  
125 Woodward Ave  
London, Ontario N6H 2H1  
Tel: 519-433-0700  
Fax: 519-433-4273  
Monday - Thursday: 9:00am - 8:00pm  
Friday: 9:00am - 4:00pm

*Phone 24 hours a day: 1-877-433-0701*

34.1. **Employee Assistance Plan - Services**

Family Services offers all full-time employees and other eligible employees as outlined in their respective collective agreements (and members of their immediate families). Please check the website for the services offered at: http://www.uwo.ca/hr/benefits/eap/services.html

35. **VISA AUTHORIZATION PERMIT**

Please make sure you give Anna Vandendries-Barr a copy of your Visa, Student Authorization / Work Permit upon arrival.
36. **OHI P/ UHI P HEALTH INSURANCE COVERAGE S**

36.1. **OHI P (Ontario Health Insurance Plan)**
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 St, 5th Floor (Customer Service: 519-675-6700 or Switchboard: 519-675-6800) to apply for Ontario coverage. Please see web site at: [http://www.health.gov.on.ca/en/public/programs/ohip/](http://www.health.gov.on.ca/en/public/programs/ohip/) for further information regarding application procedures.

36.2. **UHI P (University Insurance Health Plan)**
http://www.uwo.ca/international/iesc/current/health_care_in_canada/uhip/index.html
International students are NOT eligible for coverage under Ontario Health Insurance Plan (OHIP). Because of this, Ontario universities have put together a **MANDATORY** health care package [http://www.uhip.ca/](http://www.uhip.ca/) for international students and their dependents. UHIP offers many of the same benefits as OHIP. Make sure to thoroughly read the description of coverage to ensure that you understand the details of the plan. Your package should contain information concerning health insurance. Upon arrival in the department, please go to Human Resources, Support Services Building, Level 5, to make sure that you have done everything necessary to start your coverage immediately. They should be able to answer any questions you may have concerning your benefits.

37. **MAIL BOX**
As an employee of the Department of Chemistry, you will be assigned a mailbox in the Chemistry Building, Room 121. However, summer students and Chem 4490E students will not receive such. There is also a box for **outgoing stamped mail** and unstamped mail in the same room. There is an Inter-University mailbox (green) on the wall outside the mail office.

**NOTE:**
Only authorized personnel with a mailbox are allowed entry in Room 121.
IV. FINANCE SERVICES GUIDELINES

38. PROCEDURES FOR POLICY 2.16 — TRAVEL & EXPENSES REIMBURSEMENT

38.1. Key Principles

Western University (“Western” or “University”) will reimburse reasonable and necessary travel or other expenses incurred while conducting University business. The purpose of these procedures is to outline the eligibility of expenses that may be claimed under the MAPP 2.16 Travel & Expense Reimbursement Policy found at http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf.

For research funded expenses, please also refer to the Research Travel Policy Supplement found at http://www.uwo.ca/univsec/mapp/section2/mapp216_research.pdf

“Value for money” must be considered when incurring travel and other expenses on behalf of the University. Anyone incurring expenses on behalf of Western is expected to manage expenses economically and be mindful of the use of public sector funds.

Western is committed to accessibility for persons with disabilities and travel considerations to support accessibility requirements are eligible expenses.

38.1.1. Funding, Legislation, and Other Restrictions

These procedures apply to all University travel and related expenses funded from all sources administered by Western University and represent the minimum requirements for reimbursement of travel and other expenses. Where specific funding agency guidelines impose greater restrictions, the most stringent rules must be followed.

These procedures are in accordance with applicable federal and provincial legislation including but not limited to legislation issued by the Canada Revenue Agency (CRA) and the Broader Public Sector (BPS) Accountability Act, 2010 and its related directives. Exceptions to these procedures must be approved by Financial Services but cannot contradict legislation or funding agency guidelines.

Faculties or departments may also enforce further restrictions due to budgetary constraints or internal business policies. Further restrictions imposed by faculties or departments should
be communicated to department faculty and staff in an appropriate manner.

Ineligible (or overpayment of) expenses are owing to Western by the Claimant and must be repaid.

38.1.2. Expense Reports

All expenses related to a travel event must be claimed on the same expense report. Expenses related to the same travel event must not be split over two or more reports. Expense reports and all supporting documentation should be submitted within sixty (60) days of the end of travel or receipt of eligible goods reimbursable under these procedures.

Only out-of-pocket expenses that are properly documented and relate to approved University business will be reimbursed. Eligible expenses will be reimbursed upon the completion of travel or receipt of goods or services. For expenses incurred more than 30 days in advance of travel, a cash advance may be requested.

38.1.3. Cash Advances

Faculty or staff may request a cash advance through Western’s online travel and expense module to cover expenditures that must be purchased in advance of travel and therefore are not yet eligible for reimbursement.

Unused cash advance funds must be repaid to the University immediately upon returning from travel or as soon as the funds are no longer required for their original intended use. Individuals who fail to clear cash advances within sixty (60) days following the completion of the activity will have no further expenses reimbursed until the advance is cleared. Expense reports to clear outstanding advances must be submitted before any further expenses are paid. Failure to submit an expense report or repay funds to clear a cash advance will result in outstanding amounts reported as taxable income to the recipient.

38.1.4. References and Contact Information

Training sessions on Western’s Travel & Expense Reimbursement Policy, Procedures, and online travel and expense module may be found here:
http://www.uwo.ca/hr/learning/courses/operational.html
Training material on how to submit a cash advance or expense report may be found on the Financial Services website: http://www.uwo.ca/finance/training_reference/

The Financial Services Procurement Department should be contacted at procurement@uwo.ca or extension 84579 for questions regarding the Western Travel Card, or partnerships with preferred travel agencies, hotels and car rental companies.

The Financial Services Travel Department should be contacted at travel@uwo.ca or extension 85499 for questions or clarification of eligible expenses or situations not addressed in these procedures.

For expenses charged to research funds, the Research Financial Officer for the grant may provide additional guidance. A supplemental document comparing eligibility of expenses and required supporting information to those of major granting agencies may be found at https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_research.pdf

38.2. **General Information**

38.2.1. Travel Payment Methods

38.2.2. Direct Billing

Direct billing is available for flight and rail tickets booked through Western’s preferred travel vendor, FCM Travel Solutions. No expense report is required because the charge is paid directly by Western; however, a copy of the flight or rail itinerary should be included with the claim for other travel expenses related to the trip.

38.2.3. Western Travel Card

Western’s Travel Card is recommended as the primary payment method for travel expenses incurred by Western employees. The Travel Card is paid by the cardholder personally, unlike the Purchasing Card (“PCard”) which is paid by Western directly. The cardholder must submit supporting documentation for reimbursement of expenses charged to the Travel Card, and make payment within the terms of the card to avoid late
charges. Late charges due to late or unclaimed expenses will not be reimbursed by Western.

Additional information regarding Western’s Travel Card may be found here:
http://www.uwo.ca/finance/forms/docs/procurement/procurement_card_guidelines.pdf

38.2.4. Personal Debit or Credit Card

Travellers may use a personal debit or credit card to incur travel expenses, and submit supporting documentation for reimbursement. Late charges due to late or unclaimed expenses will not be reimbursed by Western.

38.3. Reimbursement Methods

Faculty and staff should use Western’s online travel and expense module to submit expense reports.

Expense reimbursements and cash advances to faculty and staff will be made in Canadian dollars. The default payment method is direct deposit to the Claimant’s bank account as set up in My Human Resources (https://www.myhr.uwo.ca).

Visitors must submit travel and expense reports using the paper form since these individuals do not have access to Western’s online travel and expense module.

Visitors from outside of Canada may claim reimbursement of expenses in the currency of their home country. Payment method will be determined based on the country and currency of reimbursement.

38.4. Approval Workflow and Roles and Responsibilities

38.4.1. Approval Workflow

Expense reports and cash advances require one-over-one approval.

The most senior person present must claim expenses for a group. If the most senior person is unable to incur the expense personally, the same approvers that would have been required must still approve the expense report had the most senior person submitted the claim.
Expense reports and cash advances must be approved by the department budget owner (or delegate) and the Principal Investigator for the use of research funds. The Principal Investigator may not delegate signing authority for expense reports or cash advances.

Acceptable forms of approval are either written signature or approval via Western’s online travel and expense module by the authorized individual. Signature stamps will not be accepted.

38.4.2. Roles and Responsibilities

Claimant

It is the Claimant’s responsibility to:

- ensure that claims for expenses are in accordance with relevant policies and procedures of the University, funding source, faculty, and department;
- submit expense reports for legitimate University business expenses within sixty (60) days of the end of travel or the receipt of eligible goods reimbursable under these procedures;
- only request reimbursement of expenses that were incurred by the Claimant personally and not reimbursed by another source;
- submit a claim and all supporting documents to the expense report Approver; and
- repay any payment of ineligible expenses.

Claimants may delegate authority to create and submit claims on their behalf but this does not relieve the Claimant of their responsibilities. The delegate may not be the same individual as the department budget approver.

Approver

It is an Approver’s responsibility to:

- ensure expenses are in accordance with relevant policies and procedures of the University, funding source, faculty, and department;
- only approve expenses incurred for legitimate University business purposes as detailed on the expense report;
- verify that all supporting documentation is included
with an expense report before approving the claim; and
- forward all supporting documentation to Financial Services upon final approval of expense report. (Note that future reimbursements to the Claimant may be withheld if Financial Services does not receive receipts within this timeframe).

Department budget approvers may delegate travel and expense approval authority but a Principal Investigator may not.

38.5. Supporting Documentation

The below tables outline the minimum information/documentation required for an expense report or cash advance.

<table>
<thead>
<tr>
<th>Expense Report</th>
<th>Supporting Information/Documentation</th>
</tr>
</thead>
</table>
| **Business Purpose** | • Who travelled or attended the event or activity  
| | • Business relationship of all attendees included on the claim  
| | - In the case of research, the claimant’s working relationship to the Principal Investigator  
| | • What type of event or activity was attended or purchase was made  
| | • When the event, activity, or purchase took place  
| | • Where the event or activity took place or purchase was made  
| | • Why the expense was incurred as related to University business  
| **Itemized Receipts and Proof of Payment** | • Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt)  
| | - Original credit/debit card slips or credit/debit card statements would support proof of payment  
| **Note:** If original supporting documentation is to be returned to the claimant, Western will note on the document(s) the amount(s) reimbursed by the University.  
| **Itinerary** | • Conference or event prospectus/itinerary  
| | • Flight or rail travel itinerary (including flights or rail travel paid by Western directly through FCM Travel Solutions)  
| | - Written approval for flights in excess of the lowest-priced, economy fare in accordance with Section C.1.1 Air Travel  
<p>| <strong>Note:</strong> Boarding passes are not required for airfare where other acceptable documentation provides evidence that the flight was taken, for example, hotel bill, meal receipts, taxi chits at the destination. In cases where the only expense claimed is the airfare, the paper boarding pass(es) or printed image(s) of the electronic boarding pass(es) are required to support the claim for airfare. |</p>
<table>
<thead>
<tr>
<th>Participant Fees</th>
<th>Requests for reimbursement of participant fees must include the number of participants assigned to the study, compensation to each participant, and method of compensation. Participant fees must be in accordance with the Research Ethics Protocol approved by the Research Ethics Board. The researcher must retain other appropriate documentation related to participants as described in the Research Ethics Protocol and approved by the Research Ethics Board.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract/Agreement</strong></td>
<td>• If applicable, the contract or agreement supporting expenses claimed for reimbursement (i.e. car rental agreement)</td>
</tr>
<tr>
<td><strong>Mileage</strong></td>
<td>• Print out of online mapping tool (such as Google Maps) showing distance travelled</td>
</tr>
</tbody>
</table>
| **Foreign Exchange** | • Documentation supporting foreign exchange rate claimed where Western’s posted rate is not used. For example:  
  - Receipt showing rate of currency purchased at banking or other financial institution  
  - Print screen of foreign currency website used to calculate exchange  
  - Credit/debit card statements showing Canadian dollar amount charged to the Claimant |
| **Quotes** | • Quotes are required to support an amount claimed for reimbursement if different from the amount shown on itemized receipt/proof of payment or if the amount claimed does not represent the most economical means of travel. For example:  
  - If business and personal travel are combined, a quote must be obtained at the time of booking that prices business travel separately  
  - Where an upgrade or another mode of travel is taken for personal reasons, a quote must be obtained for most economical means of travel. If a quote was not obtained at the time travel was booked, then the cost of the most economical means of transportation must be estimated. Financial Services may adjust the amount reimbursed if the documentation supporting the estimate is not deemed sufficient to |

<table>
<thead>
<tr>
<th>Cash Advance</th>
<th>Supporting Information/Documentation</th>
</tr>
</thead>
</table>
| **Business Purpose** | • Budget showing how the funds are to be used  
  • Start and end dates of travel and/or research study  
  • Location(s) of travel, if applicable  
  • In the case of research, the claimant’s working relationship to the Principal Investigator |
38.6. **Eligible Expenses**

The following expenses are eligible for reimbursement under the MAPP 2.16 Travel & Expense Reimbursement Policy. Where greater restrictions are imposed by a funding agency, faculty, or department, the most stringent rules must be followed.

There may be eligible expenses specific to faculties or departments that have not been included in these procedures. Other expenses related to legitimate University business may be reimbursed if Financial Services determines the item to be eligible and in accordance with the Key Principles of these procedures.

Travellers may use personal loyalty program points, credits, or discounts towards travel related expenses and upgrades for University business travel but only the out of pocket fees and taxes associated with travel will be reimbursed. The University will not reimburse for the “equivalent” of any loyalty program points, credits, or discounts used.

Western has formed partnerships with certain travel agencies, hotels and car rental companies. It is recommended that Western’s travellers book all travel arrangements through the University’s preferred providers. A list of partnerships can be found at http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html

38.6.1. **Transportation**

Western will reimburse up to the most economical means of travel between air, rail, and vehicle. Where travellers prefer to travel by a more expensive mode of transportation, the most economical that provides the greatest value for money will be reimbursed.

38.6.2. **Air Travel**

Information about Western’s preferred travel supplier for air fare may be found at http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html

Travellers will be reimbursed for the lowest-priced, most direct economy airfare available when booking domestic and international air travel. Premium economy or business class travel may be permitted for flights outside of North America or for medical reasons if pre-authorized by the traveller’s Dean/Associate Vice-President/Vice-Provost/Provost/President.
Standard fees for advanced seat selection are eligible as well as checked bag fees up to a maximum of two (2) standard pieces of luggage. Excess or oversized baggage charges may be reimbursed if justified by the traveller for conducting business of the University.

Flight cancellation insurance is also reimbursable where there is a possibility that the Claimant may be unable to travel or when the ticket is non-refundable. Change fees and cancellation fees are eligible where there is a business purpose or medical emergency requiring the change or cancellation of a flight.

In the case of flight cancellations, the traveller is responsible for contacting the relevant travel agency or airline to obtain a refund. If the ticket is non-refundable, the traveller must inquire about applying the cost of the unused ticket to a future ticket. The traveller will be reimbursed the out of pocket amount (the initial cost of the ticket, less any refund received). Where the unused ticket cost may be applied to a future flight, a cash advance should be obtained so that the traveller is not out of pocket because an expense report may not be submitted until the flight is taken.

38.6.3. Rail Travel

Western’s Via Rail Corporate Fare information may be found at: http://uwo.ca/finance/procurement/preparing_to_travel/index.html.

When considering rail fares, travellers are expected to book the class that provides the best value for money up to a maximum of Business class. Considerations would include exchange and refund policies where travel could reasonably be expected to change for valid business purposes, and meals provided during longer trips. Business Plus fares are not eligible for reimbursement.

38.6.4. Vehicle Travel — Rental, Personal or Other Transportation Costs

Rental Vehicle

Western’s negotiated preferred pricing agreements may be found at: http://uwo.ca/finance/procurement/preparing_to_travel/index.html.
Preferred car rental agencies must be used wherever possible to take advantage of negotiated discounts. The rental cost for the days required to travel will be eligible for reimbursement.

Fuel charges associated with the use of rental cars for business travel are eligible.

Damage waiver insurance offered by the rental agency at an additional cost is eligible for reimbursement but note the below insurance options where the traveller may already be covered by:

- Western’s Corporate Insurance: to be covered under Western’s Corporate Insurance, the rental car must be registered with Western’s Insurance Office and Western University must be named in the agreement. For additional information, please refer to [http://www.uwo.ca/hr/safety/insurance/](http://www.uwo.ca/hr/safety/insurance/);

- Western Travel Card: individuals who pay for the rental of their vehicle using the corporate travel credit card are automatically covered (only the individual named on the card is insured); or

- Personal Credit Card: individuals who pay for the rental of their vehicle using their own personal credit card may have rental car insurance (if the rental car is not registered with Western’s Corporate Insurance Office as per above, travellers should check the terms and conditions of their card prior to assuming the insurance exists).

**Personal Vehicle**

Where the use of a traveller’s personal vehicle results in the most economical means of travel, Western will reimburse the mileage (kilometric) rates dictated by the Treasury Board of Canada Travel Directive, found at [http://www.njc-cnrm.gc.ca/directive/d10/v238/s658/en#s658-tc-tm](http://www.njc-cnrm.gc.ca/directive/d10/v238/s658/en#s658-tc-tm).

In situations where a personal vehicle is used for personal reasons, the Claimant will be reimbursed up to the most economical means of transportation.

Only the individual who owns the vehicle may claim reimbursement of kilometres travelled for business.
Where a personal vehicle is used on approved University business, the owner must ensure that personal automobile insurance is adequate. A minimum of $2,000,000 third party liability is recommended.

**Other Transportation Costs**

Taxi, Uber, Lyft, and other transportation fares required for business travel are reimbursable expenses.

Parking while travelling off-campus is an eligible expense.

Tolls for roads, bridges and tunnels are reimbursable.

38.7. **Accommodations**

Western and CAUBO negotiated hotel rates may be found at: [http://uwo.ca/finance/procurement/preparing_to_travel/index.html](http://uwo.ca/finance/procurement/preparing_to_travel/index.html)

38.7.1. **Hotel or Other Commercial Lodging**

Reimbursement for hotels, motels and other lodging will be limited to the single occupancy, standard room accommodation. Preferred hotels with negotiated discounts must be used wherever possible to take advantage of negotiated discounts.

For accommodation in excess of 30 consecutive days in a single location, appropriate arrangements for suitable rental or board and lodging at weekly or monthly rates should be booked.

Where a hotel offers both self-park and valet parking, Western will reimburse up to the rate for self-parking.

Wireless internet charges are eligible if not included in the cost of the room and if required for business purposes.

Reasonable laundry expenses incurred while away for business for five (5) days or more are reimbursable.

38.7.2. **Private or Gratuitous Accommodation**

38.8. **Meals and Entertainment**

38.8.1. Meal Allowances and Actual Meal Expenses

Employees will be reimbursed for meals that are substantiated with a business purpose. Individuals have the option of claiming meal allowances or reimbursement of actual meal costs, up to a maximum of the Treasury Board Meal rates.

Meal allowances are permitted under the Broader Public Sector (BPS) Accountability Act and will be reimbursed at the below rates. Receipts are not required when claiming meal allowances.

<table>
<thead>
<tr>
<th></th>
<th>Canada (CAD)</th>
<th>United States (USD)</th>
<th>Outside North America (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-30 days</td>
<td>31+ days</td>
<td>1-30 days</td>
</tr>
<tr>
<td><strong>Breakfast</strong></td>
<td>$15.00</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>$20.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>$30.00</td>
<td>$22.50</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Daily Maximum</strong></td>
<td>$65.00</td>
<td>$48.75</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

For travel in excess of 30 consecutive days in a single location, meal allowances will be reduced to 75% of the above rates starting on the 31st day.

Faculties and departments may set lower meal allowances as appropriate (such as a group of travellers doing field work where groceries will be less than the above allowances) but must do so in advance of the travel and ensure the rate is appropriately documented and communicated with the traveller(s).

A meal allowance is not eligible for reimbursement where the meal is already included in the price of the transportation fare, conference fee, accommodation charge, or other.

Travellers also have the option to be reimbursed actual meal costs as supported by original, itemized receipts and proof of payment. The
maximum that will be reimbursed (including tax and gratuities) is the Treasury Board of Canada Travel Directive amounts for meals.


Note that where original, itemized meal receipts (including proof of payment) are lost or otherwise unavailable, meal allowance amounts will be reimbursed.

This section applies to individuals claiming meals for legitimate University business purposes and does not apply where the meal is considered hospitality. Please refer to Section C.3.3 Hospitality.

38.8.2. Alcohol and Cannabis

Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate but may not be charged to external research funding. Nominal or moderate consumption is considered by the University to be one (1) alcoholic beverage per person per meal or event.

In all cases where alcohol is served by or on behalf of the University, MAPP 1.33 Campus Alcohol Policy must be followed (http://www.uwo.ca/univsec/mapp/section1/mapp133.pdf).

The University will not reimburse expenses for cannabis or its derived substances.

38.8.3. Hospitality

Hospitality expenses will be reimbursed providing they are reasonable in nature and amount, considering the business purpose for which they are incurred. The names of the attendees and the business relationship of the persons entertained must be documented on the expense report.
38.9. **Business Entertainment of Non-University Employees**

Business entertainment must support educational, research or administrative activities of Western University and include individuals who are not Western faculty, staff, or students. Business entertainment includes receptions or meals whether conducted under normal departmental business or as part of a travel expense report.

When hosting a business lunch, dinner or other entertainment event, the number of University employees and other participants attending should be limited to only those who are expected to contribute directly to the business purpose of the event.

Expenses related to meetings with or entertainment of donors, prospective donors, collaborators, recruits, or alumni are eligible but must be justified to support the business objective of the meeting, expectation of the guest(s), and demonstrate responsible stewardship of public funds.

An employee may entertain business guests in one's home if it serves a specific business purpose and if pre-approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President.

38.10. **Internal Meetings - University Faculty, Staff and Students**

In some cases, expenses related to meetings and events involving only faculty, staff and/or students are reimbursable but may not be charged to external research funding.

Provision of coffee or other refreshments at departmental meetings or education sessions is eligible if approved at the faculty or department level in accordance with regular faculty or department operations.

Normally the cost of social events for University employees is not reimbursable; however, holiday receptions and retirement gatherings are considered special circumstances in the entertainment of University employees and are reimbursable if pre-approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President.

Alcohol may be provided at social events if approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President but is limited to nominal or moderate consumption. For regular in-house meetings involving University employees, alcohol is not permitted.
38.11. **Other Eligible Expenses**

38.11.1. **Equipment and Supplies**

The approved method for purchasing equipment or supplies is through Mustang Market or the Purchasing Card (PCard). Employees may purchase equipment (up to $2,000) or supplies (up to $500) personally and submit such expenses for reimbursement in the following situations only:

- when the item is needed while the claimant is away from the University on a field trip, at a conference, or other professional meeting;
- when it is more economical or practical purchase the item personally considering all costs and time constraints; or
- where the supplier does not accept the Western PCard or other form of payment offered by the University.

**Note**: In the case of equipment purchases, the full value must be reimbursed by the University. Shared ownership of equipment is not allowed.

38.11.2. **Participant Fees**

Participant fees must be in accordance with the Ethics Protocol approved by the Research Ethics Board and are reimbursed as follows:

- Fees up to $500 per person annually may be reimbursed through an expense report.
- Fees in excess of $500 annually must be processed through Human Resources.

38.11.3. **Moving Expenses**

The University may assist in the payment of necessary moving expenses incurred by a newly-appointed full-time faculty or administrative staff for the transportation of the appointee, members of the immediate family and normal household effects. All moving expenses must be in accordance with the individual’s employment contract and with MAPP Policy 2.17 – Moving Allowances ([http://www.uwo.ca/univsec/mapp/section2/mapp217.pdf](http://www.uwo.ca/univsec/mapp/section2/mapp217.pdf)).
38.11.4. Vaccinations, Immunizations, Inoculations

Expenses related to vaccinations, immunizations, and inoculations required for business travel are reimbursable for the amounts not covered by other benefit claims.

38.11.5. Temporary Work Visa or Permit

Expenses related to temporary work visas or permits will be reimbursed only if required for business travel.

38.11.6. Travel Health Insurance

Health care insurance for travel outside Canada is reimbursable for Claimants who are not regular full-time employees of the University.

38.11.7. Professional Memberships

Individual memberships, professional fees, and seminar fees required for approved University business purposes are eligible but these expenses should be claimed first against the individual's Professional Expense Reimbursement (PER) allocation if available.

38.11.8. Gifts and Awards to Employees

Gifts and awards to employees may be eligible in extenuating circumstances only, such as a long service award or retirement gift. Considering budgetary constraints and the perception of gifts to employees, faculties and departments should exercise prudence when considering the appropriateness of such items. In addition, Western has specific government reporting requirements to Canada Revenue Agency and the administrative cost to record taxable benefits resulting from gifts and awards are high.

Gift cards or gift certificates purchased for employees may be eligible for reimbursement but would be considered taxable income by the CRA and must be reported to Human Resources to be included on the employee's T4 slip.

Non-cash gifts and awards to employees may be reimbursable under these procedures if they do not constitute a taxable benefit to the recipient. Please review the CRA guidelines specific to cash,
near cash, and non-cash gifts and awards (http://www.cra-arc.gc.ca/E/pub/tg/t4130/t4130-e.html#P515_51151).

38.12. **Other Considerations**

38.12.1. **Personal Travel Combined with Business Travel**

When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip.

Quotes for the business portion of the trip must be obtained and included with the expense report to support the amount that will be reimbursed by the University. Quotes must be obtained at the same time actual travel is booked.

If personal travel combined with a business trip ends up costing less, the maximum that may be reimbursed is the amount the Claimant is out-of-pocket. For example, the quote for business travel cannot be claimed if it exceeds the amount the claimant actually paid in the end.

38.12.2. **Benefits Resulting from Business Travel**

Many airlines, hotels, car rental companies, etc. offer benefits such as discounts or credits toward flights, accommodation, car rentals, etc. Where such benefits result from University related business, the University expects employees to apply credits earned or accumulated against the acquisition of future University business expenses.

Benefits or credits generated from University business are taxable in the hands of the employee when used for personal purposes. Employees are responsible for quantifying and reporting the value of these benefits for income tax purposes.
38.13. **Ineligible/Non-reimbursable Expenses**

The below expenses are not reimbursable under the procedures for the MAPP 2.16 Travel & Expense Reimbursement Policy.

- Passport or permanent visa related costs
- NEXUS border clearing costs
- Lost, stolen, or damaged personal items
- Expenses of a spouse, partner, or family member accompanying the Claimant without a valid University business purpose
- Hospitality, incidental or food expenses for consultants and contractors (in accordance with the Broader Public Sector Accountability Act and Directives)
- Cannabis or its derived substances
- Fines or service charges under any circumstances, including parking or speeding fines, late payment charges (e.g. interest) on either personal credit card or Western Travel Card, etc.
- Personal entertainment expenses including, but not limited to, movies, hotel exercise facilities, cultural and sporting events, magazines, books, sightseeing trips, etc.
- Travel stopovers, except those necessary for University business
- Meal allowances where meals have been included in another reimbursable item (e.g. conference fees, transportation, accommodation)
- Participant fees that exceed $500 paid to an individual in a calendar year
- Purchases using personal airline reward points, gift cards, etc.
- Payments for service(s) to either a Canadian resident under the Income Tax Act (even if the services is rendered outside Canada) or a non-Canadian resident (who renders service in Canada) - these payments must be made through Human Resources or Procurement Services
- Club membership fees paid for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
• Expenses to be claimed for Income Tax purposes
• Expenses to be claimed for reimbursement from another source
• Alcohol charged to externally funded projects or programs or for regular in-house meetings
• Air travel accident insurance
• Health care insurance for full-time employee travel outside Canada because this covered under existing insurance
• Fuel or other costs associated with use of a private vehicle (mileage/kilometric rate deemed to take into account such expenses)
• Living allowances and honoraria - these items must be processed through Human Resources
• Travel expenses above the most economical means of transportation and accommodation or the difference between the lowest price economy fares and business / executive class fares, unless specifically approved in accordance with this policy
39. POLICY 1.33 — CAMPUS ALCOHOL POLICY

Policy Category: General

Effective Date: June 20, 2013

Supersedes: April 28, 2005

POLICY

39.1. Purpose and Objective

1.00 The purpose of the Campus Alcohol Policy is to guide how the provision and consumption of alcohol at University venues and events covered by this Policy should be managed. The objective is to promote the safety and well-being of students, faculty, staff and visitors and while so doing, to protect against legal liability.

39.2. Promotion of Safe Practices

2.1 The University shall encourage responsible use of alcohol through:

(a) education and awareness programs that identify the risks associated with alcohol provision and consumption;

(b) strict adherence to legal requirements and University policies affecting alcohol provision and consumption at University venues and events;

(c) encouraging a balance in favour of "dry" facilities, events and programs;

39.3. Protection from Legal Liability

3.1 In all circumstances, on or off campus, where alcohol is provided by the University or its representatives or where alcohol is provided by a third party on premises over which the University or its representatives have care and control including the power to admit or exclude others, the following practices must be followed:

(a) No person under 19 years of age is to consume alcohol, or be served or supplied with alcohol;
(b) Photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol;

(c) A monitoring system must be in place to ensure that alcohol is not consumed by underage guests or consumed to excess by those who are of age;

(d) No person is to be served who appears to be intoxicated;

(e) No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person’s safe accompaniment or transport;

(f) No activities are to be permitted that involve a reasonably foreseeable risk of harm.

3.1 In all circumstances, on or off campus, where alcohol is provided by the University or its representatives or where alcohol is provided by a third party on premises over which the University or its representatives have care and control including the power to admit or exclude others, the following practices must be followed:

(a) No person under 19 years of age is to consume alcohol, or be served or supplied with alcohol;

(b) Photo identification with proof of age must be produced on request by anyone wishing to be served or to consume alcohol;

(c) A monitoring system must be in place to ensure that alcohol is not consumed by underage guests or consumed to excess by those who are of age;

(d) No person is to be served who appears to be intoxicated;

(e) No person who is apparently intoxicated may be permitted to leave the venue until reasonable steps have been taken to ensure the person’s safe accompaniment or transport;

(f) No activities are to be permitted that involve a reasonably foreseeable risk of harm.
4.1 The Alcohol Policy Review Committee (APRC) advises and makes recommendations on all matters relating to the administration of the University’s liquor licence, the sale or provision of alcohol on campus or at off-campus events in which the University is involved, and associated safety and risk-management issues.

4.2 Membership of the APRC shall include:

- Associate Vice-President (Housing and Ancillary Services) – Chair
- Vice-President (Operations & Finance) - Vice-Chair
- Representative – (Housing and Ancillary Services) – Secretary
- Legal Counsel
- University Liquor Licence Coordinator
- University Reservations Coordinator
- Director of Residences (Housing and Ancillary Services)
- Director of Hospitality Services (Housing and Ancillary Services)
- Representative – University Police Department
- President or Representative – University Students’ Council
- General Manager - University Students’ Council
- General Counsel - University Students’ Council
- Representative – Centre for New Students
- Representative – Student Athletics
- Representative – Intercollegiate Athletics
- Representative – Society of Graduate Students
- Representative – MBA Association
- Representative – Faculty Student Council
- Representative – Residents’ Council/Association

4.3 The APRC shall meet at least once a year.

4.4 The APRC is responsible for distributing the Campus Alcohol Policy and for proposing revisions to it.

4.5 The APRC is responsible for liaison with the management of licensed facilities on campus to ensure that they continue to operate in conformity with the University liquor licence and with all applicable laws and policies.

4.6 There shall be an executive committee of the APRC which shall include the following members:

- Chair of APRC
- Vice Chair of APRC
- Provost or designate
- University Legal Counsel
- University Liquor Licence Coordinator
The APRC may amend the composition of the executive committee from time to time as it deems necessary or appropriate.

4.7 The Executive Committee shall meet at the call of the Chair.

39.5. **Management of Events at Which Alcohol May Be Served**

5.1 Students, staff or faculty wishing to hold events at which alcohol may be served, whether on or off-campus must submit a description of the proposed event for approval to the APRC, explaining how the event will be conducted in conformity with this Policy, no later than 21 days before the date of the proposed event. The proposal shall contain the information set out in Appendix A: Proposal for Event Form.

5.2 Organizers of events which may require the signing of contracts and/or the making of payments for deposits (e.g. contracted transportation, rental of off-campus facilities, deposits for event or hospitality services) must obtain approval in principle before signing contracts or making any payments. A second proposal must then be submitted no later than 21 days before the date of the proposed event containing particulars of all negotiated terms and arrangements. Failure to comply with these requirements may result in cancellation of the event and forfeiture of any deposits or payments.

5.3 The APRC may from time to time delegate the authority to approve events under paragraph 5.00 to such member or members of the APRC as it deems appropriate (hereinafter referred to as the “Approving Authority”).

5.4 For purposes of this Policy, the relevant "events at which alcohol may be served" are those where the student(s), faculty or staff wishing to hold the event is acting as a designated representative of the University or of a student, staff or faculty organization recognized by the Board of Governors as representing parts of the student body, staff or faculty, or where the individual holds out that he or she is a representative of the University or a representative or member of a student, staff or faculty group or organization of the University. The APRC may publish guidelines describing examples of the types of events to which this Policy applies.
5.5 Bar managers and students, staff or faculty holding events approved under this Policy are required to document and report any violation of this Policy or applicable laws to the Chair of the APRC and the Approving Authority no later than three days after the incident. Any incident involving personal injury or property damage shall be reported forthwith.

39.6. Residences

6.00 The possession and consumption of alcohol in residence by those who are at least 19 years of age shall be governed by this Policy, the Residence Handbook and Understandings and the applicable laws.

39.7. Underage Students in Licensed Facilities or Attending Licensed Events

7.00 With the permission of the licence holder and according to the USC Wet-Dry Access Card Policy (see Appendix B), attendance by those less than 19 years of age is permitted in licensed facilities.

8.00 Proposals to allow underage attendance at licensed events other than those in licensed facilities or to follow procedures other than those outlined in the Campus USC Wet-Dry Access Card Policy will be evaluated on a case-by-case basis by the licence holder and the Approving Authority in consultation with the APRC.

39.8. Inspections

9.00 The Chair or the Approving Authority may ask Campus Community Police Services (CCPS) to monitor events from time-to-time, on and off-campus, to ensure compliance with applicable laws and University policy. The CCPS may employ student event staff to assist with such inspections. Reports of all such inspections shall be e-mailed to the Chair of the APRC and the Approving Authority within three days of the event.

39.9. Additional Requirements

10.1 Events to which this Policy applies are additionally subject to the following regulations at the discretion of the Approving Authority:

(a) All staff involved in the event who will be serving alcohol must be trained according to Smart Serve standards (see Appendix C: Smart Serve Training), understand their serving responsibility, be able to
identify signs of intoxication, and learn when to refuse service. These staff members must be easily identifiable to the participants. In addition, an appropriate number of staff involved in the event, having regard to the size and nature of the event, shall be designated as monitors to ensure compliance with these regulations.

(b) Alcoholic beverages must not be sold below the market price.

(c) Non-alcoholic beverages must always be available at reasonable prices.

(d) Food must be available for the duration of the event.

(e) No extra strong or extra large drinks may be served (e.g., doubles, 2-for-1 drinks, shooters).

(f) No more than two free tickets for alcoholic beverages may be provided as part of admission to an event.

(g) Except as provided in paragraph (f), participants must purchase tickets in order to obtain alcohol beverages. A limit of two tickets may be sold at any one time. Tickets may be cashed in for a refund at any time during the event.

(h) Alcohol service will be terminated 45 minutes before the end of the event.

(i) The event organizers shall:

(i) refuse admission to the event to any person believed to be underage, intoxicated, rowdy or otherwise troublesome;
(ii) request the safe removal from the premises of any person believed to be underage, intoxicated, rowdy or otherwise troublesome,
(iii) shall support the authority and responsibility of the appropriate licence holder to respond appropriately.

39.10. **Events Requiring Bus Transportation**

11.1 Events requiring bus transportation to off-campus locations shall be subject to the following additional regulations (Residence Councils/Associations and groups affiliated with the University Students’ Council are also subject to guidelines established by the Division of Housing and Ancillary Services and the University Students’
Council respectively):

(a) Designated monitors must be present on each bus.

(b) There must be an approved method of identifying participants who are entitled to use the bus transportation.

(c) The proposed carrier must be identified in the Proposal and must be specifically approved.

(d) Participants will not be permitted to board the bus for departure to the event if they exhibit signs of intoxication (as determined by the bus monitor).

(e) Participants will not be permitted to board the bus if they have alcohol in the immediate possession.

(f) Bus trips to events outside the City of London where alcohol consumption is the primary focus will not be permitted.

(g) The University of Western Ontario, or anyone working on the University’s behalf, reserves the right to cancel transportation for non-compliance with this Policy, or for any safety-related concerns.

39.11. Prevention and Assistance

12.1 The APRC will facilitate the prevention of alcohol-related problems by:

a. promoting and supporting alcohol-free institutional programming;

b. informing the University community of alcohol policies;

c. training and encouraging the student host groups to provide emergency assistance (e.g., Student Emergency Response Team, residence responses);

d. providing Smart Serve training annually at no cost to the participants;

e. promoting an atmosphere in which anyone with an alcohol problem is encouraged or required to seek help;

f. promoting an environment that discourages the unacceptable use of alcohol and helps to prevent related problems;
g. building awareness of the magnitude of alcohol problems and the campus policies regarding the use of alcohol (e.g., through residence handbooks, programming and floor meetings; the university website; registration materials, orientation programs, and alcohol-awareness programs)

h. developing a coordinated effort across campus surrounding alcohol education, treatment, and referrals;

i. supporting and encouraging student organizations to incorporate alcohol education into programs and events, where appropriate;

j. working towards early identification of behaviors or factors in the campus environment that place students at a high risk for alcohol problems;

k. collecting and using alcohol statistics from available surveys and reports to guide program development;

l. encouraging early intervention and assistance for those individuals with alcohol problems;

m. encouraging students to access the many resources on campus and in the community for confidential support.

39.12. **Sanctions for Policy Violations**

13.00 The APRC does not bear sole responsibility for sanctions under all University policies involving alcohol. For example, the Division of Housing and Ancillary Services or individual academic units may have their own internal policies, and may choose to impose sanctions against individuals or groups who violate their alcohol policies.

14.00 Individual students are governed by the Code of Student Conduct.

15.00 Failure to comply with this Policy, or any applicable laws may, at the sole determination of the APRC, lead to suspension for the non-compliant individual(s) or group(s) of the privilege of holding events where alcohol is served, or in the case of licensed premises, closure of those premises.

16.00 The sanctions imposed under this Policy do not diminish or replace the penalties available under generally applicable civil or criminal laws.
Students, faculty and staff are reminded that infractions may also violate various federal, provincial and local laws.

39.13. **Advertising and Sponsorship**

39.13.1. **Advertising**

(i) Events that have been approved under this policy may be advertised provided that all such advertisements adhere to the Liquor Licence Act, the Advertising and Commercial Activity on Campus Policy (see Appendix D) and Licensed Commercial Use of University Name and Trademarks Policy (see Appendix E).

(ii) Notwithstanding the provisions of the Advertising and Commercial Activities Policy, facilities on campus covered by the University’s Liquor Licence may advertise on campus, and may permit advertising relating to alcohol within their facilities, provided that such advertising complies with the provisions of the Liquor Licence Act.

39.13.2. **Sponsorship**

(i) Sponsorship by licensed establishments, including on-campus and off-campus bars, is generally permitted in accordance with the Liquor Licence Act and Alcohol and Gaming Commission of Ontario (AGCO) guidelines.

(ii) Sponsorship by alcohol manufacturers of safe-drinking programs is permitted provided that the name of the safe-drinking program and its message take prominence over the name of the alcohol manufacturer.

(iii) Other sponsorship by alcohol manufacturers is not encouraged. Each application will be considered on its own merit and must have the full endorsement of the appropriate University body, as determined by the Chair of the APRC.

(iv) Other sponsorship by alcohol manufacturers is not encouraged. Each application will be considered on its own merit and must have the full endorsement of the
appropriate University body, as determined by the Chair of the APRC.
40. RESOURCES

40.1. **BPS Expense Directive**

40.2. **Campus Alcohol Policy**
http://www.uwo.ca/univsec/mapp/section1/mapp133.pdf

40.3. **CAUBO car rental rates**
http://caubo.ca/supplier_contracts/car_rentals/car_rental_rates

40.4. **CAUBO hotels**
https://www.caubo.ca/discover-caubo/member-discounts/hotels/

40.5. **CRA: Gifts**
http://www.cra-arc.gc.ca/E/pub/tg/t4130/t4130-e.html#P515_51151

40.6. **Financials & Grants Module**
https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG

40.7. **HR Insurance Office**
http://www.uwo.ca/hr/safety/insurance/index.html

40.8. **Moving Policy (MAPP 2.17)**
http://www.uwo.ca/univsec/mapp/section2/mapp217.pdf
40.9. **Preferred Vendors**
http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html

*(Includes preferred travel agencies rental car agencies, florists, movers and many others)*

40.10. **Travel Card Application**
http://www.uwo.ca/finance/forms/docs/procurement/travel_card_application.pdf

40.11. **Travel Policy Supplement**
http://www.uwo.ca/univsec/mapp/section2/mapp216_research.pdf

*(Research)*

40.12. **Treasury Board: Mileage**

40.13. **Treasury Board Travel Directive**

40.14. **Western VIA Rail site**

Prepared by Research Finance, December 2011

Website:  http://www.uwo.ca/finance/forms/docs/research/travel_ExpenseClaimChecklist.pdf
From: Anna Vandendries-Barr
Subject: New Procedure for Travel and Expense Claims
To: chemall@uwo.ca
cc: Yining Huang

Good Morning,

To help everyone receive their reimbursement as quickly as possible, we have implemented a new procedure in our department. This procedure is in effect as of today, September 7, 2016.

Your submission will be as follows:

1. Original Detailed Report of the Expense Claim,
2. Supporting documentation (receipts are either stapled or taped to paper), and,
3. Copy of your submission.

Cathy's mailbox is in Room 121, ChB.

For detailed information on how to submit your claim, please see the attached documents.

If you need any further assistance, please feel free to drop me a line or see me.

Take care,

Anna
42. DEPARTMENT OF CHEMISTRY: PROCESS FOR TRAVEL / EXPENSE CLAIMS AND CASH ADVANCES

Effective immediately, the following will be implemented for submission of all expense claims:

The original, supporting documents and receipts (receipts are either stapled or taped to paper) together with a COPY submitted to Cathy Jiang, Financial Assistant. Cathy’s mailbox is the Room 121 ChB.

42.1. Additional Information

Expenses Claims can be found at:

- [http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html](http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)
- under Online PeopleSoft Expense Report.
- For detailed information on “How to fill out a Travel Expense Claim, visit [http://www.uwo.ca/finance/training_reference/content/accounting/documents/Expense_Reports_Cash_Advances_Manager_Approval_Guide.pdf](http://www.uwo.ca/finance/training_reference/content/accounting/documents/Expense_Reports_Cash_Advances_Manager_Approval_Guide.pdf)

42.2. Travel Guidelines

For completed POLICIES and PROCEDURES, please refer to [http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf)
43. **TIPS FOR FACULTY MEMBER**

To help the future claim process be more efficient, I have listed a few frequent claimed items that might be confusing to some of you:

43.1. **Visiting Speaker**
Description: VS Meal “name of speaker”, CH32 631623, list of attendees required.

43.2. **Faculty Recruitment**
Description: FR Meal “name of candidate”, CH32 646000, list of attendees required

43.3. **Claim Form – Updated Version (for NON-WESTERN individual Only)**
Below is the link to the updated form:

http://www.uwo.ca/finance/travel/docs/longexp.pdf

and mail/give to Cathy Jiang, ChB 123.

44. **PROFESSIONAL EXPENSE REIMBURSEMENT (PER) ONLINE CLAIM**

**Video Link:**
http://www.uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html

https://www.uwo.ca/finance/training_reference/content/accounting/documents/P ER_instructions.pdf

44.1. **Financial Services Form**

For the most up-to-date PER claim for your association, please visit the Professional Development/Expense at:

http://www.uwo.ca/finance/forms/index.html
44.2. **Paper Copy**

"How to Submit your Travel Expenses".

**STEPS:**

1. Hit the "Finish and Submit" button
2. Print off the expense claim report and sign it
3. Take your receipts and tape them to letter size paper (8 1/2 x 11)
4. Make a photocopy of your expense claim report and your receipts (that are taped to paper), and
5. Place both the original travel expense report and the copy in Debra's mailbox. The copy will remain in the department for audit purposes.

**NOTE:**
Any such travel expense claims to individuals who have not followed this procedure will be returned to you, respectively.

If you need further directions, please see Cathy Jiang.
45. TRAVEL AND EXPENSE CLAIM REQUIREMENTS FOR RESEARCH CHECKLIST

Travel and Expense Claim Requirements for Research Claims for travel-related expenses from research funds must conform to Western’s travel policy and procedures. Some government departments and funding agencies such as the Tri-Councils (NSERC, CIHR, and SSHRC) have additional requirements. All claims must have one-over approval confirming the relevance of the travel to the research being funded. This approval cannot be delegated and must be from the individual to whom the claimant reports. A separate claim should be submitted for each trip. If additional receipts for a particular trip are submitted subsequent to an original claim, the original claim number must be referenced on the second claim.

A separate claim should be submitted for each trip. If additional receipts for a particular trip are submitted subsequent to an original claim, the original claim number must be referenced on the second claim. The following information and/or supporting documentation must be included on each claim:

45.1. **Conferences/Workshops**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant’s relationship to the grantee, if the claimant is not the grantee</td>
</tr>
<tr>
<td>Purpose of trip</td>
</tr>
<tr>
<td>Destination (city and country)</td>
</tr>
<tr>
<td>Dates</td>
</tr>
<tr>
<td>Prospectus or program of the conference/workshop (supports the dates claimed</td>
</tr>
<tr>
<td>Details of vehicle use, if applicable</td>
</tr>
<tr>
<td>Original itemized receipts (credit cards statements/slips are not valid, debit card slips are not valid)</td>
</tr>
<tr>
<td>Evidence that supports the travel expenses (travel ticket, boarding passes)</td>
</tr>
</tbody>
</table>

45.2. **Hospitality (Only If Allowable Under Agency Guidelines)**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
</tr>
<tr>
<td>Dates</td>
</tr>
<tr>
<td>Names of participants</td>
</tr>
<tr>
<td>Number of participants</td>
</tr>
</tbody>
</table>
46. RESEARCH WHEN TO COMPLETE THE RESEARCH FINANCE - DELEGATION OF SIGNING AUTHORITY (DOSA) FORM

When to complete the Research Finance Delegation of Signing Authority (DoSA) Form

Principal Investigator / Account Holder extends authorization to an individual to make and approve spending decisions independent of the Principal Investigator/Project Holder

DoSA form required
(the person must have knowledge and familiarity of the Research Project)

Principal Investigator / Account Holder makes and approves the Research Project spending decisions but requires assistance in processing transactions in Mustang Market

DoSA Form not required
Required is the Procurement Mustang Market Sign up and Authorization Form

Documentation:
• No documentation required if transaction is processed through Mustang Market
• For transactions that occur outside of Mustang Market, the written authorization from the Principal Investigator is to be kept on file for each transaction (email from PI is acceptable)

Principal Investigator / Account Holder makes and approves the Research Project spending decisions but requires assistance in processing transactions outside of Mustang Market

DoSA Form not required

Documentation:
• For transactions that occur outside of Mustang Market, the written authorization from the Principal Investigator is to be kept on file for each transaction (email from PI is acceptable)
47. PROCESS FOR TRAVEL/EXPENSE CLAIMS AND CASH ADVANCES

The original, supporting documents and receipts (receipts are either stapled or taped to paper) together with a COPY submitted to Cathy Jiang. Cathy’s mailbox is in Room 123 ChB.

TIPS FOR CLAIMANTS

- If you are attending a conference or travelling, please initiate a Cash Advance so you will not be out-of-pocket for expenses. There is no minimum requirement.
- Submit a claim within 60 days after the date of completion.
- Organize your receipts in the same order that you entered on the online claim.
- Print out the Detailed Report of the Expense Claim, make a copy of it including a copy of all your receipts and give both the ORIGINAL and the COPY to Cathy Jiang.
- If this is your first Travel Expense Claim, please select the EFT option. EFT means “Electronic Funds Transfer”. You only need to do this once. The funds will go as a direct deposit. Finance will use the bank account information you provided Human Resources with.
- Advise your supervisor that you submitted a Travel Expense Claim as they have to approve it electronically.
- If you lost or did not receive a receipt, please fill out an Attestation Form which can be found at: http://www.uwo.ca/finance/forms/docs/corporate_accounting/attestation.pdf
- This form must be included in your claim and signed by both you and your supervisor.
- Include the spreadsheet attached and group like receipts together (i.e. meals, parking, cab fares, etc.).
- You may find the spreadsheet under Policies and Procedures (Accessible by Faculty, Staff, and Grad Students): http://uwo.ca/chem/resources/secure/index.htm

TIPS FOR SUPERVISORS

- Please check your email and/or Worklist to approve or send back for revision regularly, as this will speed up the process.
- Paper versions of travel expenses reports are available at: http://www.uwo.ca/finance/forms/index.html
  - under Corporate Accounting - Travel & Expense Reimbursement.
  - These forms are for use by non-UWO employees (guest speakers, visitors, etc.).
- All Tri-Council research grants are bound by Tri-Council’s rules and regulations. For additional information of what expenses are eligible and non-eligible for payment, please review the “Major Sponsor Guidelines” provided by Western University, Research Finance in Financial Services. http://www.uwo.ca/finance/research/sponsor_guidelines.html
If you prefer, you can watch a video on how to create a travel/expense, visit http://www.uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html

**HOW TO CREATE A TRAVEL/EXPENSE REPORT**

Online PeopleSoft Expenses Report can be found at: http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html

For detailed information on “How to fill out a Travel Expense Report, Cash Advances and Manager Approval”, visit http://www.uwo.ca/finance/training_reference/content/accounting/documents/Expense_Reports_Cash_Advances_Manager_Approval_Guide.pdf

- Sign in to PeopleSoft with your User ID and Password
- Employee Self-Service
- Travel and Expense Center
- Expense Report
- Create/Modify
- Your name will appear – click Add
- Complete the expense report by filling in all required information
- In the Report Description box: type in what you are claiming (REQUIRED Information)
- In the Reference box: type in a ‘short’ word that can relate to the trip (OPTIONAL)
- Click on Accounting Defaults to add Spendcodes(s)
- In the Expense Type click appropriate expense related to your receipts (use the drop down arrow)
- Note, if system gives you an error message highlighted in red, please update the information (i.e. Tolerance Amount Explanation, add brief explanation as to why the cost is high)
- Once expense report is complete, click Summary and Submit
- In the Notes box: type the Name of Conference/Travel; Start/End Date; your relationship/affiliation to the account holder (i.e. Graduate Student, PDF, etc.) (REQUIRED information)
- You can save your Expense Report at any time. When you save, dollar amounts will be updated, the report checked for errors and the first time you save a Report ID will be assigned.
- Once you have completed the report click Submit Expense Report. This will initiate the process of electronically routing your Expense Report for review and approval.
- Print a copy of the travel expense report and attach all original receipts (please see example on filling out the expense report and attaching the original receipts).
- Make a COPY of the complete claim
- Submit the original travel expenses, supporting documentation and original receipts (stapled or taped on paper) and a copy to Cathy Jiang
- On-line travel expense reports will not be approved until documentation is received.
- On-line expense reports will be returned back to you electronically if information is missing or is inaccurate, by either your supervisor and/or Cathy Jiang
- The Department will maintain a file copy of travel expense reports and receipts for audit purposes.

**Tips:**
- If the system gives you an error message highlighted in red, please update the information (i.e. Tolerance Amount Explanation, add brief explanation as to why the cost is high):
  - The red flag beside indicates missing or invalid information. Example: Click on the Detail link on the Airfare Canada – Canada/US, Expense Type line.
  - Enter the missing information; Originating Location, Ticket Number, Merchant Name and Tolerance Amount Explanation.
ACCOUNTING DEFAULTS

➢ If all or most of the expenses on your Expense Report are to be charged to the same Speed Code /ChartField combination, it is easier to enter this as the default for all expenses. If the accounting for one or two of the expense items is different, you can edit the accounting for those items.
➢ The Dept will default to your home Department and the % to 100%.
➢ Click on OK to apply these defaults to your expense entries and return to your claim.
➢ To allocate the Accounting Defaults between two or more departments, click Add ChartField Line button.
➢ Change the % and enter the Speed Code/ChartField combination for each line.
➢ Click on OK to apply these defaults to your expense entries and return to your expense claim.

USEFUL INFORMATION

• Prospectus needs to be attach to expense claim.
• Original detailed receipts (credit card summary is not acceptable).
• Original air travel ticket and boarding pass or e-boarding pass.
• On-line travel expense reports will not be approved until the original and a copy are received.
• On-line expense reports will be returned back to you electronically if information is missing or is inaccurate by either your supervisor, or Cathy/ the Reviewer, or Anna Vandendries-Barr/Final Approver.
• Staple or tape all receipts in order of your submission.
• Make a copy of your claim including receipts. The Department will maintain a file copy of travel expense reports and receipts for audit purposes.
• Attestation Form is required when the following occurs:
  o The receipt was lost or accidently destroyed.
  o The receipt was not provided by the vendor.
  o The receipt was in foreign language/currency.
  o Different rules may apply depending on the guidelines from different granting agencies. Research Finance will help determine which travel expenditures are reimbursable under a particular grant or contract.
• The Travel and Expense Reimbursement Procedures and the Travel Policy Supplement as related to Research (effective July 1, 2018) can be found at the following link: https://www.uwo.ca/umsec/pdf/policies_procedures/section2/mapp216_procedure.pdf.
• Individuals travelling under research supported grants or contracts must maintain one claim per trip/event. If there is a requirement for more than one claim, the subsequent claim must reference the initial claim.
• Expenses for a group can only be claimed by the most senior person present. Expenses cannot be claimed by an individual that are incurred by his/her approver.
• To make it faster and easier to enter in expense reports, as well as to speed up the approval process, it is recommended that you group receipts together and claim with one line for each type of expense. Please make sure to include the Group Receipts spreadsheet with your hard copy expense report/receipts and backup documents.
Purpose of Trip:
Indicate the relationship between the trip and the research project (i.e. name of conference, workshop or meeting). If the claimant is not the Principle Investigator (PI), specify the relationship to the PI (i.e. grad student, Postdoc, visiting scientist, collaborator, etc.).

Conferences:
Attach a copy of the front cover of conference prospectus/programs (or information from conference website); include dates and location of conference/workshop, breakdown of conference fees (i.e. meals, events, etc.).

Receipts:
Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt); Original credit/debit card slips or credit/debit card statement copies would support proof of payment.
If receipts are lost, never received, or are in a foreign language, an attestation form must be completed by the claimant and signed by the approver. The attestation form can be found at the link below and should be submitted to Financial Services along with a proof of payment (i.e. credit card statement) where possible.
Attestation Form:
http://uwo.ca/finance/forms/docs/corporate_accounting/attestation.pdf

Cash Advances:
Expenses will not be reimbursed until travel has occurred. Out-of-pocket expenses can be reimbursed, in advance of the activity, through a Cash Advance.
Supporting Information:
• Budget showing how the funds are to be used
• Start and end dates of travel and/or research study
• Location(s) of travel, if applicable
• In the case of research, the claimant's working relationship to the Principal Investigator
All Cash Advances must be cleared by submitting an Expense Report to Financial Services within sixty (60) days following the completion of the activity.

Hospitality:
Reception and hospitality expenses must be charged to a University account designated for such expenses. The purpose of the event, including the name of the group, the number of individuals involved, or the names of guests, must be listed on the Expense Report. Original, itemized receipts are required for reimbursement.

Accommodations:
Claims for accommodation with colleagues, friends or relatives, in lieu of hotel accommodations, must state the name and address of such individuals. No receipts are required. Please refer to the Treasury Board of Canada Travel Directive: http://www.mcc.gov.ca/directive/d10/v238/s659/en/s659tc4tm

Air and Rail Travel:
Travellers will be reimbursed the lowest-priced, most direct economy airfare available when booking domestic and international air travel. Premium economy or business class travel may be permitted for flights outside North America or for medical reasons if pre-authorized by the traveller's Dean/Associate Vice-President/Vice-Provost/Provost/President. A boarding pass is required if travel under Tri council grants. When electronic boarding passes are used please note this on the claim.

When considering rail fares, travellers are expected to book the class that provides the best value for money up to a maximum of Business class. Considerations would include exchange and refund policies where travel could reasonably be expected to change for valid business purposes, and meals provided during longer trips. Business Plus fares are not eligible for reimbursement. Discounted prices are available from VIA RAIL for all Western faculty and staff. VIA RAIL offers a 15% discount off of the best available public fare.

Please see the link below for information regarding travel agency, hotel rates, train travel, vehicle rental, airlines and the top 5 travel questions:
http://www.uwo.ca/finance-procurement/preparing-to-travel/index.html
**Private Vehicle:**
Use of private vehicle should be limited to travel where no suitable public transportation is available or where a private vehicle is more economical and effective considering all factors such as costs, time constraints, itinerary, etc.


If a traveller claims mileage, fuel costs cannot be reimbursed.

Print out of online mapping tool (such as Google Maps) showing distance travelled.

**Insurance:**
Flight cancellation insurance is an allowable expense and should be obtained when there is a possibility that the claimant may be unable to travel or when the ticket purchased is “non-refundable.” A receipt is required. Expenditures for air travel accident insurance will not be reimbursed. Health care insurance (i.e. Blue Cross) for travel outside Canada is allowable for claimants who are not regular full-time employees of the University. Full-time employees are covered for travel outside Canada under existing insurance coverage.

**Equipment and Supplies**
General expenses such as office supplies and stationery are not normally considered direct costs of research. If such expenses are being applied to any Tri-Council grant a justification explaining how they are essential to the research activity should be retained by the individual processing the transaction. More detailed information is available at the following Tri Council link: [http://www.nserc-crsng.gc.ca/doc/Professors-Professeurs/ExpensesSupplies-DepensesArticles_eng.pdf](http://www.nserc-crsng.gc.ca/doc/Professors-Professeurs/ExpensesSupplies-DepensesArticles_eng.pdf)

The approved method for purchasing equipment or supplies is through Mustang Market or the Purchasing Card (PCard). Employees may purchase equipment (up to $2,000) or supplies (up to $500) personally and submit such expenses for reimbursement. In the following situations only:
- when the item is needed while the claimant is away from the University on a field trip, at a conference, or other professional meeting;
- when it is more economical or practical purchase the item personally considering all costs and time constraints; or
- where the supplier does not accept the Western PCard or other form of payment offered by the University.

Note: In the case of equipment purchases, the full value must be reimbursed by the University. Shared ownership of equipment is not allowed.

**Alcohol:**
Alcohol is not reimbursable or allowable if the project or program being charged is externally funded, i.e. NSERC. If you had alcohol with your meal and plan on charging that meal against an external grant account, please deduct it from the receipt and, in the details, state that you did so. Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate but may not be charged to external research funding. Nominal or moderate consumption is considered by the University to be one (1) alcoholic beverage per person per meal or event.

**Daily Meal Reimbursement: Meal Allowances and Per Diems at Western**

Employees will be reimbursed for meals that are substantiated with a business purpose. Individuals have the option of claiming meal allowances or reimbursement of actual meal costs, up to a maximum of the Treasury Board Meal rates.

Meal allowances are permitted under the Broader Public Sector (BPS) Accountability Act and will be reimbursed at the below rates. Receipts are not required when claiming meal allowances.
July 1, 2018

[PROCESS FOR TRAVEL/EXPENSE CLAIMS AND CASH ADVANCES]

Meal allowance and per diems:

<table>
<thead>
<tr>
<th></th>
<th>Canada (CAD)</th>
<th>United States (USD)</th>
<th>Outside North America (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-30 days</td>
<td>31+ days</td>
<td>1-30 days</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$15.00</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$30.00</td>
<td>$22.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>Daily Maximum</td>
<td>$65.00</td>
<td>$48.75</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

Per diems that are permitted regardless of the funding sources, unless specifically disallowed by a granting agency.

The actual meal costs that are supported by original itemized receipts, up to the maximum allowable by the Treasury Board Meal Rates. These Rates, as adopted by Western, can be found on the Treasury Board website: [http://www.njc-cnrm.gc.ca/directive/d110v238/659/en/s6594c-tm](http://www.njc-cnrm.gc.ca/directive/d110v238/659/en/s6594c-tm) and for other countries, [http://www.njc-cnrm.gc.ca/directive/app_d.php?lang=eng&s6625e-td-tm](http://www.njc-cnrm.gc.ca/directive/app_d.php?lang=eng&s6625e-td-tm). As meal allowances are an eligible expense, an Attestation Form will no longer be accepted in lieu of an original itemized meal receipt. These meal rates are updated by the Treasury Board on a semi-annual basis (April 1st and October 1st).

Please also note, meal reimbursements are not eligible for any meals that are included in the cost of the transportation fare, conference fee, accommodation charge, or other associated fees.

For complete POLICIES and PROCEDURES, please refer to: [http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf)

Refer to the Financial Services Website for additional information on Travel & Expense Reimbursement: [http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html](http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)

For the Summary of changes to Travel and Expense Procedures as of July 1, 2018, please refer to (under Policies and Procedures - Accessible by Faculty, Staff, and Grad Students):


If you have questions, please contact Cathy Jiang at cjiang33@uwo.ca or in person, Room 123 ChB

Effective July 1, 2018
# 48. Reference for Researcher / Account Holder Policies, Procedures and Documents

Web Documentation:

| **Research** | Research Policies and Procedures (MAPP Section 7):  
| | [http://www.uwo.ca/univsec/policies_procedures/research.html](http://www.uwo.ca/univsec/policies_procedures/research.html)  
| | Travel Policy Supplement as Related to Research (MAPP 2.16):  
| **Financial** | Travel & Expenses Reimbursement Policy & Procedures (MAPP 2.16):  
| | Accounts Receivable Policy (MAPP 2.3):  
| | Procurement Policy & Procedures (MAPP 2.8):  
| | Disposal of University Assets (MAPP 2.9):  
| **Human Resources and Health & Safety** | Employment policies (MAPP Section 3):  
| | [http://www.uwo.ca/univsec/policies_procedures/personal-all.html](http://www.uwo.ca/univsec/policies_procedures/personal-all.html) (Section 3)  
| | Employee vs. Contracted Service (HR secured website):  
| | [https://www.uwo.ca/hr/admin/form_doc/references/employee_vs_contract.pdf](https://www.uwo.ca/hr/admin/form_doc/references/employee_vs_contract.pdf)  
| | Health & Safety Policy (MAPP 3.1):  
| For all other documentation, refer to Human Resources website:  
| | [http://uwo.ca/hr/](http://uwo.ca/hr/)  

Continued Next Page /....
| RECORDS MANAGEMENT       | University Records and Archives Policy (MAPP 1.3) http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp130.pdf  
|                         | Western Libraries Website for Retention Schedules: http://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html |

**Rev. APRIL 2015**
V. Western University Policies and Procedures

49. 1.35 NON-DISCRIMINATION / HARRASSMENT POLICY

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

Classification: General Effective Date: 27APR05 Supersedes: 27NOV03

49.1. General

1.00 Every member of the University community has the right to study, work and conduct his or her activities in an environment free of discrimination and harassment. The University is committed to providing and maintaining such an environment through its policies and regulations and through education programs sponsored by its Equity Services Office.

2.00 This policy applies to all members of the University community in their interaction with other members of the University community and supersedes the Sexual Harassment Policy & Procedures, the Human Relations Tribunal Policy, and the Race Relations Policy except where those policies are incorporated by specific reference in an agreement with an employee group. The University community includes employees, students, volunteers and other individuals who work or study at the University.

3.00 Where there is a conflict between this policy and the provisions of a collective agreement or other employment agreement within the University, the provisions of the collective agreement or other employment agreement shall take precedence.

49.2. Policy

4.00 There shall be no discrimination exercised by or against an individual by reason of race, color, ancestry, place of birth, national origin, citizenship, creed, religious or political affiliation or belief, sex, sexual orientation, physical attributes, family relationship, age, (except for mandatory retirement, consistent with provincial law), physical or mental illness or disability, place of residence or record of offences.

5.00 This policy shall not preclude any equity measures implemented by the University or required by law.

6.00 There shall be no harassment or sexual harassment exercised by or against an individual.

6.01 Harassment means engaging in a course of vexatious comment or conduct related to one or more of the prohibited grounds of discrimination under section 4.00 of this policy.

6.02 Sexual harassment means engaging in a course of vexatious comment or conduct of a sexual nature including sexual assault, verbal abuse or threats, unwelcome sexual invitations or requests, demands for sexual favors or unwelcome innuendo or taunting about a person’s body, physical appearance or sexual orientation.

6.03 Conduct and/or behavior also constitutes harassment, whether or not it is based on the prohibited grounds of section 4.00, when it creates an intimidating, demeaning or hostile
working or academic environment.

7.00 There shall be no reprisal or retaliation nor any threat of reprisal or retaliation against anyone for pursuing rights under this policy. Any such alleged reprisal or retaliation or threat thereof shall be equivalent grounds for laying a complaint under this policy.

8.00 The informal resolution procedure set out in this policy offers a means to resolve complaints in appropriate cases. However, non-compliance with this policy may lead to discipline by the University. Any questions regarding the appropriate individual with whom to file a complaint should be directed to the University Legal Counsel.

49.3. Human Rights Officer

9.00 The University shall appoint at least one Human Rights Officer (HRO) to the University’s Equity Services Office. The HRO shall be responsible for giving advice and receiving complaints in accordance with the procedures set out herein.

10.00 By June 1 each year, the HRO shall make an annual report to the President with a copy to the University Community. This report shall provide a statistical record of complaints, informal resolutions and determinations, and may include any observations and recommendations the HRO may have with respect to the implementation of this policy.

49.4. Informal Resolution Procedure

11.00 Any individual may seek the advice of the HRO to discuss situations which may be encompassed by this policy. All such discussions shall be held in accordance with the policies and procedures of the Equity Services Office. The HRO shall explain these policies to every individual seeking advice from this Office. Breach of these Policies by either party may lead to termination of the informal resolution procedure by the HRO.

12.00 Individuals who wish to file a complaint of discrimination or harassment with the Equity Services Office should seek advice from the HRO regarding the procedures that will govern such a complaint.

13.00 A complaint may be filed by (an) individual(s) with the HRO up to six (6) months from the incident, or most recent related episode in a series of incidents, of the alleged discrimination or harassment occurring.

14.00 In any meeting the complainant(s) and respondent(s) may be accompanied by a colleague of his or her choosing.

15.00 Complainants may seek assistance from the Ontario Human Rights Commission even when taking steps under this policy.
16.00 If the circumstances giving rise to a complaint under this policy independently give rise to proceedings before a Board of Inquiry under the Ontario Human Rights Code or to proceedings in the courts or to the laying of a criminal charge, or to proceedings under The University of Western Ontario Code of Student Conduct, then the complaint and resolution procedures set out herein shall be suspended until such proceedings are concluded.

49.5. **Initiating the Complaint**

17.00 Following consultation with the HRO, the complainant(s) may elect to file a complaint which shall be in writing, signed and dated, setting out the circumstances of the alleged discrimination or harassment, naming the respondent(s) and authorizing the HRO to attempt informal resolution.

49.6. **Informal Resolution**

18.00 Within five (5) working days of receiving the written complaint, the HRO shall provide the respondent(s) with a copy and invite the respondent(s) to reply in writing.

19.00 The respondent(s) shall have fifteen (15) working days after receiving the HRO's request to respond in writing to the HRO.

20.00 The HRO shall provide a copy of the response to the complainant and attempt to discuss the complaint with both parties and may conduct informal mediation in an effort to resolve the complaint in a manner acceptable to both parties.

21.00 If the terms of resolution entail action by the University, the University shall agree to undertake such action by signing the written resolution document. If the University refuses to undertake such action, it shall state in writing to the parties why it refuses to so do.

22.00 If resolution is achieved, both parties shall sign a statement of the terms of the resolution which shall be filed with the HRO.

23.00 If a resolution is not reached within thirty (30) working days of providing the respondent with a copy of the complaint, the HRO will so inform the parties in writing and terminate the proceedings.

24.00 If the informal resolution procedure is not successful, either because one or both parties failed to comply with the terms of resolution, or because the parties were unable to reach a settlement, a party may file a complaint with the appropriate University official (see section 8.00 above).

25.00 Complaint files maintained by the HRO pursuant to this policy shall be confidential and may not be introduced in subsequent investigations or proceedings except as provided in section 26.00 below, or unless compelled by law. The HRO may not appear as a witness in any dispute resolution process arising from the application of this policy or in any subsequent investigations or proceedings unless compelled by law.

49.7. **Retention of Files**

26.00 All documents related to a complaint will be retained in confidence for ten (10) years in the Equity Services Office and then will be shredded. Such files in the Equity Services Office can be accessed only when the HRO has reason to believe that there is a pattern of harassment.
50. 3.1 HEALTH AND SAFETY POLICY

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

Classification: Personnel
All Effective Date: 26NOV09
Supersedes: 15FEB07

50.1. Policy

1.00 The University has an ethical as well as a legal responsibility to provide a safe environment in which to study and to work. In addition, the University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis.

2.00 The University will comply with all applicable Federal, Provincial and Municipal legislation with respect to health and safety. Legislated standards in health and safety are accepted by the University as minimum standards, and the University reserves the right to establish and enforce more stringent standards as may be considered appropriate such policies being considered as binding upon all students, staff and faculty.

3.00 Deans, department heads, supervisors and any persons responsible for directing the work of others are responsible for ensuring that safe and healthy work conditions are maintained in their assigned areas.

4.00 Faculty, staff and students are responsible for complying with all applicable safety requirements, including legislated requirements and all University policies and procedures related to Health and Safety.

5.00 The University will develop, implement and enforce health and safety policies and procedures under the authority of the University Health and Safety Policy, and through the structure of safety committees and Human Resources, Occupational Health and Safety.

50.2. University Health and Safety Committee

6.00 The University Health and Safety Committee is the senior safety committee of the University. It has the responsibility for reviewing the overall safety performance of the University, for recommending health and safety policy, and for overseeing the activities of any subcommittees reporting to it. This advisory committee reports directly to the President. Decisions of this committee that may have financial or resource implications will be taken to the President Vice-President (PVP) group by the Chair.

7.00 The scope of the University Health and Safety Committee is to evaluate and to develop policies and procedures and to deal with matters respecting the overall health and safety of the University community, its faculty, staff, students and the general public.
8.00 The membership of the University Health and Safety Committee shall be:

8.01 Voting Members
Vice-President (Resources & Operations), who shall be Chair
Vice-President (Research & International Relations) or designate
Vice-Provost (Academic Planning, Policy & Faculty)
Associate Vice-President (Human Resources)
Associate Vice-President (Physical Plant & Capital Planning Services)
Associate Vice President (Housing & Ancillary Services)

Two deans, Associate Deans or Dean’s designate, at least one of whom must be from Engineering, Medicine & Dentistry, or Science, to be appointed by the Provost for three-year terms (renewable).

8.02 Non-Voting Members
Director, Employee & Advancement Communications
Chairs, Subcommittees of the University Health and Safety Committee

8.03 Resource Persons
Manager, Fire Safety and Emergency Management
Director, Human Resources (Occupational Health and Safety), who shall be Secretary to the Committee

9.00 The terms of reference of the University Health and Safety Committee shall be:

(a) To review health and safety-related policies, practices and programs on a regular basis, including all regulations and guidelines legislated by external agencies, and to make recommendations to the President as appropriate.
(b) To review actions by its subcommittees, and to recommend to the President the appropriate method for hearing appeals of those decisions.
(c) To review and revise the health and safety subcommittee structure as required.

9.01 The University Health and Safety Committee may recommend the establishment of either permanent or temporary subcommittees as appropriate, or as required by legislation. The University Health and Safety Committee may also recommend the dissolution of such subcommittees, subject to the requirements of legislation. Such subcommittees may include, but are not limited to, subcommittees dealing with such specialty subjects as Radiation Safety, Biosafety, Fire Safety and Laboratory Safety.

9.02 Actions and/or policies recommended by subcommittees will be referred to the University Health and Safety Committee for review and approval, with the exception of actions and/or policies recommended by those subcommittees having legislated authority to act within the area of their jurisdiction. In those cases the University Health and Safety Committee will serve as a facilitating and coordinating body rather than as an approval body. Examples of such subcommittees include any Occupational Health and Safety Committees which are established as joint health and safety committees under the Occupational Health and Safety Act, and the Radiation Safety Committee as established under the Nuclear Safety and Control Act.

9.03 Health and safety policies recommended by the University Health and Safety Committee and/or approved by the President will be posted under Governance and Institutional Information on Western’s website.
50.3. **Human Resources, Occupational Health and Safety**

10.00 Human Resources, Occupational Health and Safety is recognized as a resource for the University community to assist all persons in positions of responsibility to meet their obligations in the provision and maintenance of a safe campus.

10.01 Human Resources, Occupational Health and Safety is the focal point for the coordinated administration of the University health and safety program, and is the University's representative in contacts dealing with the health and safety of students, staff and faculty, with such bodies as the Workers' Compensation Board, the Occupational Health and Safety Division of the Ministry of Labour, Health Canada, Canadian Nuclear Safety Commission, the Ministry of the Environment, the Public Health Unit and similar agencies.

[Note: This is not to imply that other University departments that require routine contact with the above-noted outside agencies are required to deal through Occupational Health and Safety on matters that are handled routinely by the individual departments. Those departments are encouraged to maintain a dialogue with Occupational Health and Safety in matters of mutual interest.]

10.02 Human Resources, Occupational Health and Safety has general responsibility for the communication to, and the education of, the University community regarding its obligations in health and safety, for the ongoing inspection of the campus for compliance with legislated and University standards, and for meeting operating responsibilities which may be assigned to the Department as appropriate.

10.03 Human Resources, Occupational Health and Safety has the general responsibility for developing and providing a wide range of training programs in order to meet the requirements of legislation with respect to health and safety education, and to ensuring that information relating to these programs is widely communicated to the University. It is the responsibility of the Deans, department heads, supervisors and other persons in authority to determine who among those reporting to them require training, and to ensure that those requiring training attend the appropriate programs.

10.04 Human Resources, Occupational Health and Safety has the responsibility for communicating University health and safety policies, developed by the health and safety committee system and approved by the President, to the University community, for ensuring that such policies are distributed for inclusion in the University Safety Manual, and for enforcing compliance with such policies.

10.05 Human Resources, Occupational Health and Safety will prepare an annual report on the safety of the University campus for review by the University Health and Safety Committee and the Audit Committee of the Board of Governors.

The University of Western Ontario

Per:

Amit Chakma
President & Vice-Chancellor
51. **SUPERVISORS HANDBOOK TO OCCUPATIONAL HEALTH & SAFETY**

Revised: August 2012
Supercedes: August 2007

51.1. **Introduction**

Supervisors have a legal obligation under the Ontario Occupational Health and Safety Act with respect to workplace safety and this guide is directed to supervisors to aid them in meeting these obligations. This will provide supervisors with the University, with an overview of their responsibilities in the area of occupational health and safety. It also aims to familiarize them with the resources available within the University.

Specific responsibilities of individual supervisors will depend to a large extent on the type of work being performed and on the size and nature of the work unit. Therefore, this guide cannot provide a complete outline of the specific duties and responsibilities of every supervisory position.

51.2. **Health and Safety Legislation**

The Ontario Occupational Health and Safety Act is the primary legislation governing workplace health and safety and its purpose is to protect workers against health and safety hazards in the workplace.

The Act sets out the rights and duties of all parties in the workplace and is based on the internal responsibility system that strives to have everyone work together to identify and develop solutions to workplace health and safety problems. A list of regulations made under the Occupational Health and Safety Act is provided in Appendix 1.

In addition to the Act, there are a variety of other specific provincial and federal legislation, regulations and municipal by-laws of which supervisors may need to be aware of, depending upon their particular job functions and the types of hazards with which they deal. A list of such additional legislation is provided in Appendix 2.
51.3. **Supervisors and Workers**

51.3.1. **Supervisor**

A supervisor is anyone who is either in charge of a workplace or has authority over a worker. This broad definition given in the Occupational Health and Safety Act is applicable in both the academic and administrative divisions of the University. Thus, in academic departments, individual faculty members or principle investigators may have charge of a workplace (e.g. a laboratory) or have authority over graduate students, teaching assistants, administrative staff, and other University employees. In such a case they are supervisors as defined in the Act. Among the administrative staff of the University the supervisory role is generally more clearly defined and outlined in position descriptions.

*A supervisor shall ensure that a worker:*

- Works in the manner and with the protective devices, measures and procedures required by the Act and the regulations
- Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used and worn
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution reasonable in the circumstances for the protection of a worker

*In addition to the responsibilities outlined in the Act a supervisor must ensure that:*

- They are knowledgeable about potential or actual health and safety hazards in the workplace and advise workers about these hazards
- Equipment, materials and protective devices required by regulation are provided to workers and maintained in good condition
- Workers follow workplace procedures and use protective equipment required by the University and by any applicable regulations
- Workers are provided with information, instruction on safe work practices
- All hazardous materials present in the workplace are identified and labelled in the manner prescribed by regulations such as the WHMIS Regulation and that an up-to-date inventory of these materials is kept in the workplace.
51.3.2. Worker

A worker is a person who is paid to perform work or supply services. Thus all University employees are workers. In addition, where students are paid to perform work (ex. Teaching assistants) they become workers under the Act. It is the policy of the University that it will be a safe and healthful place to work and study. Therefore students should be afforded the same protection that would be afforded workers under the Act.

A worker shall:

• Work in compliance with the provisions of the Act and the regulations
• Use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn
• Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
• Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows

51.4. Accident Reporting

All full-time, part-time, temporary, and training participant employees of the University are covered under the Workplace Safety Insurance Board Act for injuries and illnesses resulting from their employment. Coverage includes payment of health care costs and of earnings due to time lost from work.

Under the Act, the University is obligated to report to the Workplace Safety Insurance Board (WSIB) every accident to a worker which results in lost time from work past the day of the accident, or which necessitates health care from a medical facility or medical practitioner such as a physician, hospital, dentist, chiropractor or specialist within 3 days of it happening.

If a supervisor fails to report the incident to Occupational Health and Safety within the required time a fine will be charged to that department. It is therefore extremely important that all work related accidents, injuries, or occupational diseases be reported within 24 hours of occurrence.

All accidents, incidents, and near misses must be reported on an official Accident Incident Reporting Form in accordance with the Accident Incident Investigation Procedure.
The University also requires that all accidents to students or visitors be reported on the same accident/incident form to Occupational Health and Safety.

51.5. **Reporting of Critical Injuries**

A critical injury is one of a serious nature which either:
- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or an arm
- Involves the amputation of a leg, arm, hand or foot
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

Any critical injury must be *immediately* reported to Occupational Health and Safety.

Supervisors are responsible for:

1. Procuring immediate medical attention;
2. Notifying the appropriate emergency services by calling 911
3. Notifying Occupational Health and Safety (519-661-2111 ext. 84741) immediately. Further reporting of the injury by OHS is required to the Ministry of Labour and the University’s Occupational Health and Safety Committee.
4. Ensuring that the site of the accident remains undisturbed and isolated, until all investigations are complete
5. Preparing a written report of the circumstances of the accident on an Initial Critical Injury Reporting Form

51.6. **Injuries While Outside of Ontario**

Staff members injured while performing their job outside of the Province of Ontario may be covered for benefits under the Workplace Safety Insurance Board Act. Ontario residents are automatically covered for up to six months while temporarily working outside of Ontario. If a staff member will be working outside of Ontario for longer than six months, an extension of coverage must be approved by the Workplace Safety Insurance Board.

Supervisors must notify the WSIB coordinator with the names of all staff who are working outside Ontario. Include details of the destination, reason for going, and length of stay. The WSIB coordinator will seek approval for the extension of coverage from the WSIB and notify the department of approval. Accidents occurring outside of Ontario must be immediately reported to the home department, which must then notify Occupational Health and Safety.
51.7. **Transitional Accommodation**

Western University is committed to supporting employees experiencing occupational and non-occupational illness and injury. The Transitional Accommodation Program (TAP) utilizes a collaborative, proactive approach to assist employees to remain at work or to return to work in a timely manner. The University will make an effort to collaboratively develop a TAP as soon as possible when the employee shows willingness to participate in the program so they can continually progress toward full hours and/or duties.

51.7.1. Roles and Responsibilities

**Supervisor**
- Provides a supportive environment for employee and his/her coworkers
- Provides input regarding employee’s position and potential modified duties
- Participates fully in the development, implementation and evaluation of the TAP
- Attends TAP meetings as required

**Employee**
- Promptly reports illness/injury to identify accommodation needs
- Provides consent for Rehabilitation Services to communicate with treating practitioners regarding capabilities and precautions
- Participates fully in the development, implementation and evaluation of the TAP, including regular follow up with Rehabilitation Services
- Promptly communicates to supervisor that there has been a change in status and provides follow up to Rehabilitation Services
- Promptly seeks medical attention as indicated and follows the treatment plan recommended by his/her treating practitioner
- Works within recommended capabilities and precautions

Further information on Rehabilitation Services and any of their programs can be found on their website.
51.8. **Joint Health and Safety Committee**

Western University as an employer is responsible under the Occupational Health and Safety Act for establishing and maintaining a Joint Health and Safety Committee. This committee is an advisory body composed of representatives of workers and management; their main function is to identify hazards and to make recommendations to management with respect to workplace health and safety. In order to carry out these duties they perform regular inspections of the workplace.

Supervisors have the following responsibilities with respect to the Joint Health and Safety Committee:

- Be aware of the committee and the names of the management and worker co-chairs of the committee
- If one of their staff is a member of the committee, to provide that individual with paid time off work to carry out his/her duties as a committee member; these include time off to prepare for and attend meetings, and to perform inspections on the workplace
- Provide information and assistance to members of the committee who are inspecting the supervisor’s work area
- Take action on remediating health and safety deficiencies in the workplace identified through committee inspections
- If a written recommendation is received from the committee, provide a written reply to that recommendation within 21 calendar days

51.9. **Work Refusals**

The Occupational Health and Safety Act gives a worker the right to refuse work that he or she believes is unsafe. The right to refuse may be exercised if the worker has reason to believe that:

1. Any equipment, machine, device or thing he/she is to use or operate is likely to endanger himself/herself or another worker; or
2. The physical condition of the workplace is likely to endanger himself/herself; or
3. Any equipment, machine, device or thing he/she is to use or operate or the physical condition of the workplace is in contravention of the Act or regulations and such contravention is likely to endanger himself, herself or another worker

Supervisors should follow the Work Refusal Policy direct any questions to Occupational Health and Safety.
51.10. **Training**

It is the duty of the supervisor to ensure all of their workers have the proper training that is required to perform their job safely. The **Training Requirements Matrix** gives an outline of the training needs in different departments and should be used as a guide to select appropriate training sessions. Supervisors should be aware of the hazards in their work area and should know what training is best suited to their workers.

As University employees, all staff must take WHMIS before commencing work. This is available to all staff on [WebCT](#) and their certificate should be printed out upon completion.

In addition, any students or volunteers in a laboratory setting must also complete WHMIS training and any other training that may be required for that work area.

51.11. **Additional Resources**

51.11.1. Fire Prevention

Fire Prevention in Physical Plant is the University’s liaison with the City of London Fire Department in all fire related matters. The University workplace is required to comply with the Ontario Fire Marshall’s Act, the Ontario Fire Code, and all other referenced codes and standards.

Supervisors must ensure that their staff is informed of the fire alarm and emergency procedures when they begin work.

51.11.2. Staff / Faculty Health

Staff/Faculty Health Services is dedicated to achieving and maintaining an optimum quality of health for all staff. Supervisors are responsible for notifying Staff/Faculty Health Services of all new employees and for ensuring that the **Position Hazard Communication Form** is completed for each of their employees.

The form must be completed when:

1. A new employee is hired
2. An employee is reclassified
3. The hazards change
4. The position changes
51.12. **Policy Summary**

The following is only a brief description of each of the policies and the full policies should be referred to for further information.

51.12.1. Health and Safety Policy

**Health and Safety Policy**
The policy states the University’s commitment to maintaining a safe and healthy environment in which to work and to study.

51.12.2. Smoking Policy 1.16

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**POLICY 1.16 – Policy on Smoking**

**Policy Category:** General  
**Effective Date:** July 1, 2016  
**Supersedes:** June 24, 2003, October 1, 2015

**POLICY**

1.00 Smoking is not permitted in University buildings, or within 10 metres of building entrances, loading docks, and fresh air intakes (including windows that open), or in university vehicles, or in any areas designated by Western as non-smoking or "Clear Air Corridors".

2.00 Violators of this policy will be informed by the Dean, budget head, Manager and/or Supervisor that they are in violation, given a copy of this policy, and informed that such behaviour must cease.

3.00 Continued violation of this policy will lead to disciplinary action as outlined in the policies applicable to the various University groups or as provided for within applicable provincial legislation or municipal by-laws.

4.00 The smoking restrictions described in this policy are also applicable to the use of electronic smoking devices.
51.12.3. Occupational Health Care Policy

**Occupational Health Care Policy**
This policy is designed to ensure that all occupational health care provided by the University to all employees (full-time, part-time, temporary) is provided through Staff/Faculty Health Services.

51.12.4. Emergency Response and Preparedness

**Emergency Response and Preparedness**
This policy identifies the procedure to follow in cases of fire, accident, release of dangerous or hazardous materials to the air, and theft for all individuals. Supervisors are responsible for adhering to the policy and ensuring their staff are familiar with and also adhere to the policy.

51.12.5. Eye Protection Program

**Eye Protection Program**
The purpose of this program is to minimize the potential for eye injury, by the provision and use of the correct type of eye protection, in compliance with the Occupational Health and Safety Act. Supervisors of areas where potential eye hazards exist are responsible for ensuring that persons wear suitable eye protection in areas designated as such.

51.12.6. Respiratory Protective Equipment Program

**Respiratory Protective Equipment Program**
The purpose of this program is to ensure that the correct respiratory protection is provided and properly used by personnel at the University as dictated by the use situation.

51.12.7. Resolution of Unsafe Conditions Policy

**Resolution of Unsafe Conditions Policy**
University employees (both non-supervisory and supervisory), Occupational Health and Safety, and University Safety Committees all share responsibility for identifying and recommending corrective action respecting situations which are or could be unsafe.
51.12.8. Electrical Equipment Policy

**Electrical Equipment Policy**
This policy is designed to ensure that all electrical equipment currently in use at the University, or purchased, loaned to, demonstrated to, fabricated or modified by, or otherwise obtained by the University shall meet the provisions of the Power Commission Act of Ontario.

51.12.9. Contaminated Biological Waste Disposal Policy

**Contaminated Biological Waste Disposal Policy**
The purpose of this policy is to ensure that all lab generated waste, which may be contaminated with hazardous biological material, is rendered non-infectious prior to disposal. This policy is also meant to ensure safe methods of disposal that comply with regulations and legislation. It outlines decontamination procedures and methods of disposal as they relate to different types of hazardous biological material.

51.12.10. Preventative Health Program for Animal Handlers Policy

**Preventative Health Program for Animal Handlers Policy**
This policy ensures that all staff, faculty, and students who are handling mammals and other animals are monitored at pre-placement and at regular intervals by health screening for the presence of zoonotic diseases.

51.12.11. Rabies Immunization Policy

**Rabies Immunization Policy**
This policy is designed to ensure that all students, faculty and staff working with dogs, cats, and/or wild mammals receive protection from the rabies virus. The program includes health education, immunization, and on-going monitoring.

51.12.12. Hepatitis B Immunization Policy

**Hepatitis B Immunization Policy**
This policy is designed to ensure that all students, faculty, and staff who have direct patient contact, or who handle human blood, body secretions, tissue or other sources of infection, are made aware of the hazard associated with exposure to Hepatitis B virus and are offered immunization.
51.12.13. Food Service Employee Health Screening Policy

**Food Service Employees Health Screening Policy**
This policy ensures that all University employees who work in food preparation areas are regularly monitored for communicable diseases and/or infections, required by legislation.


**Roof Maintenance Procedures Safety Policy**
This policy is designated to ensure that maintenance procedures performed on roofs of University buildings have fume cabinet exhausts, are performed such that employees in the vicinity of the outlets are protected from exposure to toxic materials or emissions. As this is only a guide for supervisors it may not cover all policies that are relevant to all work areas. Supervisors are advised to familiarize themselves with policies specific to their area and their type of work.

51.13. **Appendix 1**

51.13.1. Regulations Made Under the Occupational Health and Safety Act

Regulations Made Under the Occupational Health and Safety Act

51.13.2. Economic Sector Regulations

- Construction Projects (O.Reg.213/91)
- Industrial Establishments (O.Reg.851)
- Mines and Mining Plants
- Critical Injury Defined (O.Reg.834)
- Diving Operations
- Elevated or Suspended Work Places on Building Facades
- Fire fighters’ Protective Equipment
- Health Care and Residential Facilities (O.Reg.67/93)
- Oil and Gas - Offshore
- Roll-over Protection Structures (O.Reg.856)
- Teachers
- University Academics and Teaching Assistants
- Window Cleaning
51.13.3. Hazardous Substance Regulations

Designated Substance – Acrylonitrile
Designated Substance – Arsenic
Designated Substance – Asbestos
Asbestos on Construction Projects and in Building & Repair Operations
Designated Substance – Benzene
Designated Substance – Coke Oven Emissions
Designated Substance – Ethylene Oxide
Designated Substance – Isocyanates
Designated Substance – Lead
Designated Substance – Mercury
Designated Substance – Silica
Designated Substance – Vinyl Chloride

51.13.4. Miscellaneous

Control of Exposure to Biological or Chemical Agents
Hazardous Material Inventories
Inventory of Agents or Combinations of Agents for the Purpose of Section 21 of the Act
Workplace Hazardous Materials Information System (WHMIS)
X-Ray Safety
52. **HEALTH, SAFETY AND WELLNESS REQUIREMENTS FOR LABORATORY WORK**

Western University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. For more information on Western's Health & Safety Policy, please access the following website at: [http://www.uwo.ca/univsec/mapp/section3/mapp31.pdf]).

The University will comply with all applicable federal, provincial and municipal legislation with respect to health and safety, for example:

52.1. **(i) Federal Nuclear Safety and Control Act, and**

52.2. **(ii) Ontario Occupational Health and Safety Act**
http://www.ontario.ca/laws/statute/1990,c.0.1

Legislated standards in health and safety are accepted by the University as minimum standards, and the University reserves the right to establish and enforce more stringent standards as may be considered appropriate, such policies being considered as binding upon all students, staff and faculty.

Access to safety training on WebCT OWL is automatically set up for new faculty, staff and other designated Western relationships once all information has been established on myHR a few days after your contract has been submitted to Human Resources. Read more... at the following link: USE THIS HANDBOOK

You are responsible for completing any training required pursuant to legislation and University policy including, (but not limited to) the following four online training courses and one in person training.
52.3. **Accessibility at Western (AODA)**
   (a) Accessibility in Teaching (Faculty and GTA)
   (b) Accessibility in Service (Faculty, Staff and Volunteers)

We All Have a Role....
Ontario's new Accessibility Standards for Customer Service are effective as of January 1, 2010. Western is committed to accessibility for persons with disabilities. In our formal and informal interactions with members of the campus community, each of us has a role to play in fulfilling this commitment.

By law, each person who interacts with students, alumni, visitors, or retirees is obligated to know the requirements of these new standards and communicate with persons with disabilities in a manner that takes the person's disability into account. Please review the resources included on these pages to help you understand these obligations and requirements.

Thank you for learning about and contributing to increased accessibility at Western.

**For more information about Accessibility at Western visit this website:**

http://accessibility.uwo.ca/aoda/learn/index.html

52.4. **WebCT Owl**

OWL is Western University's online learning management system. It is home to official Western undergraduate and graduate courses, Western Continuing Studies courses, the Preceptor Education Program, and Human Resource courses, as well as independent, department, and group project worksites.

This course available online via WebCT OWL at: https://owl.uwo.ca/portal


The **New WHMIS 2015 training** is Mandatory for all Western staff, faculty, graduate students, work study students and volunteers. Recertification is required every three years. **Refer to Section IX SAFETY AND WELLNESS.**
52.6. **Health and Safety Orientation - Work Safely at Western**

Mandatory for all Western staff, faculty, graduate students, undergraduate students working in a lab, work study students and volunteers.

On completion of this 40 minute session the participant will be able to:

Understand your basic rights and responsibilities and those of other workplace parties under the Occupational Health & Safety Act of Ontario

- The Right to Know
- The Right to Refuse Unsafe Work
- The Right to Participate

- Know who your Health and Safety partners are at Western.
- Know what workplace hazards are and what to do if you see a workplace hazard.
- Know the proper response to campus fires and emergencies.
- Know your duty to report workplace accidents and incidents.

This course available online via WebCT OWL at: [https://owl.uwo.ca/portal](https://owl.uwo.ca/portal)

52.7. **Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western**

Mandatory for all Western staff, faculty, graduate students, work study students and volunteers.

On completion of this 40 minute session the participant will be able to:

- Identify what constitutes harassment, violence and domestic violence that emerges in the workplace
- Understand their rights and responsibilities with regards to these issues under the Occupational Health & Safety Act of Ontario
- Know what to do if these issues arise at Western.

Course is available online via WebCT OWL at: [https://owl.uwo.ca/portal](https://owl.uwo.ca/portal)
52.8. Laboratory Safety - Hazardous Waste

Register for the in class safety training at: 
http://www.uwo.ca/hr/learning/required/index.html

Sessions are mandatory for all laboratory supervisors and workers. (A worker is anyone who conducts a procedure in a laboratory.)

At the completion of this presentation, the participant will be able to:

- Understand the common hazards associated with laboratory work and how to identify them
- Use the proper precautions for the identified hazards
- Explain the proper use of the laboratory fume hood
- Select the appropriate personal protective equipment for the task
- Respond properly to a laboratory emergency
- Understand the different types of waste and how to process each
- Segregate chemicals appropriately for both waste disposal and storage
- Complete labels and inventory forms and package the wastes properly

52.9. Laboratory Orientation

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 such as the fire alarm tone, eyewash, safety shower, fire extinguishers, fire blankets, first aid kits, evacuation routes and exits, spill control and containment kits, laboratory evacuation procedure, etc... Familiarize yourself with the Safety link on the Departmental website: 
http://www.uwo.ca/chem/safety/index.htm

52.10. Laboratory Working Hours and Conditions

You should not work in the laboratory alone (Laboratory Safety Manual, 8.2). A qualified graduate student, postdoctoral fellow or faculty member also be present. Consult your faculty supervisor as to whom he/she designates as qualified for the work you will be performing. It is you and your supervisor’s shared responsibility to ensure that at least one of those persons is present.

It is your right to work in a safe working environment. It is your supervisor’s responsibility to ensure that your working environment is safe. It is your responsibility to tell your supervisor of any conditions that
you believe are unsafe. Until you are satisfied that your working conditions are safe, you can refuse to work.

52.11. **Additional Required Training based on Work Area/ Study**

There are additional safety trainings you may be required to take in a class environment. Please check with your supervisor. The following is a list of courses you may need to sign-up for: Biosafety, Radiation Safety Nuclear, Radiation Safety Refresher, Radiation Safety Awareness, X-ray Safety, Laser Safety, and Biological Safety Cabinets. To register for safety trainings, visit WebCT OWL, which will be automatically set up for new faculty, staff and other designated Western relationships once all information has been established on myHR a few days after your contract has been submitted to Human Resources.

To register for any of these courses, please visit this web-site:

http://www.uwo.ca/hr/learning/required/index.html

53. **MENTAL HEALTH — RESOURCES SUMMARY**

53.1.1. **Campus Community Police**  
(Dial 911 from any campus phone at Western)

53.1.2. **Mental Health @ Western Website**

53.1.3. **Western Now App**  
(For iPhone, Blackberry & Android)  
- Information to help direct students, faculty, staff, parents and families to mental health services and resources available at Western

53.2. **Services For Western Students**

53.2.1. **Student Development Centre (SDC)**  
Phone: 519-661-3031  
Location: WSS Rm. 4100  
Western University  
- Individual and crisis counselling  
- Support groups for various issues including stress, anxiety and eating disorders

53.2.2. **Student Health Services (SHS)**
Phone: 519-661-3030
Location: UCC 11(lower level)
Western University
• Multidisciplinary counselling services
• Psychiatry, physician, social worker and RN
• Medical consultations

53.2.3. Residence Counsellor
E-mail: need to talk
Western University
• Counselling services for students currently living on campus in residence

53.2.4. King’s Counselling and Student Development
Phone: 519-433-3491 ext. 4321
Location: Wemple Building 157
King’s University College
• Counselling services for students registered at King’s University College

53.2.5. Art Therapy
E-mail: peersupport@westernusc.ca
Western University
• Workshops as an outlet for anxiety and stress (includes drawing, painting, clay, and fabric art)

53.2.6. Eating Disorders Support Group
Phone: 519-434-7721
E-mail: peersupport@westernusc.ca
Location: UCC 38
Western University
• Anonymous and confidential support group that meets weekly for students dealing with eating disorders
• For additional information regarding Hope’s Garden support groups and what is available for students throughout the summer months, please contact Hope’s Garden directly, at info@hopesgarden.org or call the above number
53.2.7. **Peer Support Centre**  
Phone: 519-661-3425  
E-mail: peersupport@westernusc.ca  
Location: UCC 38  
Western University  
- A safe space for undergraduate students to connect to resources  
- Information and referrals to support services and resources can be provided over the phone

53.2.8. **Alcoholic Anonymous Meetings**  
- Weekly meeting of A.A. available on campus at UWO, Fridays at 2:30 p.m. in UC 287 for students and staff

53.3. **Services For Western Faculty And Staff**

53.3.1. **Family Services Employee Assistance Program (FSEAP)**  
Phone: 1-800-668-9920  
Location: 125 Woodward Avenue  
London, Ontario N6H 2H1  
- Counselling and support for full-time faculty, staff and their immediate families  
- Couple issues, family troubles, parenting, stress, alcohol and drug issues, finances, grief, depression or coping with illness

53.3.2. **Rehabilitation Services**  
Location: Support Services Building, Room 4159  
Western University  
- Provides support and resources to staff and faculty regarding health and wellness, medical absence and accommodation

53.3.3. **Workplace Health**  
Phone: 519-661-2047  
UCC Rm. 25(lower level)  
Western University  
- Medical care, occupational surveillance, nursing care, health education, blood pressure screening, allergy injections, immunization, flu shots, physiotherapy or massage therapy available to full-time faculty and staff
53.3.4. **Campus Student Case Manager: Anh Brown**  
Phone: 516-661-2111 ext. 85985  
Western University  
- Assists with the co-ordination of complex, multifaceted student issues (A resource for Faculty & Staff who interact with students)

For more information please contact: healthservices@uwo.ca

53.4. **Additional Learning Opportunity at Western**

53.4.1. **Mental Health First Aid**  
Mental Health First Aid Canada teaches participants how to help someone showing signs of a mental health problem or experiencing a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis is resolved. The concept is based on the model of medical first aid. Mental Health First Aid Canada is a 12-hour training course delivered in four modules of three hours each.

53.4.2. **Mental Health E-Learning Module for Students, Staff, and Faculty**  
This interactive, online, module is 30 minutes in length and provides basic information about signs and symptoms of mental health concerns, how to refer, and resources available on campus. A printable Certificate is available for personal records after completion. For staff members, successful completion will be noted in the electronic training record through “my Human Resources” and for students, completion will be noted on Western’s HE system.

For more information and to access the module, visit: http://uwo.ca/health/mental_wellbeing/education/module.html

**Healthy Body/ Healthy Mind**- Eat, Sleep, Excercise, Connect

**Mindful Eating Group Workshop**- Learn how to eat mindfully
53.5. **Community Services & Resources (available to all)**

53.5.1. [www.211ontario.ca](http://www.211ontario.ca)
Dial: 211
- Phone line and website that provides information and referrals to community and social services in Ontario; available 24/7

53.5.2. **Abused Women's Helpline**
Phone: 519-642-3000
Toll Free: 1-800-265-1576
(Crisis Line, 24/7)
- Provides support and information to women in abusive situations

53.5.3. **Addiction Services of Thames Valley**
Phone: 519-673-3242
- Community-based addiction programs by professionally trained counsellors

53.5.4. **Canadian Mental Health Association (CMHA)**
Phone: 519-434-9191
- National-wide organization that promotes the mental health of all
- Supports the recovery of persons experiencing mental illness

53.5.5. **CMHA Crisis Services**
Formerly London Distress Centre
Phone: 519-433-2023
(Mental Health Crisis Line, 24/7)
- Crisis Mobile Team Intervention
- Individual Crisis Counselling
- Peer Support

53.5.6. **Connect For Mental Health**
E-mail: message@connectformentalhealth.org
- London peer-support organization coordinated by and for individuals who have been affected by mental illness
- Provide support, education, and outreach
53.5.7. **ConnexOntario**
Phone: 1-800-565-8603 (Drug and Alcohol Helpline)
Phone: 1-866-531-2600 (Mental Health Helpline)
Phone: 1-888-230-3505 (Ontario Problem Gambling Helpline)
- Ontario helplines providing health services information for people experiencing problems with drugs or alcohol, gambling and mental illness

53.5.8. **Hope's Garden**
Phone: 519-434-7721
Location: 478 Waterloo St. London, ON, Canada. N6B 2P6
- An eating disorders support and resource centre, offering a safe and supportive environment to people who suffer from eating disorders and for their families and friends

53.5.9. **Kids Help Phone**
Phone: 1-800-668-6868
(Crisis Line, 24/7)

53.5.10. **Good2Talk**
Phone: 1-866-925-5454
(Post–Secondary Student Helpline)
- Provides counselling, referrals, and information to every young person in Canada from age 5 to 20
- Dedicated help line for post secondary students in Ontario (ages 17-25)
- Professional counsellors and access to other services

53.5.11. **Lesbian Gay Bi Trans Youth Line**
Phone Toll Free: 1-800-268-9688
(Sunday-Friday, 4PM-9:30PM)
- Provides support, information and referrals for youth 26 and under who live anywhere in Ontario

53.5.12. **London’s Abused Women’s Centre**
Phone: 519-432-2204
(Monday-Friday, 9AM-5PM)
- Provides long term feminist counselling, advocacy and support to abused women
53.5.13. **Sexual Assault Centre London**
Phone: 519-438-2272 (Crisis Support Line, 24/7)
  o Provides supportive services to women 16 years of age and older who have experienced sexual violence at any point in their lives

53.5.14. **Women’s Community House**
Phone: 519-642-3000 (Helpline)
Phone Toll Free: 1-800-265-1576
  o Offers services and support to assist women in crisis, transitioning out of crisis, and re-establishing a healthy life

53.6. **Additional Community Websites**

- Centre for Addiction and Mental Health
- Centre for Clinical Interventions
- Mind your Mind
- U Lifeline
- Anxiety Disorders Association of Canada
- The Anxiety Network International
- Depression Lifelines
- Depression Understood
- National Eating Disorder Information Centre (NEDIC)
- eMentalhealth.ca
- Can-Voice
- Daya Counselling Centre
- FEMAP (First Episode Mood & Anxiety Program)
- PEPP (Prevention and Early Intervention Program for Psychoses)
- SOAHAC (Southwest Ontario Aboriginal Health Access Centre)
Wellness is an active, lifelong process of becoming aware of choices and making decisions toward a more balanced and fulfilling life. Many factors can influence your health and well-being, in fact there are 7 different, interacting dimensions of health and wellness. Wellness is all about maintaining a balance between the many different aspects of your life. Everyone's optimal wellness will be different, depending on your own needs, experiences, personality, and circumstances. As we make our way through life, different aspects will fall in and out of balance - it's our job to try and maintain as much of a balance as possible.

For more information, visit: [http://www.health.uwo.ca/living/index.html](http://www.health.uwo.ca/living/index.html)
55. STUDENT CODE OF CONDUCT

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

55.1. I. Introduction and Purpose

1. The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow.

2. The University of Western Ontario is a community of students, faculty and staff involved in learning, teaching, research, and other activities. The University seeks to provide an environment of free and creative inquiry within which critical thinking, humane values, and practical skills are cultivated and sustained. It is committed to a mission and to principles that will foster excellence and create an environment where its students, faculty, and staff can grow and flourish.

3. Upon registration, students assume the rights and responsibilities associated with membership in the University's academic and social community. Students are responsible for observing a standard of conduct that will contribute to the University's mission and that will support an environment conducive to the intellectual and personal growth of all who study, work and live here. This responsibility includes respecting the rights, property, and well-being of other members of the University community and visitors to the campus, and refraining from conduct that would jeopardize the University's mission or the proper functioning of the academic and non-academic programs and activities of the University, its faculties, schools or departments, or that would endanger or adversely affect the health, safety, rights, security or property of the University, its members and visitors. The academic and social privileges granted to each student are conditional upon the fulfillment of this responsibility and students must familiarize themselves with the University regulations and the conduct expected of them while studying at the University.

4. The University encourages students to set for themselves the highest standards of behaviour off-campus, including behaviour conducive to the peaceful and safe enjoyment of housing by both students and neighbours. The University does not condone behaviour that infringes upon the rights of the University's neighbours or that brings the University's good name into disrepute.

5. Students are reminded that they are equally responsible for observing the standard of conduct set out in this Code when using any electronic communication devices to send or post messages or material.

6. Whenever appropriate, the University encourages informal resolution of minor incidents.

7. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit free speech as guaranteed by law.

8. Any student found responsible for misconduct is subject to the disciplinary sanctions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law
enforcement agency before, during, or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this Code.

55.2. **II. Definition**

In this Code:

1. “Student” is an individual registered at the constituent University in a credit course or program of studies.

2. “Vice-Provost” is the Vice-Provost (Academic Programs and Students) [Registrar] or designate.

3. “Dean” and “Vice-Provost (Graduate and Postdoctoral Studies)” shall be interpreted as “Dean or designate” and “Vice-Provost (Graduate and Postdoctoral Studies) or designate”.

4. “Premises of the University or its Affiliated University Colleges” includes lands, buildings and grounds of the University and its Affiliated University Colleges and other places or facilities used for the provision of the University's courses, programs or services.

5. “University sponsored program, event or activity” is a program, event or activity that is hosted, sponsored, or organized by the University and includes, but is not limited to, coursework and other academic activities, student exchange programs, study abroad, internships, co-ops, field trips, social events, and volunteer and community service activities.

55.3. **III. Relationship to Other Universities Policies and Codes**

1. If a student’s conduct could be considered a breach of this Code and also a breach of either the Policy on Scholastic Discipline or the Policy and Procedures for the Conduct of Research, the University, in its discretion, may proceed under the Code or under the aforesaid Policies. A student may not be penalized under both the Code and these Policies for the same conduct.

2. With the exception of the Policies set out in 1. above, no disciplinary action taken pursuant to any policies, rules, codes, or regulations of the University (e.g., regulations relating to use of computing resources, regulations established by various units of the University including Intercollegiate Athletics, the University of Western Ontario Libraries, the Division of Housing and Ancillary Services [Residents’ Understandings], and Western Campus Recreation) shall bar or prevent the University from also instituting disciplinary proceedings and imposing sanctions under this Code. However, where the University proposes to take additional disciplinary action, discussions must be held between the University and the unit head before other such disciplinary proceedings are initiated.
55.4. **IV. Jurisdiction**

1. This Code applies to:
   
   (a) conduct that occurs on the premises of the University or its Affiliated University Colleges;
   
   (b) conduct that occurs at a University sponsored program, event, or activity, whether the program, event, or activity is on campus or off-campus; and
   
   (c) other off-campus conduct,
      
   (i) when the individual is acting as a designated representative of the University or a student organization or when the individual holds out that he or she is a representative of the University or a representative or member of a student group or organization at the University; or
   
   (ii) that has, or might reasonably be seen to have an adverse effect on, interfere with, or threaten the proper functioning of the University, its mission, the rights of a member of the University community to use and enjoy the University's learning and working environments, or that raises concerns for the safety or security of an individual or individuals while on campus or while participating in University programs, events or activities.

2. Graduate students are subject to the provisions of this Code except when acting in their capacity as Graduate Teaching Assistants.

3. Subject to the provisions of the Affiliation Agreement between the University and its Affiliated University Colleges, students registered at the Affiliated University Colleges are expected to conform to the standards of this Code while on University property. Only the Affiliated University Colleges may discipline their students for conduct that would constitute a violation of this Code; however, where extraordinary circumstances warrant, the University may also take measures to restrict such a student’s entry onto University property or use of University facilities.

55.5. **V. Prohibited Student Conduct**

The following list sets out specific examples of prohibited conduct. *This list is illustrative only and is not intended to define misconduct in exhaustive or exclusive terms.*

**Examples**

55.5.1. **Disruption**

By action, threat, written material, or by any means whatsoever, disrupting or obstructing any University or Affiliated University College activities, including a University sponsored program, event or activity, or other authorized activities on premises of the University or its Affiliated University Colleges, or the right of another person to carry on his/her legitimate activities, or to speak or to associate with others. University or Affiliated University College activities include, but are not limited to, teaching, research, studying, sports and recreation, administration and meetings.
55.5.2. Misconduct Against Persons and Dangerous Activity

(a) Any assault, harassment, intimidation, threats or coercion.

(b) Conduct that threatens or endangers the health or safety of any person.

(c) Contravention of The University of Western Ontario Non-Discrimination/Harassment Policy.

(d) Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person.

55.5.3. Misconduct Involving Property

(a) Unauthorized entry and/or presence on any premises of the University or its Affiliated University Colleges, or any premises used for University sponsored programs, events or activities.

(b) Misappropriation, damage, unauthorized possession, defacement and/or destruction of premises or property of the University or its Affiliated University Colleges, or the property of others.

(c) Use of University or Affiliated University College facilities, equipment or services contrary to express instruction or without proper authority.

(d) Misuse of University or Affiliated University College supplies and documents, including equipment, library and computer resources, keys, records, transcripts and permits.

(e) Tampering with emergency telephones, fire protection equipment or emergency facilities (e.g., fire bells, fire extinguishers, fire hoses); disconnecting or blocking fire alarms; setting unauthorized fires; raising a false fire alarm; blocking or wedging open fire and smoke doors on corridors or stairways.

55.5.4. False information, ID Cards, Access Cards, Key Cards, Meal Cards, Identification

(a) Furnishing false information.

(b) Forging, altering or misusing any document, record, card or instrument of identification.

55.5.5. Alcohol and Drug Use

(a) Illegal use, possession or distribution of a controlled or restricted substance.

(b) Contravention of provincial liquor laws or the policies of the University or Affiliated University Colleges governing the possession, distribution and/or consumption of alcoholic beverages on the premises of the University or its Affiliated University Colleges.
55.5.6. Improper Use of Dangerous Objects and Substances

Storage, possession or use of firearms, explosives, or other weapons, flammable solvents, biohazardous, volatile or poisonous materials, except in areas formally designated for that purpose by authorized University personnel.

55.5.7. Contravention of University Regulations

Violation of written University policies, rules or regulations.

55.5.8. Contravention of Other Laws

Contravention of any provision of the Criminal Code or any other federal or provincial statute or municipal by-law.

55.5.9. Other

(a) Aiding or encouraging others in the commission of an act prohibited under this Code or attempting to commit an act prohibited under this Code.

(b) Failure to comply with any sanction imposed by the University for misconduct under this Code.

55.6. VI. Sanctions

The University may impose one or more sanctions for misconduct, of which those listed below are examples. The sanctions imposed should be proportional to the type of misconduct. The most serious types of misconduct will merit the most serious sanctions: deregistration, suspension and expulsion. In considering an appropriate sanction, the University’s primary focus must be to ensure the safety and security of the University, its members, and visitors. However, where possible and appropriate, the University will consider educational sanctions in addition to or instead of other sanctions. Such sanctions are designed to help a student understand why his or her behaviour was inappropriate and to appreciate the impact of that behaviour on others.

1. Verbal Warning from the instructor or other person in authority.

2. Exclusion from a class, examination room, or other area. (Note: In this context, “class” refers to a period of instruction such as a lecture, seminar, tutorial, laboratory session, recital, concert or exhibition of visual arts or sports event.)

3. Formal Reprimand.

4. Educational Sanctions. Such sanctions include apologies, work assignments, service to the University or wider community, restriction of privileges, written assignments, completion of a class or workshop or project, completion of counseling.

5. Removal, either temporarily or permanently, from a course in which the student is registered.

6. Prohibition or limitation of access to any academic facility.

7. Prohibition or limitation of employment at the University.

8. Prohibition or limitation on entering University premises or specific parts thereof and/or restriction on contact with specified person(s).
9. **Restitution.** Compensation for loss, damage, or injury to the appropriate party(ies) in the form of service, money, or material replacement.

10. **Forfeiture** of University awards or financial assistance

11. **Disciplinary Probation.** A designated period of time during which the student is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set behavioural expectations, violation of which will result in the imposition of further sanctions.

12. **Deregistration.** Removal from some or all courses for one or two terms.

13. **Suspension** from the University for a specified time period.

14. **Expulsion** from the University.

55.7. **VII. Interim Measures**

55.7.1. **Disruption of Instructional Activities**

Disruption of instructional activities, including examinations, initially may be dealt with by the appropriate instructor or proctor as a matter of classroom discipline. The instructor or proctor may require the student to leave the area for the remainder of the particular class or examination. Any disruption that results in the removal of a student shall be reported to the Chair of the Department or Director of the School and, where appropriate, to the Dean of the Faculty in which the course is held. If the disruption persists and/or if it is deemed to be serious in nature, the incident will ordinarily be reported immediately to the Campus Community Police Service, the Chair (Director), the Dean of the Faculty, and the Vice-Provost.

55.7.2. **Temporary Exclusions from Other Areas**

Academic or administrative unit heads (or designates) may ban a student from their area of jurisdiction if the unit head (or designate) believes on reasonable grounds that the student's continued presence in that area will be detrimental to good order or will constitute a threat to the safety of others. Such initial exclusion shall be for up to 48 hours and shall be reported immediately to Campus Community Police Service, the Vice-Provost, and the relevant Dean (if applicable).

55.7.3. **Notice of Trespass**

Campus Community Police Service, in circumstances in which they reasonably believe that there are grounds to make an interim prohibition order as set out in section 4 below, may temporarily exclude a student from campus for up to 7 days by delivering a Notice of Trespass under the *Trespass to Property Act.*
55.7.4.   Interim Prohibition

The President, or such other officials as he/she may designate from time to time, may impose an interim prohibition pending an investigation and disposition of a complaint of misconduct. Interim prohibition may be imposed only: (a) if needed to ensure the safety and well-being of members of the University community or preservation of University property; (b) if needed to ensure the student’s own physical or emotional safety and well-being; or (c) if there is a reasonable apprehension that the student poses a threat of disruption or of interference with the normal operations of the University.

During a period of interim prohibition, a student may be denied access to specified campus facilities (including classes) and/or any other University activities or privileges for which the student might otherwise be eligible, as the President (or designate) may determine to be appropriate. Within two working days following the imposition of interim prohibition, the student shall be informed in writing of the reasons for the prohibition. The student shall be afforded the opportunity to respond to the allegations being made against him or her. If the student responds, the President (or designate) will reassess the prohibition and either revoke or continue it pending formal disposition of the matter.

55.8.   VIII. Complaint Procedures

1. Any person may submit a complaint of misconduct against a student. A complaint should be submitted or forwarded to a Dean’s Office, Campus Community Police Service, the Office of the Vice-Provost (Academic Programs and Students) [Registrar], or the Office of the Vice-Provost (Graduate and Postdoctoral Studies).

55.8.1.   Undergraduate Students

A complaint shall be referred or dealt with as follows:

(a) Incidents that occur within the home Faculty of the student against whom a complaint is made, with the exception of incidents falling within (b) below, shall be referred to the Dean of the home Faculty for disposition.

(b) Incidents occurring within the home Faculty that:

   (i) may reasonably be seen to involve or affect an academic or administrative unit outside the home Faculty, outside institutions, or persons external to the University, or

   (ii) are being or have been investigated by Campus Community Police Service or an external police force,

shall be referred to the Vice-Provost for disposition. The Vice-Provost may dispose of the complaint him/herself or refer it to the Dean of the home Faculty for disposition.

(c) Incidents occurring outside the home Faculty shall be referred to the Vice-Provost who may dispose of the complaint him/herself or refer the complaint to the Dean of the home Faculty for disposition.
55.8.2. Graduate Students

All complaints shall be referred to the Vice-Provost. Normally the Vice-Provost will notify the Vice-Provost (Graduate and Postdoctoral Studies) and the Dean of the Faculty hosting the student’s graduate program (or in the case of a student in an interdisciplinary program, the Dean of the Faculty of the student’s supervisor) of the complaint. The Vice-Provost may dispose of the complaint him/herself or refer the complaint to either of these individuals for disposition.

55.8.3. All Students

(a) The Dean (Vice-Provost) shall not make a finding of misconduct nor impose a sanction or sanctions against a student unless the student has been informed, in writing, of the nature of the complaint, the facts alleged against him/her, and has been given a reasonable opportunity to respond to them and to submit relevant information. The student shall also be given a reasonable opportunity to meet personally with the Dean (Vice-Provost) to discuss the matter. It is the responsibility of the student to provide all materials and information that will support his/her position.

(b) If the Dean (Vice-Provost) concludes that there has been misconduct, he/she may impose an appropriate sanction or sanctions.

(c) If the student does not respond to the allegation or does not meet with the Dean (Vice-Provost) after having been given a reasonable opportunity to do so, the Dean (Vice-Provost) may proceed to dispose of the complaint without such a response or meeting.

(d) At all meetings with the Dean (Vice-Provost), the student may be accompanied by a colleague of his or her choosing. Legal representation is not permitted at this stage; it is permitted at the appeal stage.

(e) In determining an appropriate sanction or sanctions, the Dean (Vice-Provost) may take into account any previous findings of misconduct. The Dean (Vice-Provost) may direct that a sanction be held in abeyance if a student’s registration at the University is interrupted for any reason.

(f) The decision of the Dean (Vice-Provost), with reasons, shall be communicated in writing to the student. If there is a finding of misconduct, a copy of the decision will be retained in the student’s home Faculty (in the School of Graduate and Postdoctoral Studies in the case of a graduate student) and in the Office of the Vice-Provost. A copy of the decision shall be provided on a need-to-know basis to administrative units (e.g., Office of the Registrar, Campus Community Police Service). The relevant Dean and/or the Vice-Provost is responsible for the implementation of any decision made under the Code.

(g) All notices and other communications from the Dean, Vice-Provost, or the University Discipline Appeals Committee (see below) to the student or any other member of the University community, shall be by personal delivery, regular mail, campus mail, e-mail, priority post, courier, or registered mail. If sent by regular mail, service will be deemed effective on the fifth day after the documents are mailed. In the case of students, all documents will be sent to the primary address recorded in the student’s electronic record at the University, unless the student requests in writing that they be sent to another address.
(h) Complaints of misconduct shall be reported, investigated, and decided in a timely manner.

(i) The Vice-Provost shall report annually to the Board of Governors summarizing the categories of misconduct, the range of sanctions imposed by the University, the number of appeals to the University Discipline Appeal Committee, and the outcome of such appeals. The report will be posted publicly by the University Secretariat.

(j) The University may continue its investigation and disposition of a complaint notwithstanding that a student withdraws from the University in the course of any proceedings under this Code. Where a student's conduct comes to light after a student has left the University, the University may decide to proceed with the review and disposition of a complaint, if the seriousness of the allegation warrants such action.

55.9. **IX. Transcripts and Registration**

1. Suspension and expulsion are recorded on the official transcript. The suspension notation will be removed when the student graduates or five years after the last registration. The expulsion notation is permanent unless the President grants a petition for its removal. Any such petition may be made no sooner than five years after the offence. Removal of the expulsion notation from the transcript does not overturn the expulsion decision; the expulsion remains in effect.

2. While under investigation for serious misconduct that may result in suspension or expulsion, the student will not be issued transcripts directly, but, at the student's request, transcripts will be sent to institutions or potential employers. If the student is subsequently suspended or expelled, the recipients of the transcript will be issued a revised transcript. This restriction also applies in situations where the student is no longer enrolled at the University during the investigation.

55.9.1. **Appeals**

1. A student may appeal a Dean's (Vice-Provost's) finding of misconduct to the University Discipline Appeal Committee (UDAC) on one or more of the following grounds:

   (a) that there was a serious procedural error in the hearing of the complaint by the Dean (Vice-Provost) which was prejudicial to the appellant;

   (b) that new evidence, not available at the time of the earlier decision, has been discovered, which casts doubt on the correctness of the decision;

   (c) that the Dean (Vice-Provost) did not have the authority under this Code to reach the decision or impose the sanctions he/she did.
2. In addition to the grounds set out in section 1, if the sanction(s) imposed by the Dean (Vice-Provost) is forfeiture of University awards or financial assistance, deregistration, suspension, or expulsion, a student may appeal the finding of misconduct and/or the sanction(s) to UDAC on the ground that the decision and/or sanction was unreasonable or unsupportable on the evidence before the Dean (Vice-Provost).

3. Filing an Appeal Application will not stay the implementation of any sanctions imposed except where the Chair of UDAC otherwise orders upon application of the appellant.

4. UDAC may:
   
   (a) Deny the appeal.
   
   (b) In the case of an appeal under section 1(a) or (b), grant the appeal and direct the previous decision maker to re-hear the matter or reconsider some pertinent aspect of its decision, and may include recommendations relating to the conduct of any re-hearing.
   
   (c) In the case of an appeal under section 1(c), grant the appeal and quash the original decision.
   
   (d) In the case of an appeal under section 2, grant the appeal and quash or vary the original decision or grant the appeal and vary the sanction.

5. The right to be represented by counsel will be accorded to the principal parties to the appeal at this level. UDAC also reserves the right to retain counsel.

6. The parties must bear all their own legal expenses, if any. UDAC will not order the University to pay all or part of the appellant's costs nor will it order the appellant to pay all or part of the University's costs.

5.5.9.2. Composition

7. The Board of Governors shall appoint a Chair and 15 members: 7 members of faculty and 8 students (5 undergraduates and 3 graduate students).

   (a) No more than two of the faculty members shall be from the same Faculty. Undergraduate students shall be appointed from a broad range of Faculties and no more than two of the graduate students shall be from the same division.

   (b) The Chair shall be appointed annually by the Board of Governors.

   (c) The terms of appointment shall be: faculty, three years; students, one year. Members are eligible for reappointment to a maximum of six continuous years (excluding there from a partial term served under (d) below), but shall be eligible for reappointment after a lapse of two years.

   (d) Members may be appointed for shorter terms in order to fill vacated positions.

   (e) An appeal will be heard by a panel of UDAC. The size and composition of the panel shall be determined by the Chair provided that a panel always includes at least one student, at least one faculty member, and the Chair.
(f) In instances where the Chair is unable to act, he or she may designate a member to act as Chair. In the event that the Chair is unable to appoint a designate, the Senior Operations Committee of the Board of Governors shall appoint a Chair pro tem.

(g) When a duly constituted panel of UDAC commences to hear a matter, the membership terms of those members present at the commencement of the hearing are automatically extended until UDAC renders its final decision in the case in question.

55.9.3. Procedures

8. An Appeal Application must be filed with the Secretary of the Board of Governors within two weeks after a decision has been issued by the Dean (Vice-Provost). The Application must contain a copy of the decision, the grounds for the appeal, the outcome sought, a full statement supporting the grounds for the appeal, the name of legal counsel or agent, if any, and any relevant documentation in support of the appeal. Where the basis of the appeal is new evidence, such new evidence shall be described clearly and the names of any witnesses shall be provided.

9. An Appeal Application will not be accepted by the Secretary of the Board of Governors if incomplete or not filed within the time period specified in section 8 above. Exceptions to the time limit for filing an appeal are at the discretion of the Chair of UDAC upon written application of the student. Appeal Application forms and further details on hearing procedures may be obtained from the University Secretariat.

10. Parties to an appeal are the student against whom the decision has been made (Appellant) and the Dean (Vice-Provost) (Respondent).

11. The Secretary of the Board of Governors shall provide the Respondent with a copy of the Appeal Application and attachments. The Respondent shall file a concise written reply to the Appeal.

12. Upon receipt of an Appeal Application, the Secretary of the Board of Governors shall:

   (a) notify the Chair of UDAC;
   (b) constitute a Panel of at least 2 members and the Chair; and
   (c) schedule the initial meeting of the Panel.

13. Subject to the requirements set out herein, the Panel shall determine its own procedures and practices in any appeal and the Chair may make such rules and orders as he or she deems necessary and proper to ensure a fair and expeditious proceeding. The Panel is bound by neither strict legal procedures nor strict rules of evidence. It shall proceed fairly in its disposition of the appeal, ensuring that both parties are aware of the evidence to be considered, are given copies of all documents considered by the Panel, and are given an opportunity to be heard during the process.

14. The Panel may summarily dismiss an appeal if the Appeal Application does not, in the judgment of the Panel, raise a valid ground of appeal or does not assert evidence capable of supporting a valid ground.
15. The Panel may, in its discretion, hold an oral hearing or make its decision solely on the basis of written submissions, provided that it shall hold an oral hearing if a party satisfies it that there is good reason for doing so.

16. The Panel shall determine whether an oral hearing shall be open to the public or held *in camera*. At the discretion of the Chair, other members of UDAC may attend the *in camera* meetings as observers.

17. While an attempt shall be made to schedule an oral hearing at a time convenient to the Panel and the parties, a request by a party for a lengthy delay in the scheduling of the hearing, or a postponement of a scheduled hearing, will be granted by the Chair only in exceptional circumstances. Oral hearings will ordinarily be held within six weeks of filing of the Appeal Application.

In the case of an oral hearing, if the Secretary of the Board of Governors is unable to contact the Appellant within a reasonable time to schedule a hearing, the Appellant will be notified by registered mail at the address on the Appeal Application of the deadline by which he/she must contact the Secretary of the Board of Governors to arrange a hearing. If the Appellant has not contacted the Secretary of the Board of Governors by the specified deadline, the appeal will be deemed to be abandoned and may not be resubmitted.

18. Each party to an oral hearing shall be sent a Notice of Hearing setting out the time, place and purpose of the hearing. If a party does not attend, the Panel may proceed in the party’s absence.

19. Each member of a Panel, including the Chair, shall vote. There shall be no abstentions. A majority of positive votes is required to grant an appeal.

20. The Chair of a Panel may waive any time limits specified herein or in any procedures adopted by a Panel in a given proceeding.

21. The Secretary of the Board of Governors, or the Secretary’s designate, shall provide administrative support and procedural advice to Panels.

22. The decision, with reasons, shall be filed with the Secretary of the Board of Governors and copies shall be sent to the parties to the proceedings as well as to others with a legitimate need to know (e.g., Office of the Registrar, Campus Community Police Service).

55.9.4. Further Appeal

23. Within two weeks of receipt of the reasons for decision, either party may appeal to the President on the grounds that there was a serious procedural error by UDAC that was prejudicial to the party. The President may appoint a delegate to hear the appeal.
24. The appeal must state the full grounds upon which the party relies and all arguments in support thereof. After inviting written submissions from the other party, the decision maker may dismiss the appeal, grant the appeal and order that the matter be re-heard, or make such other disposition of the matter as he/she deems appropriate, and will provide reasons for his or her decision. The decision maker’s decision is final.

55.10. **XI. Review of Code**

The Board of Governors shall review the Code within three years of initial implementation and thereafter every five years.

Enacted by the Board of Governors May 3, 2001.
Amended May 6, 2004.
Amended November 26, 2009
Amended November 25, 2010
VI. Western University Campus

56. CAMPUS MAP
   http://www.uwo.ca/about/visit/maps.html

57. HOSPITALITY SERVICES
   Hospitality Services, a Division of Housing & Ancillary Services, at Western University. All divisions of Hospitality Services strive to provide you, the guest, the best quality service, with every visit, whether it is online or in person. The website can be found at: http://www.has.uwo.ca/hospitality/

57.1. Hospitality Services Site

   Campus Meal Plan               Green Leaf Café
   Campus Eateries                Great Hall Catering
   Residence Dining               Conference Services
   Nutrition Information          Western B&B
   Events Board                   Gift Cards

57.2. Campus Meal Plan – Faculty & Staff...
   http://www.mealplan.uwo.ca/flex.cfm

   You can enjoy the benefits and savings of the Flex Plan. The flexibility of this plan is fantastic - your UWO identification card can be used as a “debit” card and you save 5% with every purchase in all Hospitality Services operations including Green Leaf Cafe @ Somerville. Your account can also be used in vending machines, at The Wave and The Spoke, as well as for home delivery or dining out at specific local establishments.

57.3. How to Start Meal Plan
   Click here http://mealplan.uwo.ca/start.cfm

57.4. Top up Your Flex
   You “charge up” your card with cash at the Campus Meal Plan, Office Location, Room 150, Lambton Hall, 1421 Western Road or if you already have an account, you can TOP UP your Flex $ at any time using the Meal Plan Top Up Online link at: https://www.mealplan.uwo.ca/topup/
58. **BUILDINGS AT WESTERN**

The location of a building can be viewed on the [Western map](https://www.example.com).

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
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<tbody>
<tr>
<td>3M</td>
<td>3M Centre</td>
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<tr>
<td>AFAR</td>
<td>Advanced Facility for Avian Research</td>
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<tr>
<td>SEB</td>
<td>Alexander Charles Spencer Engineering Building</td>
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<tr>
<td>TL</td>
<td>Allyn &amp; Betty Taylor Library</td>
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<tr>
<td>AH</td>
<td>Alumni Hall</td>
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<tr>
<td>AHR</td>
<td>Alumni House Residence</td>
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<tr>
<td>HSB</td>
<td>Arthur &amp; Sonia Labatt Health Sciences Building</td>
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<tr>
<td>AHB</td>
<td>Arts &amp; Humanities Building</td>
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<td>AUHR</td>
<td>Ausable Hall Residence</td>
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<td>BAH</td>
<td>Bayfield Hall Residence</td>
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<td>BHR</td>
<td>Beaver Hall Residence</td>
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<tr>
<td>BGG</td>
<td>Biological &amp; Geological Greenhouses</td>
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<td>BGSA</td>
<td>Biological &amp; Geological Sciences Building</td>
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<td>BIO</td>
<td>Biotron</td>
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<tr>
<td>BLWT</td>
<td>Boundary Layer Wind Tunnel</td>
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<tr>
<td>CYDC</td>
<td>Centre to Child &amp; Youth Development Clinic (BMO)</td>
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<tr>
<td>CHB</td>
<td>Chemistry Building</td>
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<tr>
<td>CMLP</td>
<td>Claudette MacKay-Lassonde Pavilion</td>
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<tr>
<td>CB</td>
<td>Collip Medical Research Building</td>
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<tr>
<td>WL</td>
<td>D.B. Weldon Library</td>
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<tr>
<td>DHR</td>
<td>Delaware Hall Residence</td>
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<td>DSB</td>
<td>Dental Sciences Building</td>
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<td>CSB</td>
<td>Dr. Don Rix Clinical Skills Learning Building</td>
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<td>EC</td>
<td>Elborn College</td>
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<td>ELHR</td>
<td>Elgin Hall Residence</td>
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<td>EO</td>
<td>Elginfield Observatory</td>
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<td>ESW</td>
<td>Environmental Science Western Field Station</td>
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<tr>
<td>EHR</td>
<td>Essex Hall Residence</td>
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<tr>
<td>FNB</td>
<td>FIMS &amp; Nursing Building</td>
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<tr>
<td>FPC</td>
<td>Fraunhofer Project Centre for Composites Research</td>
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<td>GL</td>
<td>Gibbons Lodge</td>
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<td>GSB</td>
<td>Graphic Services Building</td>
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<tr>
<td>HSA</td>
<td>Health Sciences Addition</td>
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<tr>
<td>ICFAR</td>
<td>Institute For Chemicals &amp; Fuels from Alternative Resources</td>
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<td>IRL</td>
<td>Insurance Research Lab For Better Homes</td>
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<td>IGAB</td>
<td>International &amp; Graduate Affairs Building</td>
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<td>ISLC</td>
<td>Ivey Spencer Leadership Centre</td>
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<td>FEB</td>
<td>John George Althouse Faculty of Education Building</td>
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<tr>
<td>VAC</td>
<td>John Labatt Visual Arts Centre</td>
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<td>LB</td>
<td>Josephine Spencer Niblett Faculty of Law Building</td>
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<td>KB</td>
<td>Kresge Building</td>
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<tr>
<td>LAHR</td>
<td>Lambton Hall Residence</td>
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<tr>
<td>WSC</td>
<td>Laurene O. Paterson (Western Science Centre)</td>
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<tr>
<td>LWH</td>
<td>Lawson Hall</td>
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<tr>
<td>LIDAR</td>
<td>Light Detection &amp; Ranging Research Facility</td>
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<tr>
<td>Abbreviation</td>
<td>Full Name</td>
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</tr>
<tr>
<td>LOHR</td>
<td>London Hall Residence</td>
</tr>
<tr>
<td>MSA</td>
<td>Material Sciences Addition</td>
</tr>
<tr>
<td>MG</td>
<td>McIntosh Gallery</td>
</tr>
<tr>
<td>MSB</td>
<td>Medical Sciences Building</td>
</tr>
<tr>
<td>MHR</td>
<td>Medway Hall Residence</td>
</tr>
<tr>
<td>MC</td>
<td>Middlesex College</td>
</tr>
<tr>
<td>MBL</td>
<td>Molecular Biology Laboratory</td>
</tr>
<tr>
<td>MOA</td>
<td>Museum of Ontario Archaeology</td>
</tr>
<tr>
<td>MB</td>
<td>Music Building</td>
</tr>
<tr>
<td>NSC</td>
<td>Natural Sciences Centre</td>
</tr>
<tr>
<td>NCB</td>
<td>North Campus Building</td>
</tr>
<tr>
<td>OHR</td>
<td>Ontario Hall Residence</td>
</tr>
<tr>
<td>PHR</td>
<td>Perth Hall Residence</td>
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<tr>
<td>PPL</td>
<td>Photoperiod Laboratory</td>
</tr>
<tr>
<td>PAB</td>
<td>Physics &amp; Astronomy Building</td>
</tr>
<tr>
<td>PLE</td>
<td>Platts Lane Estates</td>
</tr>
<tr>
<td>PP</td>
<td>Power Plant</td>
</tr>
<tr>
<td>IVEY</td>
<td>Richard Ivey Building</td>
</tr>
<tr>
<td>RRI</td>
<td>Robarts Research Institute</td>
</tr>
<tr>
<td>SMHR</td>
<td>Saugeen-Maitland Hall Residence</td>
</tr>
<tr>
<td>SDRI</td>
<td>Siebens-Drake Research Institute</td>
</tr>
<tr>
<td>SSC</td>
<td>Social Science Centre</td>
</tr>
<tr>
<td>SH</td>
<td>Somerville House</td>
</tr>
<tr>
<td>STAB</td>
<td>Staging Building</td>
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<tr>
<td>STVH</td>
<td>Stevenson Hall</td>
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<tr>
<td>SSB</td>
<td>Support Services Building</td>
</tr>
<tr>
<td>SYHR</td>
<td>Sydenham Hall Residence</td>
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<tr>
<td>TC</td>
<td>Talbot College</td>
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<td>TDS</td>
<td>TD Stadium</td>
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<tr>
<td>TH</td>
<td>Thames Hall</td>
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<tr>
<td>COL</td>
<td>The Collider (Formerly Accelerator)</td>
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<tr>
<td>CO</td>
<td>The Cronyn Observatory</td>
</tr>
<tr>
<td>TEB</td>
<td>Thompson Engineering Building</td>
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<tr>
<td>TRAC</td>
<td>Thompson Recreation &amp; Athletic Centre</td>
</tr>
<tr>
<td>UC</td>
<td>University College</td>
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<tr>
<td>UCC</td>
<td>University Community Centre</td>
</tr>
<tr>
<td>WVB</td>
<td>West Valley Building</td>
</tr>
<tr>
<td>PHFM</td>
<td>Western Centre for Public Health &amp; Family Medicine</td>
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<tr>
<td>WCCC</td>
<td>Western Child Care Centre</td>
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<tr>
<td>WCS</td>
<td>Western Continuing Studies</td>
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<tr>
<td>WSRC</td>
<td>Western Student Recreation Centre</td>
</tr>
<tr>
<td>WSSB</td>
<td>Western Student Services Building</td>
</tr>
<tr>
<td>WTC</td>
<td>Western Tennis Club</td>
</tr>
<tr>
<td>WH</td>
<td>Westminster Hall</td>
</tr>
<tr>
<td>WINDEEE</td>
<td>Wind Engineering, Energy &amp; Environment</td>
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58.1. **Additional Related Structures**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Building Name</th>
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</thead>
<tbody>
<tr>
<td>3M</td>
<td>3M Centre</td>
</tr>
<tr>
<td>AFAR</td>
<td>Advanced Facility for Avian Research</td>
</tr>
<tr>
<td>SEB</td>
<td>Alexander Charles Spencer Engineering Building</td>
</tr>
<tr>
<td>TL</td>
<td>Allyn &amp; Betty Taylor Library</td>
</tr>
<tr>
<td>AH</td>
<td>Alumni Hall</td>
</tr>
<tr>
<td>AHR</td>
<td>Alumni House Residence</td>
</tr>
<tr>
<td>HSB</td>
<td>Arthur &amp; Sonia Labatt Health Sciences Building</td>
</tr>
<tr>
<td>WINDEEE</td>
<td>Wind Engineering, Energy &amp; Environment</td>
</tr>
</tbody>
</table>

58.1.1. **Campus Maps**

- [Western & Affiliates](#) (PDF, 335KB)
- [Western Accessibility](#) (PDF, 2.2MB)
- [Building Floor Plans](#)
- [Western Libraries](#)
- [Housing: On Campus](#) (PDF, 531KB)
- [Campus Recreation](#) (PDF, 776KB)
- [Campus Safety](#) (PDF, 1.1 MB)

58.1.2. **Affiliates & Hospitals**

- [Brescia University College](#)
- [Huron University College](#) (PDF, 656KB)
- [King's University College](#)
- [London Health Sciences Centre](#) (PDF, 2.1MB)

58.1.3. **Parking Maps**

- [Western Parking Info map](#)
- [Western Parking Lots and Meters](#)
- [Honkmobile (download to pay for visitor parking in Western lots)](#)

Last updated: August 1, 2018

Quick Link: Western University Interactive Map
59. **WESTERN EQUITY & HUMAN RIGHTS SERVICES**

To access the Multicultural Calendar, please visit the website below:


60. **ACCESSIBILITY AT WESTERN**

Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. To help provide the best experience to all members of the campus community (students, staff, faculty and visitors), this website offers information on accessibility-related resources available at Western website at: http://accessibility.uwo.ca/
61. **1.47 ACCESSIBILITY AT WESTERN**

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

Classification: General       Effective Date: 01DEC09       Supersedes: (NEW)

1.0 The University of Western Ontario is committed to recognizing the dignity and independence of all staff, students, faculty and visitors and seeks to ensure that persons with disabilities have genuine, open and unhindered access to University goods, services, facilities, accommodation, employment, buildings, structures and premises.

2.0 The University will comply with all applicable Federal, Provincial and Municipal legislation with respect to accessibility and will implement the standards specified under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA, 2005").

3.0 Policies, procedures and practices with respect to accessibility, including those required under the AODA, 2005 and its accompanying standards shall be made available on the University's accessibility website at http://accessibility.uwo.ca.

61.1. **Accessibility at Western**

Guideline regarding Accessible Goods and Services

This Guideline is in accordance with the Accessibility Standards for Customer Service, Ont. Reg. 429/07, developed under the Accessibility for Ontarians with Disabilities Act, 2005. Documents related to accessibility are available at:

http://accessibility.uwo.ca/faculty_staff/policies_programs.html

61.2. **Preamble**

The University of Western Ontario is committed to providing goods and services in a manner that respects the dignity and independence of persons with disabilities.

The University is committed to ensuring that persons with disabilities have an equal opportunity to access goods and services. The University will integrate the provision of goods and services to persons with disabilities into its practices and procedures unless an alternative, separate measure is necessary to enable persons with disabilities to obtain, use and benefit from the provided goods and services.

The University encourages open communication with persons with disabilities in order to ensure that its goods and services are accessible.

Without limiting the requirements or expectation for accessibility, specific consideration shall be given to the following:
61.3. **Assistive Devices**

1. The University welcomes persons with disabilities to use assistive devices to obtain, use or benefit from our goods and services.

61.4. **Service Animals**

2. The University welcomes persons with disabilities who are accompanied by a service animal onto the parts of our premises that are open to the public and commits to finding alternatives to the use of service animals if the service is provided in a location in which animals are prohibited by law (e.g. health or safety reasons).

61.5. **Support Persons**

3. The University welcomes persons with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the University’s premises with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person, provided that the interaction between the person and his/her support person does not compromise academic integrity by removing or otherwise undermining essential requirements of courses or academic programs.

4. In the case where a fee will be charged for the admission of a support person, the fee will be communicated and posted accordingly by the Unit/Department through its website, brochure or other public methods.

61.6. **Temporary Disruptions to Service**

5. The University will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities to access the University's goods and services.

6. A notice regarding a temporary disruption will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed in relevant conspicuous locations on our premises and, when appropriate, shall be placed on the University’s accessibility website at http://accessibility.uwo.ca/.

61.7. **Training**

7. The University will provide training about accessible goods and services to faculty and staff members, contractors, volunteers, and others who interact with members of the public who wish to obtain, use or benefit from goods and services provided by the University. Members of the public include, but are not limited to, students, alumni, retirees, visitors, and employees of the University when acting in the role of a student, alumnus, visitor, etc.

Training will also be provided to every person involved in the development of policies, practices and procedures regarding the provision of goods and services.

8. Training will occur on an ongoing basis and whenever changes are made to relevant policies, practices and procedures. Training will be provided to each person as soon as practicable after he or she is assigned applicable duties.
9. Training will include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, the requirements of the Customer Service standard, and information about the following matters:

(a) How to interact and communicate with people with various types of disabilities.

(b) The University’s policies, practices and procedures relating to the provision of goods and services to persons with disabilities.

(c) How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person.

(d) How to use equipment or devices available at the University that may help with the provision of goods or services to a person with a disability.

(e) What to do if a person with a disability is having difficulty accessing the University’s goods and services.

10. The University will keep records of the training provided, including dates on which training is provided and the number of individuals to whom it is provided.

11. Further information regarding training may be found at http://accessibility.uwo.ca

61.8. **Feedback / Inquiries**

12. The University welcomes feedback regarding the way in which the University provides goods and services to persons with disabilities. Information regarding the University’s feedback process may be found at:
   [http://www.accessibility.uwo.ca/resources/feedback.html](http://www.accessibility.uwo.ca/resources/feedback.html)
62. MENTAL HEALTH AT WESTERN

62.1. Some Vital Statistics

- One in ten students have considered suicide
- One in four university students will experience a mental health problem
- Only one in four will ask for help
- One in three Canadians will have a mental health problem in their lifetime
- Don’t be a statistic – get help or help others

Mental Health @ Western website:
http://www.health.uwo.ca/mental_health/

62.2. Students and Mental Health

Wellness in mind, body, and spirit is essential to academic success; if students are experiencing distress, there are resources available at the following website:
http://www.health.uwo.ca/mental_health/resources.html

62.3. Information for Families of Students

http://uwo.ca/health/mental_wellbeing/others/index.html

Adjusting to university life often involves many changes and stressors. Students often appreciate your support and acknowledgement of their successes.

62.4. How Faculty/Staff Can Assist Students (HELPING SOMEONE ELSE)

http://uwo.ca/health/mental_wellbeing/others/index.html

- Faculty and staff are seeing more and more students who are experiencing mental health issues.
- Your role is crucial in identifying students in distress and assisting them find resources.
- A staff or faculty person will often be one of the first people to find out that a student is having problems that are interfering with their academic success or daily lives.

62.5. Faculty/Staff Mental Health

http://uwo.ca/health/mental_wellbeing/self/fac_staff.html

Faculty and staff are key resources for students, however you also need to be aware of mental health related resources available to support your own personal mental health needs.
63. CRISIS CONTACT

63.1. On-Call Crisis Services at Western

**Monday - Friday daytime**
Phone or go in person to:

- **Student Development Centre (SDC)**
  - Individual counselling;
  - Crisis counselling;
  - Groups on issues including stress and anxiety
Phone: 519-661-3031
WSS Room 4100
4th Floor Student Services Building
(Psychological Services website: [http://www.sdc.uwo.ca/psych/](http://www.sdc.uwo.ca/psych/))

- **Student Health Services (SHS)**
  [http://www.uwo.ca/health/services/students/shs/index.html](http://www.uwo.ca/health/services/students/shs/index.html)
  - Multidisciplinary counselling services
  - Psychiatry and physician counselling for students who are currently on medication
  - Medication consultations
Phone: 519-661-3377
**Phone: 519-661-3030 (urgent concerns)**
UCC Room 11 (lower level)
Counselling and Mental Health website: [http://www.uwo.ca/health/mental_wellbeing/index.html](http://www.uwo.ca/health/mental_wellbeing/index.html)

63.2. 24 hours / After Hours Crisis Resources

- **Campus Community Police Services**
  - **Emergency: Call 911**
  - Non-emergencies or inquiries
    519-661-3300

- **London Crisis Response Line**
  Call 24/7 for phone crisis response
  **CALL US BEFORE YOU ACT** — Phone: 519-433-2023
  Distress Centre — Phone: 519-667-6711

63.3. **Resources & Services**

63.3.1. **Counselling Services for Students**  

63.3.2. **Campus Resources for Students**  
[http://uwo.ca/health/mental_wellbeing/resources.html](http://uwo.ca/health/mental_wellbeing/resources.html)

63.4. **Community Resources**  

63.4.1. **Wellness Education Centre**  
The Wellness Education Centre (WEC) offers all Western students a safe, comfortable environment to get connected with the wellness resources available at Western and in the London community. Click here [http://se.uwo.ca/wec.html](http://se.uwo.ca/wec.html)

64. **CAMPUS COMMUNITY POLICE SERVICE**  
[http://www.uwo.ca/police/](http://www.uwo.ca/police/)
Located at Stevenson-Lawson, Room 57  
Non-emergencies and Inquiries — Phone: 519-661-3000  
In the case of an emergency, call 911

64.1. **Safe Campus Community**  
Western has taken a multi-disciplined, coordinated and unique “Safe Campus Community” approach for the protection of personal safety and property security. Community education for identifying, preventing and responding to violence or potential violence is underlying this critical infrastructure for life safety. Recent technology improvements provides the opportunity to effectively integrate card access control, motion detectors, intrusion alarms and video cameras into a single system, and the collective understanding of safety and security being a shared responsibility, is an essential component. Western recognized that multiple security technologies, combined with institutional decentralization, resulted in high cost, low efficiency with an inability to meet safety and security objectives. Proprietary technology is centralized, for purposes of consistency and cost effectiveness, while independent administration is encouraged. Education and training on Safe Community initiatives extends campus wide.
64.2. **Safe Campus Violence Continuum**

64.2.1. **Your Right to Safety**

Every member of the University community has the right to study, work and conduct his or her activities in an environment free of violence. The University is committed to providing and maintaining such an environment through policies, resources, regulations, educational programs and community support.

Violence is a shared concern and as such The University of Western Ontario will not tolerate violence, threats, use or intimidating use of a weapon or physical conduct by a person which results in harm or ought reasonably have been known would cause harm to person(s), or property.

Early intervention can prevent escalation. This program provides information on ways to **identify and prevent** violence and potential violence from occurring and ensure individuals know how to **effectively respond** as outlined in the document available in the following website at:


64.3. **Preventing Violence Escalation**

Preventing violence escalation document for information on ways to identify and prevent violence from occurring and how to effectively respond can be accessed at:


64.4. **Student In Difficulty**

Student in difficulty: any student who encounters major obstacles to the successful completion of their academic program. Please refer to the **Student In Difficulty** Document for ways to identify and assist students who may be experiencing major obstacles in successfully completing their academic program.

64.5. **Campus Police Presentations to Faculty and Staff**

For further information refer to **Violence, Potential Violence and Domestic Violence.**
65. 1.45 SAFE CAMPUS COMMUNITY

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

Classification: General    Effective Date: 01MAY08    Supersedes: (NEW)

65.1. Purpose & Scope

1.00 Every member of the University community has the right to study, work and conduct his or her activities in an environment free of violence. The University is committed to providing and maintaining a Safe Campus Community environment through its policies, resources, regulations, programs and community support.

2.00 This Safe Campus Community policy, and the Safety Plan contained in Appendix 1, identifies ways to recognize and prevent potential violence and provide those within the University Community with information to help them respond effectively to a personal safety concern or violent incident.

3.00 This policy applies to all members of the University community in their interaction with other members of the University community. The University community includes employees, students, post doctoral fellows, volunteers and other individuals, who work, study or carry on business at the University.

4.00 It is recognized that the University has other policies in place that pertain to unacceptable behaviours, such as the Code of Student Conduct and the Non-Discrimination and Harassment Policies. This policy complements other such policies. It is not intended to supersede or interfere with any other University policy, collective agreements or prevailing laws.

5.00 Campus Community Police Service and Human Resources shall prepare an annual report for the President and Vice Presidents (PVP) and the Audit Committee with other dissemination and follow-up as required. The report will summarize the frequency and severity of violent incidents and may include recommendations to improve security measures and training initiatives. It shall be the responsibility of the Vice President (Resources and Operations), upon receipt of the annual report, to review any recommendations and to take such further steps as deemed appropriate to support a safe campus community.

65.2. Principles

6.00 Violence is defined broadly as any act of aggression that could result in injury to a person or damage to property, and includes abusive and threatening behaviour.

7.00 Violence will not be tolerated. Incidents of violence involving members of the University community will be investigated immediately and dealt with under applicable University policies, the Code of Student Conduct, employment agreements and appropriate laws including the Criminal Code of Canada.

8.00 Violence is a shared concern and, as such, everyone has a role to play in preventing it. All members of the University community are expected to contribute to the maintenance of a safe environment by respecting others and discouraging offensive behaviour.

9.00 The University encourages community members to immediately report within their department or faculty any and all incidents where they are subjected to, witness, or have knowledge of campus violence, or have reason to believe that violence may occur. Personal safety concerns and
violence or potential violence should be immediately reported directly to Campus Community Police Communications Centre by calling 911 from any campus telephone.

10.00 A Safe Campus Community is supported through University community members indentifying violence and violence escalation, being aware of violence prevention measures, reporting violence and personal safety concerns, and being aware of the steps to take to stay safe should violence occur.

11.00 The confidentiality of those involved in complaints must be treated seriously by everyone involved and be protected to the extent possible. Subject to applicable privacy legislation, investigative information may be shared between Campus Community Police Service and the University community, or with Housing and Ancillary Services, Human Resources, the Registrar’s Office or with unit heads associated with the incident, depending on the circumstances.

12.00 This policy prohibits action being taken against anyone who, acting in good faith, reports an incident of violence.

65.3. **Appendix 1**

65.3.1. **Safety Plan**

1.00 All members of the University community should be aware of the steps they can take to prevent violence and support their own safety.

2.00 To assist in de-escalating potentially volatile situations, or where behaviour makes a campus community member feel uncomfortable, seek advice from someone who can assist, such as:
   - Dean, Academic Chair, Department Head or Supervisor
   - Equity and Human Rights Services
   - Human Resources,
   - Student Health and Counselling Services
   - Housing officials
   - University Student’s Council
   - Student Development Services;
   - Union or Association Representative
   - Campus Community Police

3.00 Remain calm and avoid any action that could escalate a situation of concern, for example, using threatening body language, irrational responses, or being quarrelsome.

4.00 Develop steps to maintain safety when walking or working alone by contacting Foot Patrol, for example, for an escort or enrolling in the Work Safe Program.

5.00 Be aware of support resources by discussing these with Campus Community Police, a Housing representative, Equity and Human Rights Services, Human Resources, Occupational Health and Safety or a Union or Association representative.

6.00 Contact Campus Police for immediate communication with resources that support safety and security.
7.00 In a situation with immediate danger:

- Avoid escalating the situation
- Leave an unsafe area
- Seek shelter where you are if already safe
- Lock doors and avoid windows
- Call Campus Police at **911**
66. **WESTERN TECHNOLOGY SERVICES**  
[https://wts.uwo.ca/index.html](https://wts.uwo.ca/index.html)  
Main Floor of Support Services Building (SSB)  
1393 Western Road  
Phone: ............................................................. 519-661-2151

66.1. **WTS Help Desk**  
[https://wts.uwo.ca/](https://wts.uwo.ca/)  
WTS, web site is an excellent resource for your IT questions or phone  
Extension 83800

66.2. **Getting Connected**  
Computing and information technology issues are generally dealt with by  
Barakat Misk, System Administrator for the Information Technology  
Technician at the **Chemistry IT Help Desk**. It is now located in the  
Chemistry Building Room 023, Phone: 519-661-2111 or Extension 86304

66.3. **Telephones**  
If your office/lab does not have a telephone, you will need to get one  
installed. All information can be obtained by forwarding an email to  
Barakat Misk at bmisk@uwo.ca.

The Departmental administrative office can help you contact the right  
people. There is an on-line version of the University directory  
([http://www.uwo.ca/westerndir/index.html](http://www.uwo.ca/westerndir/index.html)); however no hardcopy has  
been published since 1999-2000. These older versions can be obtained  
by phoning Extension: 85004.

66.4. **Personal Computer Account**  
Your Western Identity is your key to central services at Western and  
consists of your User ID and Password. This identity is assigned to you  
upon application to Western as a student or when you become an active  
employee of the university and cannot be changed. Your Western  
Identity is used as a central authentication source, granting you access to  
a wide variety of services, such as:

- **Office of the Registrar**  
  - Student Services  
  - Student Center

Continued/……...
• Web authentication to restricted Western sites
  o General Student Computing Labs
  o Calendar and Email - Convergence
  o MyHumanResources
  o Pension
  o Social Science Network accounts
  o WebCT Vista
  o Western Financials
  o Western Libraries
  o Windows authentication to the Western domain
  o Wireless
  o Kiwi
  o Cascade

In order to use your identity you must activate it, click here to find out more.

66.4.1. Eligibility
  At Western all students, student applicants, faculty and staff members are provided with a Western Identity.

66.4.2. Protect your Western Identity
  Information Technology Services encourages everyone to protect their Western Identity. Never share your password with anyone. Click here to find out more about passwords.

66.4.3. Identity Lifecycle
  Your Western Identity remains available to you as long as you are an active member of the university community.

66.5. To Set-up your UWO Computer Account
To set up your UWO computer account (Western Identity) present your UWO ID card to the Customer Support Centre, main floor of Support Services Building (SSB) at:
https://wts.uwo.ca/identity/identities_and_access/index.html

This account entitles you to:
• Access to the Internet & WWW from on campus
• 10 MB of disk space on a UNIX system
• E-mail account/address @uwo.ca
• News, Telnet, Anonymous FTP, & WAIS
• Ability to create personal WWW page
• E-mail Express from home
• Internet@home dial in service (see below)
66.6. **Activating Your Western Identity**
You may activate your Western Identity online by following the procedures below. Please select the correct method depending on your relationship with Western. Access website https://wts.uwo.ca/identity/identities_and_access/index.html

66.7. **Ethernet Connections and Wireless Network**
The University computer network is best accessed through an Ethernet cable high speed connection. All the Desktop and Laptop has to be registered in RAMP “the UWO Database” to be able to use the Ethernet cable connection, if your office/lab does not have an Ethernet connection you may need to have one installed.

Wi-Fi connection is available all over UWO Campus, to be able to use it you will need to have “UWO login” and “Password”.
Information on data line installation can be obtained from the Departmental Administrative IT, Barakat Misk by email at: bmisk@uwo.ca.

66.8. **Eduroam Wireless Network from Off-Campus Locations**

66.8.1. **How to Dial into the Server**

The eduroam wireless network is a collaborative network that provides faculty, staff and students with roaming wireless access at partner institutions. Users authenticate using the same credentials as they would at their home institution. eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. eduroam is available in more than 65 countries worldwide.

66.8.2. **Support**

Support for eduroam, no matter where you are, is supplied by your home institution. Western users connecting to any eduroam site while visiting a partner institution should contact their Helpdesk for assistance. Visitors at Western who are using eduroam to connect to our wireless network should contact their institution's IT support team.
66.8.3. Setup

The eduroam wireless network at Western supports mix mode of WPA with TKIP encryption or WPA2 with AES encryption. A compatible wireless card with updated drivers and patches for your operating system may be required.

WTS recommends that Western faculty, staff and students set up and test their computers at Western first to make sure that they work before travelling to the partner institution.

Once it is set up, you will have wireless access to any eduroam-enabled institution in the world.

66.8.4. Appropriate Use

Users of the "eduroam" network must abide by the Appropriate Use guidelines of both Western and the home/visiting institution. Wherever the respective appropriate use policies conflict, the more restrictive rules will apply. Please consult the University of Western Ontario's Acceptable Use Policy (1.13 CODE OF BEHAVIOR FOR USE OF COMPUTING RESOURCES and CORPORATE DATA) for more detail.

Make sure your computer is up-to-date with Operating System (OS) patches, an up-to-date antivirus/antimalware package and a firewall.

66.9. High Speed Edition Internet Service

Details can be found at: http://www.bell.ca/Bell_Internet

Under the new collective bargaining agreement, such Internet services can be claimed under the Professional Expense Reimbursement.

67. PASSWORD — BEST PRACTICES

Your Western User ID and password provide you access to many of the resources you use at Western. If someone else has your Western password, then they have your Western Identity. This means they can access your e-mail, files, pay information, or grades.

With ever increasing cybercrime, it is good practice to change your password regularly. Changing passwords at least every six months will create a moving target, thus making it more difficult to decode and less useful when it is broken.
67.1. **Some Other Considerations:**

- You should change your password immediately if you have any reason to believe that someone else has access to it or you suspect your Western account has been compromised.

- If you have not changed your Western password in many years, chances are it does not adhere to our existing more complex password requirements that are harder to guess. This policy includes the use of a mix of upper and lower case letters as well as numbers and symbols.

- Use a different password for your Western Identity than you use for other accounts you own (personal email, banking, etc). This way, if one of your passwords is compromised this limits the access the thief has to your accounts.

- Keep your password secret. Do not share it, do not write it down. If you need help storing your passwords look to available tools like Password Safe to securely store them.

- **Western will never ask you to provide your password via email.** Any such request should be considered suspicious.

For further details about your Western Identity and instructions on how to change your password, please visit the following websites:

[https://wts.uwo.ca/self_serve/index.html](https://wts.uwo.ca/self_serve/index.html)

67.2. **Updating Outdated Passwords for Cyber Security**


If you require further assistance please contact our WTS Help Desk by calling ext. 83800 from on campus or 519-661-3800 from off campus.
67.3. **Announcing New IT Security for Western**

From: Western Mass Mailer  
Date: Fri, 10 Mar 2017 18:37:54 -0500

In January 2017, Western’s Board of Governors approved a new Computing, Technology & Information Resources Policy. The new Policy will become effective on March 15, 2017. The purpose of this email is to provide Faculty & Staff with advance notice of this new IT Security Policy change.

This effort was spearheaded through the Working Group on Information Security (WGIS) and was intended to simplify Western’s IT Security policy and procedure framework into a single more accessible source of information. In support of the launch of the new Policy, WTS has been working with Communications & Public Affairs on a series of communications events to orient members of the Western community to the Policy, including key elements and additional support resources. Protecting the privacy and security of information and electronic resources is an important priority for Western. Technology is an integral component of all campus operations and the responsibility for information security needs to be shared by every member of the campus community.

Information about the new IT Security Policy (MAPP 1.13) can be found here [http://security.uwo.ca/](http://security.uwo.ca/).

67.3.1. **Don't Get Phished!**

Verify the authenticity of any email by checking the Official Account Related Emails Sent from ITS at [https://wts.uwo.ca/official_emails/index.html](https://wts.uwo.ca/official_emails/index.html). If you do not see the email listed there, do not respond to it before verifying with WTS that it is a legitimate email.

You can make sure that you are visiting the real page posted by WTS (and not a well-crafted forgery) by hovering over the link and verifying that the site starts with [http://www.uwo.ca/wts/](http://www.uwo.ca/wts/).
68. **WEB SITES**

68.1. **Departmental**
The department hosts a web site featuring faculty members and their research, staff members, and graduate students. This is an important portal for people interested in the department, so please submit a blurb about your background, research and teaching to the webmaster, Brian Pagenkopf. Our website address is as follows: [http://www.uwo.ca/chem/](http://www.uwo.ca/chem/)

68.2. **Personal**
Your computer account includes space on the UWO Publish server for personal web sites. For instructions consult the ITS *How do I...* file at: [https://wts.uwo.ca/hdi/web.html](https://wts.uwo.ca/hdi/web.html). Once created links to this page can be added to the departmental page.

68.3. **Courses**
Instructors can create homepages for individual courses. Please contact Brian Pagenkopf with regards to our Chemistry website.
69. CISCO IP TELEPHONE 7941 OR 7942 AND 7961 OR 7962

The Cisco IP Phone 7941 or 7942 Model is a fully featured handset which provides:

- Two backlit programmable lines and four interactive soft keys that guide a user through call features and functions
- This phone has high-quality two-way speaker capability, and a built-in headset port

The Cisco IP Phone 7961 or 7962 Model is a fully featured handset which provides:

- Six backlit programmable lines and four interactive soft keys that guide a user through call features and functions
- This phone has high-quality two-way speaker capability, and a built-in headset port

69.1. Quick Reference Brochure

Illuminated Buttons - the line buttons illuminate to indicate the status of the call

- Green Steady  - active call
- Green Flashing  - call on hold
- Amber Flashing  - incoming call
- Red Steady  - remote line in use
69.2. **Volume Adjustment**

**Ringer Volume**
- *While your phone is idle,* press the **volume** bar up or down until desired volume is reached. Volume is automatically saved.

**Handset/Speaker Volume**
- *While you are on a call,* press the **volume** bar up or down until desired volume is reached
- Press **Save** soft key to save this setting.

69.3. **Call Handling**

**Mute button**
- Press **Mute** button (indicator lights red)
- To return to two-way conversation, press **Mute** button again (indicator light turns off)

69.4. **Speaker Button**
- You can press **Speaker button** before or after dialing, re-dialing or speed dialing a number

69.5. **Using Hold**

**To place a call on hold:**
- Press **Hold** softkey while on a call
- Call display will flash while on hold

**To resume the call:**
- Press **Resume** softkey

69.6. **Call Forwarding**

**Call Forwarding** - direct calls to another destination

**To forward a call:**
- Press the **CFwdALL** soft key (you will hear 2 beeps)
- Enter the number to which you want to forward OR to forward calls to voicemail, press the **Messages** button

**To cancel call forwarding:**
- Press the **CFwdALL** soft key

**Call Transfer** - to transfer caller A to caller B

**To transfer a call:**
- Press the **Transfer** soft key, you will hear a tone and the caller is placed on hold
- Dial the telephone number to which you want to redirect your caller
- Press the **Transfer** soft key and the call will be transferred

**OR**
- Wait for an answer, then announce the call that you will be transferring
- Press the **Transfer** soft key and the call will be transferred

**To cancel call transfer:** If caller refuses to accept the call, or is not available
- Press **End Call** soft key
- Press **Resume** soft key to return to caller
69.7. **Conference Call**

**Conference** - to join one or more parties to your call

To make a conference a call:
- Press the More soft key to select Confrn soft key - you will hear a tone and caller is placed on hold
- Dial the number you wish to add to the call, when the called number answers, you can talk privately
- Press Confrn soft key to join your caller to the conference
- Repeat procedure to add additional parties

To drop a conference party- If caller refuses to join conference, or is not available
- Press End Call soft key
- Press Resume soft key to return to caller

69.8. **Feature Buttons**

**Settings button**
*This button allows you to customize aspects of your phone*

**Changing Ring Type**
- Press the Settings button
- Select User Preferences
- Select Rings
- Select Default Ring
- Navigate through the ring types, press the Play soft key to hear the samples
- Press the Select and Save soft key to choose the ring type

69.9. **Messages Button**

- Press the Messages button to dial into the voicemail system and check new messages

69.10. **Directories Button**

- To view your call records, select-
  1 for Missed Calls
  2 for Received Calls
  3 for Placed Call
- To retrieve and dial a number from the Corporate Directory, select-
  4 for Corporate Directory
  - Navigate through the entries by using the toggle button
  - Press the Dial soft key to call the selected entry

**Select and Save** soft key to choose the ring type

69.11. **Use Call Pickup to Answer a Call Ringing Elsewhere**

- First press the line button for the desired line
- Then press the Pickup softkey
70. **VOICEMAIL INSTRUCTIONS (CISCO UNITY)**
To access voicemail for the first time use the default password of "1111". You will then be prompted through a one time only tutorial during which you will change your password (at least 4 digits), record a name and personal greeting for your mailbox.

70.1. **Logging Onto The System**

70.1.1. From Your Campus Phone
- Dial the internal system number, **83000** or press **MESSAGE** key
- Enter your personal password, followed by the # key

70.1.2. From Another On-Campus Phone
- Dial the internal system number, **83000**.
- Press * to indicate that you have mailbox on the system
- Enter your ID (ID = 5 digit extension), followed by the # key
- Enter your personal password, followed by the # key

70.1.3. From Off Campus Phone
- Dial **519-661-3000**
- Press * to indicate that you have a mailbox on the system
- Enter your ID (ID = 5 digit extension), followed by the # key
- Enter your personal password, followed by the # key

70.2. **Setup Options**

70.2.1. Recording Your Personal Greetings

**Standard Greeting**
- From the main menu
- Press 4 to select Setup Options
- Press 1 to select Greetings
- Press 1 to record Standard Greeting
- Record your greeting
- Press # when finished recording

**Other Greetings**
- From the main menu
- Press 4 to select Setup Options
- Press 1 to select Greetings
- Press 3 to edit Other Greetings
Available Options

Select Option

01 Standard Greeting
02 Closed Greeting
03 Alternate Greeting
04 Busy Greeting
05 Internal Greeting

- Record your greeting
- Press # when finished recording

Note: When the Alternate Greeting is enabled messages cannot be left. When the Alternate Greeting is disabled, callers will hear your previously recorded standard greeting.

70.2.2. Record Your Name
- From main menu
- Press 4 to select Setup Options
- Press 3 to select Personal Settings
- Press 2 to change your Recorded Name
- Record your name
- Press # when finished recording

70.2.3. Change Your Password
- From main menu
- Press 4 to select Setup Options
- Press 3 to select Personal Settings
- Press 1 to select Change Password

70.3. Listening to Your Messages
- From main menu
- Press 1 to listen to New messages
- Press 31 to listen to Saved messages
- Press 32 to listen to Deleted messages
- Press 7 to Delete message
- Press 9 to Save message
- Press # to skip to the next message
70.4. **Helpful Keys**

*Use these Keys anytime*

- Press 0 for voicemail HELP
- Press * to Cancel or Back Up
- Enter a password containing minimum of 4 digits
- Press # when finished entering your password

71. **BUYING COMPUTERS**

71.1. **Campus Computer Store at Western**

There are several options for UWO faculty members buying new computers. The Campus Computer Store is conveniently located in the University Community Centre, Lower Level Room 36B, just across from the entrance to the BookStore, phone number 519-661-3520 to answer your questions.

**Regular Hours:** Mon to Fri: 8:30 A.M. – 4:30 P.M.  
Closed Saturday, Sunday & University holidays

Their web site is: [http://computerstore.uwo.ca/](http://computerstore.uwo.ca/). This is particularly attractive as they accept Speed Codes (see *Running your Lab*, III Departmental Structure, Section 6).

71.2. **Other PC Outlets**

Most people buying PCs do not deal with Campus Computer Store (but check them out for yourself). Popular local PC outlets include Bolen (519-641-3881) and Personal Computers (519-676-2953). Large manufacturers such as Compaq and Dell offer special pricing for higher-education purchasers. Purchasing a PC off-campus requires obtaining quotes and purchase orders (see below). The Purchasing department has specific requirements regarding warranties, so be sure to check with them first.

72. **PROCUREMENT SERVICES**

The University has preferred suppliers for many common items. Information can be obtained at Financial Services at: [http://www.uwo.ca/finance/procurement/](http://www.uwo.ca/finance/procurement/). Many common office supplies can be purchased from our ChemBioStores (located in the basement). You can also purchase materials from The Book Store at Western ([http://www.bookstore.uwo.ca/](http://www.bookstore.uwo.ca/)), or The Computer Store at Western using a speed code.
73. **WESTERN CAMPUS RECREATION**

http://www.uwo.ca/campusrec/. There are many excellent recreational facilities and programs available at UWO. Faculty must pay for these services, but the rates are quite reasonable, and family plans are available. To inquire or register visit the main office in Western Student Recreation Centre, Room 3235.
Phone: .............................................................................................................. 519-661-3090

74. **WALKING TOUR GUIDEBOOK NOW AVAILABLE**

By Communications Staff

May 25, 2011

Enjoy some of the lesser known features of Western University campus with the recently released guidebook, *Walking Tour: A self-guided tour of Canada’s most beautiful campus.*

With its mix of modified collegiate gothic and modern architecture, and its many trees and gardens, Western has something to offer everyone - from the newest members of the university community to seasoned veterans of the campus. In addition to old favourites and some hidden treasures, this guided tour, created in partnership between the Geography Department, Graphic Services and Physical Plant Division, cuts a path through campus highlighting many ‘green’ attractions such as gardens, naturalized areas, LEED buildings and relevant research locales.

Download your copy of the guidebook today from the [Sustainability @ Western website](#), or by clicking on [the PDF version of the tour guide](#).
75. **FACULTY ASSOCIATION (UWOFA)**

   [http://www.uwofa.ca/](http://www.uwofa.ca/)

   1201 Western Road, Elborn College, Room 2120
   London, ON N6G 1H1
   Phone: 519-661-3016, Fax: 519-661-3946, email: uwofa@uwo.ca

75.1. **Becoming a UWOFA Member**

   Faculty at UWO are automatically considered members of the bargaining unit represented by the UWO Faculty Association. This does not mean, however, that incoming members are automatically members of the union. To join the UWOFA you must fill out the application form contained with your appointment package.

75.2. **On-line Application Form**

   You can also find an application online at: [http://www.uwo.ca/uwofa/mem_app_form.html](http://www.uwo.ca/uwofa/mem_app_form.html).

75.3. **Collective Bargaining Agreement**

   Details of the CBA can be found on the UWOFA web site.

76. **PROFESSIONAL & MANAGERIAL ASSOCIATION (PMA WESTERN)**

   [http://www.uwo.ca/pma/index.html](http://www.uwo.ca/pma/index.html)

   PMA Office, University Community Centre, Room 351
   London, ON N6A 3K7
   Phone: 519-661-3005, email: pmaoffice@uwo.ca

   You can access a great deal of information concerning your employment at the University of Western Ontario via the items listed in the navigation above. To access the majority of web content, such as agreements, links to documents and policies, you must be a member of the PMA.

   Membership in the PMA is voluntary. To become a member, you must first be eligible, which means that you are employed at an Administrative / Professional salary grade 13 or higher, Computer Services 2-6, Technical 7-8, or University Police Sergeant, and are regular, full-time employees of the University. Our agreement with the University does not generally permit PMA to represent contract employees.

   If you are unsure of your eligibility to be represented by PMA; and for more information please call the PMA Administrative Assistant, Maridon Duncanson, at x83005. Email: mduncans@uwo.ca
76.1. **Who We Are / Aims and Goals of the PMA / Membership Benefits**
To learn more about PMA, access the following website at:
http://www.uwo.ca/pma/newbrochure.pdf

76.2. **On-line Application Form**
You can also find an application online at:
http://www.uwo.ca/pma/images/membership2.pdf

77. **UWOSA - THE UNIVERSITY OF WESTERN ONTARIO STAFF ASSOCIATION**
http://www.uwosa.ca
UWOSA Office, University Community Centre, Room 255
Phone: 519-661-3028, Fax: 519-661-2180

77.1. **About UWOSA**
UWOSA represents nearly 1200 administrative and technical staff at the University of Western Ontario. We have members in every Department of the University, and also represent Western employees who work at the teaching hospitals in London. The members fulfill clerical and administrative roles; work as technicians in teaching and research laboratories, libraries, computing facilities, and a machine shop; staff residences and retail services; and work as drivers and storekeepers. Western depends on UWOSA members and could not operate without them.

UWOSA is an independent union, which means that we are not part of a larger union - that is, we are not a local of another union. We do, however, have positive, cooperative relationships with the unions which represent staff at other Ontario Universities. Some of these unions are, like UWOSA, independent, but most are affiliates of one of a small group of very large unions.
78. **WESTERN SOGS – SOCIETY OF GRADUATE STUDENTS**

Rm. 260, University Community Centre
The University of Western Ontario
London, ON Canada N6A 3K7
Phone: (519) 661-3394 (or ext 83394); Fax: (519) 661-3374

SOGS is dedicated to providing the information, assistance, and services necessary to help graduate students successfully complete their goals while at The University of Western Ontario.

79. **GRADUATE TEACHING ASSISTANT UNI ON (GTA UNION) AND POSTDOCS AT WESTERN UNIVERSITY**

79.1. **Graduate Teaching Assistants (GTAs)**

Graduate Teaching Assistants make an important contribution to the quality of undergraduate education at Western University. GTAs inspire, encourage and guide students who embark on a learning journey in hundreds of programs in our 11 faculties across campus. They work with students in lectures and tutorials; proctor exams; conduct field trips; prepare materials or set-up required displays or apparatus for classes, tutorials and laboratories; grade essays, assignments, laboratory reports, tutorials and term tests; and answer students’ questions through meetings or office hours. A GTA acts as a resource and a mentor to students as they grapple with theories in all disciplines, and as they try to decide how they will use the knowledge they learn from them after they graduate. For more information, check the website below:

[http://grad.uwo.ca/current_students/student_finances/teaching_assistantships.html](http://grad.uwo.ca/current_students/student_finances/teaching_assistantships.html)

79.2. **Graduate and postdoctoral studies**

[http://grad.uwo.ca/current_students/living_well/index.html](http://grad.uwo.ca/current_students/living_well/index.html)

PSAC Local 610, Western University – Somerville House, Room 1313
Phone: 519-661-4137, Fax: 519-850-2998, email: psac610@psac610.ca

The UWO-GTA Union is composed solely of the Graduate Teaching Assistants (GTAs) of the University of Western Ontario. Although the UWO-GTA Union is a Local of the Public Service Alliance of Canada (PSAC), GTAs--and only GTAs--establish the priorities and policies of the Local.

All TAs and Postdocs at the University of Western Ontario are understood to have specific rights and responsibilities that are defined by Collective Agreement.
Through periodic negotiations, the University and PSAC Local 610, establish the Collective Agreement, which defines our working conditions, compensation, and benefits. The Local works to ensure that all the GTAs and Postdocs are aware of their rights under this agreement, and that the terms of the agreement are honoured by the Employer. It also provides assistance to individual GTAs and Postdocs in instances where the Collective Agreement is violated. Its elected officers represent the membership and act as advocates for GTAs and Postdocs both individually and as a whole.

80. **PROSPECTIVE POSTDOCTORAL SCHOLARS**

Postdoctoral scholars are integral members of the university community and contribute extensively to Western's research output. This site provides an overview of the procedures involved in obtaining an appointment at Western.

Please check website for more detailed information at:
http://grad.uwo.ca/postdoctoral_scholars/prospective/index.html
VII. DEPARTMENT OF CHEMISTRY STRUCTURE

81. DEPARTMENT HEAD
http://www.uwo.ca/chem/about_us/message_from_the_chair.htm
The Department of Chemistry is in the Faculty of Science at UWO. The Chair (Professor Yining Huang) is the head of the overall department. Many aspects of decision-making are, however, handled by an ever-changing number and makeup of committees.

82. OUR DEPARTMENT’S VISION STATEMENT
The Department of Chemistry at Western is dedicated to the discovery, dissemination and application of chemical knowledge through research, teaching and public service. We seek to maintain and enhance the stature of our Department as one with the foremost research and teaching programs in the University and in Canada. We promote diversity through interdisciplinary programs of teaching and research while retaining a focus on excellence in all endeavors. We are dedicated to enhancing our academic leadership in research and teaching throughout the world by fostering concentration in selected areas. This vision is being fulfilled by effective recruiting at all levels from faculty to undergraduate students.

83. URGENT CONTACTS
For an event that does NOT require the immediate evacuation of the building, but requires attention urgently, phone Western’s Main Line 519-661-2111 followed by extension:

83.1. **Yining Huang, Chair**
Campus Extension: 83122
Room ChB 120A
E-mail: yhuang@uwo.ca
Off-campus: 519-476-3573 (Cell)

83.2. **Zhifeng Ding, Chair of Safety**
Campus Extension: 86161
Room MSA 0203
E-mail: zfding@uwo.ca
Off-campus: 519-433-1425 (Home); OR 519-495-6763 (Cell)
83.3. **Campus Police / Fire Prevention**
   Emergency: 911
   Inquiries: x83300

83.4. **Facilities Management**
   24 Hour Services & Maintenance: x83304
84. **DEPARTMENT SAFETY**

In case of a building emergency that necessitates an immediate evacuation:

- Activate the building alarm using a pull-station
- Exit the building by the nearest exit
- Be prepared to meet the responders at the Perth Drive entrance located at the back of the building (across from the Chemistry Parking Lot).

For an event that does not require immediate evacuation of the building, but requires urgent attention, please contact one of the individuals below. Note, that dialing 911 from a campus phone connects to campus police; they will dispatch the necessary emergency personnel, such as, SERT, HAZMAT team, Fire Prevention, Campus Police, or external services.

84.1. **Department Chair**

Yining Huang  
Office: Room ChB 120A, Chemistry Building  
Campus extension: 83122  
Off-campus phone: 519-476-3573  
E-mail: yhuang@uwo.ca

84.2. **Chair of Safety Committee**

Zhifeng Ding  
Office: Room MSA 0203, Material Sciences Addition  
Campus extension: 86161  
Off-campus phone: 519-433-1425  
E-mail: zfding@uwo.ca

84.3. **Campus Police / Fire Prevention**

**Emergency Number: 911**

Inquiries: 83300  
Off-campus for Inquiries & Campus 911 from a call phone: 519-661-3300

84.4. **Facilities Management**

24-Hour Service and Maintenance  
Campus extension: 83304  
Off-campus phone: 519-661-2111, extension: 83304
85. BEST PRACTICES BUILDING EMERGENCY TEAM (BET)

Required by the National Building and Fire Code, and in co-operation with the London Fire Department, The University of Western Ontario installs and maintains life safety equipment as appropriate in each University building. Included among this equipment are smoke and heat detectors, sprinklers, stand pipes, fire hoses and extinguishers, emergency lights and alarm systems and signage.

In each building, the faculty or department official or designate who supervises staff or is in charge of safety for that building, faculty, or department will assist Fire Safety Services in acquiring Building Emergency Team (BET) volunteers. With the assistance of Fire Safety Service the BET member is provided education on assisting and supervising the building evacuation during emergencies, as follows:

- If there is someone in your area with mobility impairment, ensure evacuation measures and ‘safe areas’ is discussed with this person, and widely communicate this to others. Have someone with access to a phone stay with the person in a safe area during an evacuation;

- Phone Campus Police at 911 from the safe area and inform them of the location of a disabled person, and circumstances, or pass this information on once clear of the building;

- BET members put your BET vest on so you can be easily identified

- Take personal belongings (keys, jacket etc.);

- Make sure windows and doors are closed before exiting your office or area. If you are in an area below your designated area do not attempt to do a floor sweep. Leave, and inform the Building Emergency Coordinator (BEC) that your area has not been checked.

- Let people in the area know that you are a Building Emergency Team Member and that they must leave. **You cannot force anyone to leave.** If someone refuses to leave, pass this information on to your Building Emergency Coordinator, Campus Police, Fire Safety personnel or fire fighters. This area will be investigated by one of them and persons not leaving will be dealt with.

- As you are leaving the building, check that everyone else is also leaving. **Do Not use the elevator.** People may be confused so ask them to exit by the nearest stair or exit doors.
• When you are clear of your area and the building go to your Building Emergency Coordinator or their assistant and pass on any pertinent information, which could include people not leaving, strange odor, the presence of smoke or fire, if there is any construction going on or any suspicious persons in the area. Your BEC should then ask you to go to your dedicated area and to wait for further instructions.

• **DO NOT** let any one re-enter the building, until authorized.

• If you have any questions or comments after the building has been allowed to be re-occupied please email your BEC or firesafety@uwo.ca to discuss any problems that occurred, or things that were missed or can be improved upon.
86. **JOINT OCCUPATIONAL HEALTH & 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 extension: 86161  
  Cell: 519.495.6763  
  E-mail: zfding@uwo.ca

- **Joe Gilroy**  
  Office: MSA 3201 (3rd Floor)  
  Campus extension: 81561  
  E-mail: joe.gilroy@uwo.ca

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

- **Rob Harbottle**  
  Office: ChB 089 (Lower Ground)  
  Campus extension: 83821  
  E-mail: rharbott@uwo.ca

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

**Student Members**

- **Taylor Pritchard** (Ragogna lab)  
  Room: B&GS 2006  
  E-mail: tpritch4@uwo.ca

- **Lauren Irwin** (Kerr lab)  
  Room: ChB 210  
  E-mail: lirwin@uwo.ca

- **Ryan Maar** (Gilroy lab)  
  Room: MSA 3240  
  E-mail: rmaar@uwo.ca
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 speaker means GET OUT!** You are required to **evacuate by the nearest exit** and not walk through the building to your favorite exit.

Each and every alarm is treated as a genuine emergency. Building Emergency Team Members are assigned on every floor of the building to ensure complete and prompt evacuation. You must obey the directions of the BET members, as they are for your safety!

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

- **Third Floor**
  - Joe Gilroy (MSA)

- **Second Floor**
  - Johanna M. Blacquiere

- **First Floor**
  - Susan England*, Robert Harbottle*, Sandy Zakaria Holtslag*, Jan Mathers*, (Undergrad Labs)
  - Chris Levy* (Undergraduate labs / ChB Research / Administrative Offices)

- **Ground Floor**
  - Zhifeng Ding (MSA), François Lagugné-Labarthe
  - Warren Lindsay, Yang Song, John Corrigan, (Research Labs / Offices)

- **Lower Ground Floor**
  - Rob Harbottle*, Robin Hall*, Mike Brandt* (Chemistry Addition)
  - Martin Stillman (Research Lab / Offices)
  - Francois Lagugne-Labarthe (MSA Research Lab / Offices)

- **Basement**
  - Warren Lindsay (ChB Research / Offices)
  - Jon Aukema (Chemistry Addition)
  - Sherrie McPhee (ChemBioStores, ChB)

**NOTE:**  *Laboratory technicians have acknowledged that they will ensure that the undergraduate labs clear completely.*
88. **FIRST AID KITS AND RESPONDERS**

http://www.uwo.ca/chem/safety/first_aid_info.htm

Locations of First Aid Kits in Chemistry Building (ChB), Materials Sciences Addition (MSA), Biological and Geological Sciences Building (B&GS); and respective Responders:

88.1. **Third Floor**

- Kit location: Outside ChB 310
- Closest responder: **Ryan Maar** (Gilroy Lab)

88.2. **Second Floor**

- Kit location: Across from ChB 202 / by B&GS 2006 (note two lab doors)
- Closest responder in B&GS: **Tristan Harrison** (Ragogna Lab)
- Closest responder in ChB: **Gyeongsu (David) Park** (Hudson Lab)

88.3. **First Floor**

- Kit location: Inside ChB 105 (Chemistry Lounge)
- Closest responder: **Chris Levy**

88.4. **Ground Floor**

- Kit location: Outside MSA 0216 (NMR lab)
- Closest responders: **Yang Song** and **Mathew Willans**

88.5. **Lower Ground Floor**

- Kit location: Outside ChB 090 (Old Chemistry Building)
- Closest responder: **Rob Harbottle**

88.6. **Basement Floor**

- Kit location: Outside ChB 040 (Electronic Shop)
- Closest responder: **Yuhua Chen** (ChemBioStores)

*Continued Next Page /.....*
88.6.1. First Aid Kits Necessity

- First Aid Kits should be inventoried once a month by the responder.
- Request for supplies restocking should be sent to Joe Gilroy (joe.gilroy@uwo.ca), who will forward them to Occupational Health and Safety (OHS).

88.6.2. Re-stocking First Aid Kits

- First Aid Kits should be inventoried once a month by the responder.
- Request for supplies for restocking should be sent to Joe Gilroy (joe.gilroy@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 Christine Stutt (cstutt@uwo.ca)
89. **INSTRUCTIONS FOR ACCESSING THE SECURE AREA**
If you are Jane Doe, and your Western email is jdoe@uwo.ca, your username is "jdoe". Your password is the same as the one used to access your Western email account and other secure Western services. Chemistry does not know what your password is nor does it keep password records. Password security is handled entirely by Western Identity Management.

89.1. **Chemistry Secure Site Website**

http://www.uwo.ca/chem/resources/secure/index.htm

89.1.1. Faculty Access Only

- Annual Performance Evaluation Document
- Workload Document
- Search Meeting Minutes
- Index of all Meeting Minutes
- Visiting Speaker and Ph.D. External Examiner Expense Reports
- Conference Policies
- FoS Limited Term Appointments
- FoS ROLA
- Criteria for Standing Appointments
- Guiding Principles for Teaching Assignments
- Recruitment Incentives
- Student Supervision Guidelines
- Guest Speaker Template
- Science Student Funding

Continued Next Page/….
89.1.2. Staff and Faculty Access Only

- Administrative Staff Assignments
- Best Practices - Building Emergency Team (BET)
- Departmental Committees
- Incentives for recruiting domestic graduate students
- Lab Renewal and Renovation
- Long Term Infrastructure and Acquisition Plan (2014)
- Review of Department, January 2009, Volumes One and Two
- Review of Department, March 2009, External Reviewers' Report
- Review of Department, October 2013
- Review of Department, January 2014, External Reviewers' Report
- Teaching Assignments: Undergraduate and Graduate
- Telephone Directory
89.1.3. Policies and Procedures (Accessible by Faculty, Staff, and Grad Students)

- Adjunct and Cross-Appointed Faculty
- Enrollment/Visa Verification Form
- Guidelines for Introducing New Undergraduate Experiments
- Graduate Program Policies
- Graduate Program Procedures
- Graduate Student Supervisory Guidelines
- Graduate Committee Members by Student and Faculty
- Instructor-Student Conflict of Interest
- Laboratory Exemption Policy
- Posting of Student Information
- Principles for Space Allocation
- Room Booking Guidelines
- UWO Laboratory Transfer Guidelines
- Travel Guidelines and Group Receipts
- Annual Departmental Photograph

89.1.4. Miscellaneous (Accessible by Everyone)

- Chemistry Handbook
- Key Requisitions, (Chemistry Key Form)
- Ontario’s Differentiation Policy Framework for Postsecondary Education
- PI Account Responsibilities
- Private Tutoring in the Department
- Travel Reimbursement
- Tri-Council Financial Administration Guide
- Information for Proctors: University Academic Handbook and Faculty of Science Supplementary Guide
- Delegation of Signing Authority Form
Dear all,

I remind you that you must name another faculty member to be responsible for your graduate students and their safety while you are away for extended period of times. Please be sure the name of the person and the period of your absence are posted in the white board located in the main office and Anna has your contact info.

Thanks,

Kim M. Baines
(former Chair 2005-2010 & 2011-2014)
91. **WHAT YOU NEED TO KNOW AS WESTERN PREPARES FOR THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)**

*When the provincial Freedom of Information and Protection of Privacy Act (FIPPA) come into effect for Ontario universities on June 10, the impact at Western will vary. Several new obligations will be imposed on the University and a number of existing practices will need to change. At the same time, many day-to-day activities across campus will continue much as they have for years.*

*The following article was written by Western’s University Archivist, Robin Keirstead, to outline what this legislation means for members of our campus community.*

FIPPA is a complex piece of legislation. Its main purposes, however, are straightforward: to provide a general right of access to the records of institutions to which it applies, subject to certain limited and specific exemptions; to protect the privacy of individuals whose personal information is held by those institutions; and to give those individuals access to that information.

The purposes underpinning FIPPA – and some of its specific provisions – are not new to Western. The legislation formed the basis for Western’s *Guidelines on Access to Information and Protection of Privacy*, approved in 1996 by the Board of Governors. Under these *Guidelines*, Western has generally operated in an open fashion, while at the same time protecting the privacy of individuals. When disagreements about access have arisen or privacy incidents have occurred steps have been taken to address the issues and mitigate the impact on those affected.

There are some differences between Western’s *Guidelines* and FIPPA, given that the former is an internal University policy and the latter is provincial legislation. Probably the most significant is that, under FIPPA, decisions on access requests or concerns about privacy issues are subject to review by Ontario’s Information and Privacy Commissioner. The Commissioner has a number of powers, including the ability to order the release of records or the stoppage of certain personal information collection practices. Nonetheless, while FIPPA represents a new statutory framework, the general expectations are not much different from those Western has already been operating under.
91.1. **Access Provisions**

FIPPA’s introduction should not have a dramatic impact on how access to information is provided across campus. There is no automatic requirement to invoke its provisions to obtain information. In keeping with past practice, informal inquiries are welcomed and will continue to be dealt with by appropriate department heads. Indeed, FIPPA requires that, with the exception of records containing personal information, access routinely provided in the past must be maintained. Thus, faculty and staff are encouraged to continue to release general information, respond to routine inquiries, and provide copies of records as they have always done, albeit with heightened awareness of the need to protect privacy.

If a person chooses to exercise his or her formal rights under FIPPA, there is a defined process to be followed. It involves submission of a written access request and payment of a prescribed $5 application fee. While responsibility for informal inquiries is decentralized, the processing of all formal requests will be coordinated centrally through Western’s Freedom of Information and Privacy (FOIP) Office, located in the University Secretariat, to ensure all statutory obligations, including response deadlines, are met. As well, the final decision to allow or deny access in response to a formal access request has been delegated to the Vice Presidents.

While FIPPA will apply to most records in Western’s custody or control, the access right is not absolute. There are some mandatory and discretionary exemptions by which the public’s right of access is balanced with the University’s legitimate right to protect certain information and with individual’s privacy rights. There are also a few categories of records to which FIPPA does not apply at all. These include research and teaching materials, most employment and labour relations records, and privately donated archives.

91.2. **Privacy Protection**

Unlike the access provisions of FIPPA, which apply only when a formal request is initiated, the privacy protection requirements are in effect at all times. FIPPA provides a detailed set of rules addressing the collection, use, disclosure, security, retention and disposal of personal information about identifiable individuals. Personal information is defined very broadly, although some information about faculty and staff employment responsibilities is not considered sensitive.

The main requirements include collecting personal information only when it is authorized and necessary to administer University programs and operations; using and disclosing it only for the purpose for which it was collected, for a
consistent purpose, or with consent, and; maintaining it securely and disposing of it appropriately. In most situations, personal information is to be collected directly from the person to whom it relates.

FIPPA requires notice to be given to individuals when their personal information is collected. This “notice of collection” must explain why the personal information is being collected, under what authority, and to whom questions about the collection can be addressed. This will require posting notices and changing some forms, work that is now underway.

It is important to understand that, while formal responsibility for administering the policies and procedures required under FIPPA generally lies with Deans, Budget Unit Heads, Directors, and Department Chairs, all members of the University community have a shared responsibility for ensuring personal information is properly protected. Thus, all faculty and staff need to be aware of their obligations with respect to the collection, use, and disclosure of personal information.

91.3. Western’s Information and Privacy Office
www.uwo.ca/privacy/index.html
The Information and Privacy Office is responsible for the day-to-day administration of freedom of information and privacy legislation at The University of Western Ontario. The Office also acts as a resource for members of the University community who encounter privacy issues in the course of their work or study at Western.

This website provides direction on how to request access to records held by Western, how to request corrections to personal information, and who to contact with privacy concerns. The website also provides guidance for faculty and staff who collect, use or disclose personal information in the course of their work at Western.
I. What is FIPPA?

II. General Impact

III. Issues:
   A. Definitions
      1. Record (section 2.1 of the Act)
      2. Personal Information (section 2.1 of the Act)
   
   B. Some Specific Issues:
      1. Communicating Grades to Students
      2. E-mail
      3. Teaching Materials and Course Notes
      4. Research Records
      5. Protection of Student Information - University Policies and Recommended Best Practices

IV. Where to go for help

92.2. What is FIPPA?

The Freedom of Information and Protection of Privacy Act is provincial legislation that has been in effect since 1988. It was extended to include universities in 2006.

There are two main governing principles behind FIPPA:

- With a few notable exclusions and specific exemptions, the records of public institutions should be available to members of the public.

- The privacy of individuals should be protected.

92.3. General Impact

Many of the provisions of FIPPA are very similar to provisions that were already in place in the University’s Guidelines on Access to information and Protection of Privacy. The University makes a great deal of information publicly available and has established criteria for situations in which access needs to be restricted. Similarly, the University already has policies and practices in place to protect the personal information of faculty, staff and students.
In terms of access to information, there is no need for faculty and staff to restrict access to information that would have been readily available prior to June 10, 2006 and we should continue to respond to informal requests as we have always done. However, if information is sought that would normally not be given out, or the records contain personal information about someone other than the person making the query, a formal access request may be required. Information about how to make a formal access request can be found on the Information and Privacy website www.uwo.ca/privacy.

With respect to the privacy provisions of FIPPA, again, we should proceed for the most part on a “business as usual” basis. For instance, there is no need to suddenly restrict access to personal information among University units that have shared information in the past for particular purposes or where the sharing of information is needed to accomplish a legitimate University business task.

92.4. Issues

92.4.1. Definitions

To begin, a couple of definitions may be helpful:

1. Record (Section 2.1 of the Act)

“Record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

(a) Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material regardless of physical form or characteristics, and any copy thereof, and

(b) Subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

Note the breadth of this definition. There is no distinction between official and unofficial records, and the means by which the information is recorded does not affect whether it is covered by the Act. For example, handwritten notes (or post-it notes) that you might keep in your course file with respect to a discussion with a student, critical comments taken down during student presentations in class, e-mail or voicemail messages from or to students that
relate to their performance or refer to other personal information would all be captured by the Act.

2. **Personal Information (Section 2.1 of the Act)**

   “personal information” means recorded information about an identifiable individual, including,

   (a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,

   (b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information related to financial transactions in which the individual has been involved,

   (c) Any identifying number, symbol or other particular assigned to the individual,

   (d) The address, telephone number, fingerprints or blood type of the individual,

   (e) The personal opinions or views of the individual except where they relate to another individual,

   (f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,

   (g) The view or opinions of another individual about the individual, and

   (h) The individual’s name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Again, this is very broad. Note particularly the references to information regarding education history, identifying numbers (such as a student number) and personal opinions of or about an individual.
92.4.2. Some Specific Issues

1. Communicating Grades to Students

The Act does not speak specifically to the issue of posting student marks in a public place or site. However, a student’s mark is clearly covered by the definition of “personal information” as is his/her student number. Therefore, posting a student’s mark along with his/her name and student number would be a clear contravention of the Act. Similarly, posting a student's mark with his/her student number may be a contravention of the Act if the student can reasonably be identified. This might arise if a student has a unique student number or in smaller classes.

Senate policy is quite clear with respect to the communication of final grades*:

Departments may inform students of final grades from an examination period subsequent to final approval of the grades by the Department Chair or Dean, but are responsible for ensuring that grades are communicated in a confidential manner.

Lists of student grades with personal identifiers (e.g., student identification numbers) must not be posted electronically. Faculty and staff wishing to communicate marks electronically to students must do so on an individual basis only. For optimal security, WebCTVista is the recommended mechanism for doing so.

For large classes, a paper list of student grades linked to student identification numbers may be posted in a Department location for a limited time provided that the grades cannot reasonably be linked to individual students. Such postings should contain truncated student identification numbers (last five digits) listed in random order. For classes with fewer than 15 students, public posting must always be avoided. Faculties have the discretion to establish higher thresholds based on local needs and concerns.

*Timing of Submission of Final Grades -Informing Students of Grades
http://www.uwo.ca/univsec/pdf/academic_policies/exam/finalgrades.pdf

It is highly recommended as a best practice that faculty and staffs apply the Senate policy on final grades to communication of interim grades and marks as well. Information about effective use of WebCTVista and other instructional tools can be obtained from ITS at:
2. **E-mail**

As noted above, the means by which information is received makes no difference as to whether it is subject to FIPPA. Personal information provided through e-mail correspondence must be treated in the same way as if it were provided in paper format.

Personal information that is provided by students via e-mail and that is used in any way must be retained for a minimum of one year. An example would be a student asking by e-mail for an extension on a paper because of a personal issue. The e-mail itself does not need to be retained, but the information contained in it does. In such cases, the best course of action may be to print off the e-mail and put it in the appropriate paper file. Personal information received via e-mail that is unsolicited and/or that is not used can be deleted.

E-mail correspondence can be problematic because the medium is not secure. It is recommended that you password protect or encrypt e-mail that is used for obtaining, sharing or discussing sensitive personal information (such as, for example, extension requests that contain information about a student’s private situation, or messages with evaluative opinions of a student’s academic performance).

A final point with respect to e-mail addresses: often faculty members will provide students in a class with a list of the e-mail addresses for all those enrolled in order to facilitate group work or out-of-class discussions. Students should expect that their UWO e-mail addresses may be shared in a class. However, for other contact information (such as phone number or personal e-mail address) it is better to have students share this information voluntarily with their classmates when they are in their assigned groups.

For answers to some commonly “**Frequently Asked Questions**” about Access to University records, Privacy Protection, e-mail, etc., please visit: [http://www.uwo.ca/univsec/privacy/faq.html](http://www.uwo.ca/univsec/privacy/faq.html).

3. **Teaching Materials and Course Notes**

One of the amendments made to the Act to adapt it to the university context was to exclude teaching materials from the Act. The intent of the amendment is to protect the intellectual property of those responsible for developing and teaching courses. However, FIPPA does not provide a precise definition of what “teaching materials” are. After consultation with universities in other jurisdictions that have been under similar legislation for some time, a working definition is:

- Materials created and maintained by faculty members to produce and deliver a course, such as: lesson plans, lecture notes, reading lists,
reading schedule, assignment topics, overhead slides, case studies, exercises, assignments, quizzes, tests, and other instructional material.

Note, however, that the answers in completed assignments, exercises, exams, etc., are considered to be the personal information of the student. Senate regulations require that examination papers and other work not returned to the student must be retained for a minimum of one year from the date of last use. “Last use” is defined as the date of the last class if there is no final examination, the date that the marks were submitted after the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.

In addition to the Senate policies, provisions in FIPPA require that other course related materials, such as notes that have been made about student performance throughout the course, or notes of discussions with a student about progress in the course must be retained for a minimum of one year after last use.

Again, the important thing is to retain the information. The format in which it is retained does not matter. Electronic materials may be downloaded and filed in paper format or paper records can be scanned and stored electronically.

4. Research Records
A similar amendment as for teaching materials was made to the Act with respect to records "respecting or associated with research". Again, the Act is not very helpful in terms of defining the breadth of this exclusion, it simply says that it does not apply to such records. However, the subject matter (as distinct from the title) of a research project and the amount of funding received are not excluded from the Act’s provisions.

5. Protection of Student Information - University Policies and/ or Recommended Best Practices

- Do not place graded examinations and assignments in a public place for pick up. Examinations and assignments should be returned directly to the student who prepared the work. As a general rule, students should not handle exams or assignments other than their own.
- Write grades, comments and evaluations on an inside page where they are not immediately visible to others.
- Retain any student personal information “used” by the University for a period of one year from date of last use (includes students' personal information in faculty and staff files).
- Do not post lists of student grades if the posted information could identify individual students.
• Use WebCTVista (or other ITS-recommended programs) to communicate grades to students on a confidential basis.
• Do not post personal information on websites without notice, consent or an opt-out option, depending on the context.
• Do not provide information to a third party for reference purposes without the consent of the student.
• Ensure adequate security of personal information (e.g. student exams) both on campus and off-campus.
• Do not leave detailed personal information on voice-mail (e.g. results of an appeal); ask for a call back.
• Remember that e-mail is not secure unless it is encrypted or password-protected -- use caution when sending personal information or asking students to send sensitive information by e-mail.
• When corresponding with students, use their UWO e-mail address rather than a personal e-mail account.

92.4.3. Where to Go For Help

Each major unit within the University has appointed an individual to act as the FIPPA Liaison Officer. A list of liaison officers can be found at http://www.uwo.ca/univsec/privacy/ liaison_officers.html.

Contacts:

**Erika Hegedues**
Acting University Secretary
University Secretariat - Information and Privacy Office
Tel: 519.661.2111, ext. 82056 E-mail: privacy.office@uwo.ca

**Paul Eluchok, LL.B.**
Associate University Secretary and Legal Advisor
University Secretariat - Information and Privacy Office
Tel: 519.661.2111, ext. 84541 E-mail: privacy.office@uwo.ca

Link to University Secretariat: http://www.uwo.ca/univsec/privacy/contact.html

If you are at all in doubt, please ask. More detailed information about the Act is available from the Information and Privacy Office.

*FIPPA Basics, June 2006; Rev. 06/09*
93. BEST PRACTICES: ELECTRONIC POSTING OF STUDENT PERSONAL INFORMATION

93.1. Introduction

Under the Freedom of Information and Protection of Privacy Act (FIPPA) universities may collect and use the personal information necessary to deliver their programs. However, the Act also sets standards for handling this personal information. University faculty and staff are responsible for protecting students’ right to privacy when handling their personal information and, in particular, protecting it from unauthorized access or disclosure. Students’ personal information includes student grades, identification numbers, home phone numbers, personal e-mail addresses, and photos.

In light of this statutory obligation, University faculty and staff must exercise particular caution when posting student personal information electronically. Once posted, the University loses control of the information – it can be viewed by anyone with access to a computer (or access to a password protected site), and the information can be copied and manipulated. For this reason, for example, a composite class photo posted on the web without consent could lead to an allegation that the University had breached students’ privacy rights and raise legitimate concerns about personal safety and security, while the same photo hanging in a School or Department corridor, while publicly available, would not give rise to similar privacy concerns.

“Electronic posting” includes the following:

- Uploading personal information to a publicly or widely accessible University webserver/website (individual, departmental, faculty/unit, or University-wide) including a password protected site accessible to faculty, staff and students in a particular program
- Uploading personal information to an external webserver/website (e.g., personal website, conference or journal site, collaboration space)
- Disclosing personal information through a blog, chatroom, online newsgroup, broadcast email, public email list, etc.
93.2. **Best Practices for Posting Student Information Electronically**

As a general best practice, Faculties, Departments, and individual faculty and staff should not post student personal information electronically without providing prior notice to the affected students and either giving them an opportunity to decline to have their personal information posted, or, in the case of particularly sensitive information, obtaining their written consent prior to the posting. There may be some cases where there is no need to obtain students’ approval before posting their personal information so long as they have been given notice of the practice, but such situations will be relatively rare. For example, consent from intercollegiate athletes would not normally be required in order to post standard roster information, photos, and performance information and statistics on University websites.

Before posting student personal information, faculty and staff should ask themselves the following questions:

(i) Is the posting of student personal information necessary or desirable for the purposes of the particular program or activity?

(ii) If so, am I posting only the personal information that is necessary for those purposes and nothing more?

(iii) Have I provided sufficient notice to students regarding what information will be posted, why it will be posted, where it will be posted, and for how long it will be posted?

(iv) Have I given the students an opportunity to decline to have their personal information posted or obtained their written consent? (This will be necessary in most situations.)
93.3. **Recommended Best Practices for Specific Types of Postings**

93.3.1. **Student Photos**

**Composite Class Photos**
Avoid the electronic posting of composite class photos unless all students have received prior notice and each student has given written consent to the posting of his or her photo. The names and photos of students who have not consented should be removed before posting.

**Individual or Group Photos**
Avoid the electronic posting of individual or group photos of students, with or without identifying names, unless the students have received prior notice and have consented to the posting. While written consent is best, consent can be implied under certain circumstances (e.g., students showing up for a group photo shoot for graduate students after being told: (i) that participation was optional and (ii) where the photos will be posted).

*Exception:* It is not necessary to provide notice or obtain consent if student photos are posted solely for identification purposes on a secure site accessible only to those faculty and staff who need the photos for their academic or administrative responsibilities. Sufficient notice of this use is covered under the general collection notice in Western’s academic calendars.

**Candid Classroom / Lab Photos**
Avoid the electronic posting of candid classroom or lab photos of students, with or without identifying names, unless students have been given prior notice and an opportunity to be excluded from the photo shoot.

**Photos taken at Faculty / Department Social Events**
The posting of individual or small group photos of attendees at Department and Faculty social functions or other events within a Faculty is of less concern than other types of postings. However, it is recommended that students (and others) attending such events be made aware that such photos may be posted electronically, and that any requests not to have a photo posted will be honored.
93.4. **Student Names, Faculty and Program**

Western’s official policy is that student name, Faculty of registration, and program of study are considered to be publicly available and are provided to third parties upon request*. However, the Policy also provides that students have the right to request that this information not be made public. Therefore, electronic posting of such information (e.g., lists of registered students posted on a Department or Program website) should be avoided unless students are made aware of the posting and have an opportunity to opt-out.

93.4.1. *Official Student Record Information Privacy Policy*

[http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)

93.5. **Scholarship and Award Recipients**

Western’s official policy is that information about academic or other University honors or distinctions received by a student is considered to be publicly available and is provided to third parties upon request*. However, the Policy also provides that students have the right to request that this information not be made public. Therefore, Faculties and Departments should not post such information electronically if they receive such a request.

93.5.1. *Official Student Record Information Privacy Policy*

[http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)

**Note:** “Scholarship and Award Recipients” does not include recipients of needs-based awards and bursaries. Information on recipients of needs-based awards and bursaries should not be posted electronically.

93.6. **Student Course Work**

As a general rule, avoid posting details of individual students’ academic work and activities on a website without prior notice and written consent. While there may be exceptions to the requirement for written consent if the University determines that the posting is a necessary part of a course or program, caution should be exercised. When in doubt, consult with Western’s Privacy Office at [privacy.office@uwo.ca](mailto:privacy.office@uwo.ca).
93.6.1. Posting Marks

Do not post lists of student identification numbers and marks electronically. It is recommended that faculty and staff use WebCTVista when communicating marks electronically to students.

93.7. Other Personal Information

As a general rule, avoid the electronic posting of other personal information such as students’ home addresses, home telephone numbers, date of birth, educational history, extracurricular activities, and personal e-mail addresses without prior notice and written consent.

93.8. Information Security

Appropriate information security controls should be in place for any system that stores or transmits student personal information. Contact your system administration group, check security.uwo.ca, or contact the Central Information Security Officer at its-ciso@uwo.ca for details about available and appropriate information security controls.
94. **DEPARTMENTAL PHOTOGRAPH “FIPPA”**

94.1. **Faculty, Staff, Postdocs and Graduate Students**

It has been tradition that each year Chemistry takes a photograph of everyone and the picture is uploaded to the departmental website.

http://www.uwo.ca/chem/people/

Due to concerns with FIPPA the older photos will be removed. Additionally, we think it was probably assumed that everyone that participated this fall knew that the photograph taken would be posted to the website, and that your involvement in the group photograph was optional.

So, the purpose of this email is to inform you that this year’s photograph will be placed on the website shortly. If you are in the photograph and have concerns about your image being made public please address them to Anna Vandendries-Barr, and this can be discussed with someone from UWO’s office of Information and Privacy. In an extreme case, your image could be photoshopped out of the picture.

In future years, before the departmental or 4491s photographs are taken, it will be made clear by email and vocally that participation in the photograph is optional, and that the photograph will be made freely available on a publicly accessible website, and in publicly accessible area (such as a bulletin board). After about a year the photos will be archived in a limited access folder.

95. **DISTINGUISHED LECTURESHIPS**

Each year, the Department of Chemistry hosts the Pattison and the 3M Lecture Series. These lecture series mark two of the highlights of each academic year. They have featured some of the best and brightest minds of the international chemistry community. Lecturers, who include several Nobel Laureates, are chosen to rotate among the field of Organic, Inorganic and Physical/Theoretical Chemistry.
96. DEPARTMENT OF CHEMISTRY DIRECTORY

Full Name: Department of Chemistry
Address: Chemistry Building, UWO, London, Ontario, Canada, N6A 5B7
Location: ChB 119
Phone: 519-661-2166, or Extension 82166
Facsimile: 519-661-3022
E-mail: chem@uwo.ca
Web site URL: http://www.uwo.ca/chem/

96.1. Frequently Used Services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counselling:</td>
<td>519-661-2166</td>
<td>ChB 119</td>
<td><a href="mailto:chemcounselling@uwo.ca">chemcounselling@uwo.ca</a></td>
</tr>
<tr>
<td>ChemBioStores:</td>
<td>519-661-2111 x86300 Fax: 519 661-4076</td>
<td>ChB 003</td>
<td><a href="mailto:chemstor@uwo.ca">chemstor@uwo.ca</a></td>
</tr>
<tr>
<td>Electronics Shop:</td>
<td>519-661-2111 x86304 Fax: 519 661-4076</td>
<td>ChB 023</td>
<td><a href="mailto:scijay@uwo.ca">scijay@uwo.ca</a></td>
</tr>
<tr>
<td>Glassblowing Shop:</td>
<td>519-661-2111 x80098</td>
<td>PAB 7</td>
<td><a href="mailto:yrambour@uwo.ca">yrambour@uwo.ca</a></td>
</tr>
<tr>
<td>Graduate Affairs Office:</td>
<td>519-661-2111 x81543</td>
<td>ChB 116</td>
<td><a href="mailto:dhagen@uwo.ca">dhagen@uwo.ca</a></td>
</tr>
<tr>
<td>Main Office:</td>
<td>519-661-2166</td>
<td>ChB 119</td>
<td><a href="mailto:avandend@uwo.ca">avandend@uwo.ca</a></td>
</tr>
<tr>
<td>MSA LAB – Chemistry Building:</td>
<td>519-661-2111 x86297</td>
<td>MSA 1235</td>
<td><a href="mailto:bmisk@uwo.ca">bmisk@uwo.ca</a></td>
</tr>
<tr>
<td>Mass Spectroscopy Facility:</td>
<td>519-661-2111 x86323</td>
<td>ChB 13</td>
<td><a href="mailto:scidwh@uwo.ca">scidwh@uwo.ca</a></td>
</tr>
<tr>
<td>NMR Facility:</td>
<td>519-661-2111 x82905</td>
<td>MSA 0216</td>
<td><a href="mailto:chemnmr@uwo.ca">chemnmr@uwo.ca</a></td>
</tr>
<tr>
<td>X-Ray Facility:</td>
<td>519-661-2167 x82743</td>
<td>ChB 12A</td>
<td><a href="mailto:pboyle@uwo.ca">pboyle@uwo.ca</a></td>
</tr>
</tbody>
</table>

The unit information can only be updated by the Directory Coordinator or the Unit Head.
This service is provided by information Technology Services (ITS) at Western University.
### FACULTY BY DIVISION

#### 97.1. Inorganic

<table>
<thead>
<tr>
<th>Name</th>
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<th>Extension</th>
<th>Office Room and Floor Numbers</th>
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<tbody>
<tr>
<td>Blacquiere</td>
<td>Johanna M.</td>
<td>81284</td>
<td>B&amp;GS 2022</td>
<td><a href="mailto:jblacqu2@uwo.ca">jblacqu2@uwo.ca</a></td>
</tr>
<tr>
<td>Corrigan</td>
<td>John F.</td>
<td>86387</td>
<td>ChB 16 (G)</td>
<td><a href="mailto:jfcorrig@uwo.ca">jfcorrig@uwo.ca</a></td>
</tr>
<tr>
<td>Gilroy</td>
<td>Joe B.</td>
<td>81561</td>
<td>MSA 3201</td>
<td><a href="mailto:joe.gilroy@uwo.ca">joe.gilroy@uwo.ca</a></td>
</tr>
<tr>
<td>Huang</td>
<td>Yining</td>
<td>83122 / 86384</td>
<td>ChB 120A / 17 (G)</td>
<td><a href="mailto:yhuang@uwo.ca">yhuang@uwo.ca</a></td>
</tr>
<tr>
<td>Puddephatt</td>
<td>Richard, J.</td>
<td>86336</td>
<td>ChB 100A</td>
<td><a href="mailto:pudd@uwo.ca">pudd@uwo.ca</a></td>
</tr>
<tr>
<td>Ragogna</td>
<td>Paul J.</td>
<td>87048</td>
<td>B&amp;GS 2024</td>
<td><a href="mailto:pragogna@uwo.ca">pragogna@uwo.ca</a></td>
</tr>
<tr>
<td>Stillman</td>
<td>Martin J.</td>
<td>83821</td>
<td>ChB 064 (LG)</td>
<td><a href="mailto:stillman@uwo.ca">stillman@uwo.ca</a></td>
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#### 97.2. Organic

<table>
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<td>Baines</td>
<td>Kim M.</td>
<td>86302</td>
<td>ChB 310A</td>
<td><a href="mailto:kbaines2@uwo.ca">kbaines2@uwo.ca</a></td>
</tr>
<tr>
<td>Brock</td>
<td>David S.</td>
<td>86305</td>
<td>MSA 1201</td>
<td><a href="mailto:dbrock8@uwo.ca">dbrock8@uwo.ca</a></td>
</tr>
<tr>
<td>Gillies</td>
<td>Elizabeth R. (Beth)</td>
<td>80223</td>
<td>MSA 3202</td>
<td><a href="mailto:egillie@uwo.ca">egillie@uwo.ca</a></td>
</tr>
<tr>
<td>Hudson</td>
<td>Robert H. E.</td>
<td>86349</td>
<td>ChB 219A</td>
<td><a href="mailto:rhhudson@uwo.ca">rhhudson@uwo.ca</a></td>
</tr>
<tr>
<td>Kerr</td>
<td>Michael A.</td>
<td>86354</td>
<td>ChB 219</td>
<td><a href="mailto:makerr@uwo.ca">makerr@uwo.ca</a></td>
</tr>
<tr>
<td>Lee</td>
<td>Felix S.</td>
<td>81485</td>
<td>MSA 1202</td>
<td><a href="mailto:flee32@uwo.ca">flee32@uwo.ca</a></td>
</tr>
<tr>
<td>Luyt</td>
<td>Leonard G</td>
<td>53302/82838</td>
<td>LRCP A4-817 /ChB 214</td>
<td><a href="mailto:lluyt@uwo.ca">lluyt@uwo.ca</a></td>
</tr>
<tr>
<td>O’Donoghue</td>
<td>Patrick</td>
<td>82373</td>
<td>MSB 388</td>
<td><a href="mailto:patrick.donoghue@uwo.ca">patrick.donoghue@uwo.ca</a></td>
</tr>
<tr>
<td>Pagenkopf</td>
<td>Brian L.</td>
<td>81430</td>
<td>B&amp;GS 2020</td>
<td><a href="mailto:bpagenko@uwo.ca">bpagenko@uwo.ca</a></td>
</tr>
<tr>
<td>Wisner</td>
<td>James A.</td>
<td>86864</td>
<td>ChB 215</td>
<td><a href="mailto:jwisner@uwo.ca">jwisner@uwo.ca</a></td>
</tr>
<tr>
<td>Workentin</td>
<td>Mark S.</td>
<td>86319</td>
<td>ChB 223</td>
<td><a href="mailto:mworkent@uwo.ca">mworkent@uwo.ca</a></td>
</tr>
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</table>

Detailed information can be found in the secured website listed below:

- Telephone Directory for Faculty and Staff members in Chemistry: [https://www.uwo.ca/chem/restricted_2/phonelist.pdf](https://www.uwo.ca/chem/restricted_2/phonelist.pdf)
- Department of Chemistry Committees, 2018-2019: [https://www.uwo.ca/chem/restricted_2/committees.pdf](https://www.uwo.ca/chem/restricted_2/committees.pdf)
### 97.3. Physical & Analytical

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<tr>
<td>Constas</td>
<td>Styliani</td>
<td>86338</td>
<td>ChB 071 (LG)</td>
<td><a href="mailto:sconstas@uwo.ca">sconstas@uwo.ca</a></td>
</tr>
<tr>
<td>Ding</td>
<td>Zhifeng</td>
<td>86161</td>
<td>MSA 0203 (G)</td>
<td><a href="mailto:zfding@uwo.ca">zfding@uwo.ca</a></td>
</tr>
<tr>
<td>Griffiths</td>
<td>Keith</td>
<td>88217</td>
<td>ChB 25</td>
<td><a href="mailto:griff@uwo.ca">griff@uwo.ca</a></td>
</tr>
<tr>
<td>Noël</td>
<td>Jamie J.</td>
<td>88029</td>
<td>ChB 20</td>
<td><a href="mailto:jjnoel@uwo.ca">jjnoel@uwo.ca</a></td>
</tr>
<tr>
<td>Karttunen</td>
<td>Mikko</td>
<td>86335</td>
<td>ChB 072</td>
<td><a href="mailto:mkarttu@uwo.ca">mkarttu@uwo.ca</a></td>
</tr>
<tr>
<td>Konermann</td>
<td>Lars</td>
<td>86313</td>
<td>B&amp;GS 2016</td>
<td><a href="mailto:konerman@uwo.ca">konerman@uwo.ca</a></td>
</tr>
<tr>
<td>Lagugné-Labarthe</td>
<td>François</td>
<td>81006</td>
<td>MSA 0202 (G)</td>
<td><a href="mailto:flagugne@uwo.ca">flagugne@uwo.ca</a></td>
</tr>
<tr>
<td>Sham</td>
<td>T.K</td>
<td>86341</td>
<td>ChB 030A (B)</td>
<td><a href="mailto:tsham@uwo.ca">tsham@uwo.ca</a></td>
</tr>
<tr>
<td>Shoesmith</td>
<td>David W.</td>
<td>86366/86154</td>
<td>ChB 18/LL27 (SSW)</td>
<td><a href="mailto:dwshoesm@uwo.ca">dwshoesm@uwo.ca</a></td>
</tr>
<tr>
<td>Song</td>
<td>Yang</td>
<td>86310</td>
<td>ChB 22 (G)</td>
<td><a href="mailto:yang.song@uwo.ca">yang.song@uwo.ca</a></td>
</tr>
<tr>
<td>Staroverov</td>
<td>Viktor</td>
<td>86317</td>
<td>ChB 063 (G)</td>
<td><a href="mailto:vstarove@uwo.ca">vstarove@uwo.ca</a></td>
</tr>
<tr>
<td>Wren</td>
<td>J. Clara</td>
<td>86339</td>
<td>ChB 016 (B)</td>
<td><a href="mailto:jcwren@uwo.ca">jcwren@uwo.ca</a></td>
</tr>
<tr>
<td>Yeung</td>
<td>Ken K.-C</td>
<td>86439 (MSB)</td>
<td>MSB 374 / ChB 066</td>
<td><a href="mailto:kyeung@uwo.ca">kyeung@uwo.ca</a></td>
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</table>

### 97.4. Instructional Faculty

<table>
<thead>
<tr>
<th>Name</th>
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<th>Extension</th>
<th>Office Room and Floor Numbers</th>
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<tr>
<td>Lee</td>
<td>Felix S.</td>
<td>81485</td>
<td>MSA 1202</td>
<td><a href="mailto:Flee32@uwo.ca">Flee32@uwo.ca</a></td>
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</table>

**DETAILED INFORMATION CAN BE FOUND IN THE SECURED WEBSITE LISTED BELOW:**

- Telephone Directory for Faculty and Staff members in Chemistry: [https://www.uwo.ca/chem/restricted_2/phonelist.pdf](https://www.uwo.ca/chem/restricted_2/phonelist.pdf)
- Department of Chemistry Committees, 2018-2019: [https://www.uwo.ca/chem/restricted_2/committees.pdf](https://www.uwo.ca/chem/restricted_2/committees.pdf)
### Cross-Appointed Faculty

<table>
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<tbody>
<tr>
<td>Choy</td>
<td>James (Biochemistry)</td>
<td>83161</td>
<td>MSB 302</td>
<td><a href="mailto:jchoy4@uwo.ca">jchoy4@uwo.ca</a></td>
</tr>
<tr>
<td>de Bruyn</td>
<td>John (Physics &amp; Astronomy)</td>
<td>86430</td>
<td>PAB 9</td>
<td><a href="mailto:debruyjn@uwo.ca">debruyjn@uwo.ca</a></td>
</tr>
<tr>
<td>Fanchini</td>
<td>Giovanni (Physics &amp; Astronomy)</td>
<td>86238</td>
<td>PAB 229</td>
<td><a href="mailto:gfachin@uwo.ca">gfachin@uwo.ca</a></td>
</tr>
<tr>
<td>Goncharova</td>
<td>Lyudmila (Physics &amp; Astronomy)</td>
<td>81558</td>
<td>PAB 231</td>
<td><a href="mailto:lgonchar@uwo.ca">lgonchar@uwo.ca</a></td>
</tr>
<tr>
<td>Luan</td>
<td>Ben L. (NRC – IMTI)</td>
<td>430-7043</td>
<td>UWO Res. Park Rm.237</td>
<td><a href="mailto:bluan@uwo.ca">bluan@uwo.ca</a></td>
</tr>
<tr>
<td>Shaw</td>
<td>Gary S. (Biochemistry)</td>
<td>84021</td>
<td>MSB M306</td>
<td><a href="mailto:gshaw1@uwo.ca">gshaw1@uwo.ca</a></td>
</tr>
<tr>
<td>Sumarah</td>
<td>Mark (Agri/Agri-Food Canada)</td>
<td>519.953.6723</td>
<td>Off campus</td>
<td><a href="mailto:mark.sumarah@agr.gc.ca">mark.sumarah@agr.gc.ca</a></td>
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</tbody>
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### Emeritus Faculty

<table>
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<tr>
<th>Name</th>
<th>Extension</th>
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<tr>
<td>Allnatt</td>
<td>Allan R.</td>
<td>-</td>
<td><a href="mailto:aallnatt@uwo.ca">aallnatt@uwo.ca</a></td>
</tr>
<tr>
<td>Baird</td>
<td>N. Colin</td>
<td>-</td>
<td><a href="mailto:cbaird@uwo.ca">cbaird@uwo.ca</a></td>
</tr>
<tr>
<td>Bancroft</td>
<td>G. Michael</td>
<td>84117</td>
<td><a href="mailto:gmbancro@uwo.ca">gmbancro@uwo.ca</a></td>
</tr>
<tr>
<td>Chan</td>
<td>Ray K.</td>
<td>-</td>
<td><a href="mailto:rkchan@uwo.ca">rkchan@uwo.ca</a></td>
</tr>
<tr>
<td>Cory</td>
<td>Robert M.</td>
<td>519-601-2053</td>
<td><a href="mailto:rcory@shaw.ca">rcory@shaw.ca</a></td>
</tr>
<tr>
<td>Dean</td>
<td>Phil A. W.</td>
<td>86331</td>
<td><a href="mailto:pawdean@uwo.ca">pawdean@uwo.ca</a></td>
</tr>
<tr>
<td>Guthrie</td>
<td>J. Peter</td>
<td>-</td>
<td><a href="mailto:peter.guthrie@uwo.ca">peter.guthrie@uwo.ca</a></td>
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<tr>
<td><strong>Emeritus Professors</strong> - continued</td>
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<tr>
<td>Haines Roland A.</td>
<td>83180</td>
<td>B&amp;GS 1018</td>
<td><a href="mailto:rahaines@uwo.ca">rahaines@uwo.ca</a></td>
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<tr>
<td>Hunter Duncan</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:dhunter@uwo.ca">dhunter@uwo.ca</a></td>
</tr>
<tr>
<td>Kidd Garth</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:rkidd@uwo.ca">rkidd@uwo.ca</a></td>
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<tr>
<td>King Jim F.</td>
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<td><a href="mailto:scjfk@uwo.ca">scjfk@uwo.ca</a></td>
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<tr>
<td>Martin Ronald R.H.</td>
<td>86314</td>
<td>ChB 123</td>
<td><a href="mailto:rrhm@uwo.ca">rrhm@uwo.ca</a></td>
</tr>
<tr>
<td>McIntyre N. Stewart</td>
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<tr>
<td>Meath William J.</td>
<td>86331</td>
<td>ChB 122</td>
<td><a href="mailto:wmeath@uwo.ca">wmeath@uwo.ca</a></td>
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<tr>
<td>Norton Peter R.</td>
<td>-</td>
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<td><a href="mailto:pnorton@uwo.ca">pnorton@uwo.ca</a></td>
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<tr>
<td>Payne Nicholas C.</td>
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<td>-</td>
<td><a href="mailto:noggin@uwo.ca">noggin@uwo.ca</a></td>
</tr>
<tr>
<td>Peterson Nils O.</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:nils.petersen@ualberta.ca">nils.petersen@ualberta.ca</a></td>
</tr>
<tr>
<td>Ware William R. 519-472-2359</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:warewr@rogers.com">warewr@rogers.com</a></td>
</tr>
<tr>
<td>Warnhoff Ed W.</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:ewarhoff@gmail.com">ewarhoff@gmail.com</a></td>
</tr>
<tr>
<td>Weedon Alan C.</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:aweedon@uwo.ca">aweedon@uwo.ca</a></td>
</tr>
</tbody>
</table>
98. NEW FACULTY INFORMATION

- Employment Authorization
- Social Insurance Number
- Pension, Benefits & Payrolls
- Employer Number & Western ID Card
- Pay Cheques
- Moving Allowance
- Keys
- Parking
- Telephone
- Email Account
- Setting up your Web Site
- Faculty of Graduate Studies Membership
- Employing Students (Government Funded)
- Financial Information
- Purchasing Goods and Services
- Professional Allowance
- Start-Up Grants
- Research Grants
- Travel Information
- Business Cards
- Health and Safety

98.1. Employment Authorization

New employees who are neither: (1) a permanent resident of Canada, nor (2) a Canadian citizen, are required to provide a valid employment authorization upon their arrival to UWO. No UWO paperwork can be completed until a copy of this document has been submitted to the Administrative Officer. This document is instrumental in activating your employee identification number. The document is forwarded by the Administrative Officer to the Dean of Faculty of Science and then to the Faculty Relations Office.

98.2. Social Insurance Number

New employees who are neither: (1) a permanent resident of Canada, nor (2) a Canadian citizen, must apply for Social Insurance Number. You are required to apply for this document in person. The London Human Resource Centre of Canada is located at 457 Richmond Street (corner of Richmond and Queens). 1-800-206-7218. You can complete your application form at the Human Resource Office when you arrive. No appointment necessary. You must have your passport and valid
employment authorization available as supporting documents (no photocopies). There is no fee. Report your Social Insurance Number immediately to the Administrator Officer.

98.3. **Pensions & Benefits & Payroll Setup**

Please contact Pension & Benefits Office, Room 5100, Support Services Building (519-661-2194) to set up an appointment to sign up for U.W.O. benefits (this is a one hour meeting). This should be done **prior to the 15th** of the month you started for you to be put on university payroll and to set up automatic bank deposit of your monthly pay.

98.4. **Western ID Card**

Please go to Room 1120, Western's Student Services Building (WSS) to obtain your photo identification card. You will require your Western ID Number (please check with the Administrative Officer). This card is required for most university services (including keys, parking, library services, travel discounts, etc.). Please visit Registrar's Office for more information.

98.5. **Pay Cheques**

Monthly pays are deposited in your bank account on the 2nd last working day of the month. You can view your statement online when you log into My Human Resources.

98.6. **Moving Allowance**

If you have been given a moving and travel expense allowance as per your contract letter with the Faculty of Science, keep all original receipts for travel and accommodation expenses. The receipts should be submitted to the Administrative Officer for forwarding to the Office of the Dean, Faculty of Science.

98.7. **Keys**

All keys must be requested on a Building Access Requisition form through your Administrative Officer. The Keys Office is in Room 4150, Support Services Building. Your UWO Photo ID Card is required. Please complete and submit a Keys Request Form.
98.8. **Parking**

The Parking Office is located in Room 4150, Support Services Building, telephone number 519-661-3973. Please visit Parking Office website for parking applications.

98.9. **Telephones**

As soon as your office telephone is set up, you will be listed in the Western on-line directory.

The department pays for each faculty member’s office telephone. Extra services such as Direct-In-Dial and Lab phones are an additional expense you incur.

For more information on setting up your phone, i.e., voice message, visit Telecom's website.

98.10. **E-mail Account**

UWO E-mail accounts are automatically set up for all new employees by Western Technology Services (WTS). Confirmation of your username and password will be sent to you c/o your home department. **Be sure to activate your account through this WTS website.** If you are having difficulties with your e-mail account or access to the UWO server, call 519-661-83800 or email Help Desk. The Social Science Technology Services will automatically grant you access to the SSC Network using this account. If you are having difficulties accessing the Chemistry Network contact ext. 86304 to contact Barakat Misk.

WTS has implemented a Web Mail package that will allow anyone with an active UWO Personal Computer Account to read their e-mail anywhere there is a web browser. To use this mail package, type ce.uwo.ca in the location or address box of your browser (e.g. Netscape or Internet Explorer) and login using your UWO Personal Computer Account username and password. Please visit WTS website for more information.

For further information on the services provided by Western Technology Services, please visit WTS website.

98.11. **Setting up your Web Site**

The department hosts a web site featuring faculty members and their research. Please contact the department’s web-master.
98.12. **Faculty of Graduate Studies Membership**

Please make an appointment with Darlene McDonald, our Program Coordinator. Please visit [Graduate Studies website](#) for Information on membership and the nomination-credentials process for the Faculty of Graduate Studies.

98.13. **Employing Students (Government Funded)**

The Work-Study Program is available through Financial Aid, Office of the Registrar, UWO. The Work Study Program offers an opportunity for students to work part-time in jobs that accommodate their studies. Further information for Employers on the Work Study program visit [Registrar's Office website](#). The Department Administrator can assist you.

98.14. **Financial - Speed Codes and Account Structures**

As soon as a research or program account is established by Financial Services, a speed code is assigned to the account. A speed code is a 4-digit number/letter + the account code that can be used to make purchases directly off your research grant at several locations on campus including the Book Store and Campus Computer Store. Several off campus locations such as Canadian Tire (Hyde Park), Enterprise car rentals, Bolen, and Carlson Wagonlit Travel also accept speed codes. Please check with your department for speed code or account numbers.

**Speed Code + Account Code**

*i.e.:* STA4 *(frequently used account codes)*

605400 (Computing Equipment)
605500 (Equipment and Apparatus)
622000 (Supplies)
621250 (Computer Software)
621400 (Printing)
645000 (Travel Expenses)
645100 (Travel Advance)
603460 (Subject fees)
603465 (Subject fees Advance)
98.15. **Purchasing Goods and Services**

Purchases can be done by the following ways:

- **Purchase orders** are completed through our ChemBioStores staff. Systems Contracts - The University has preferred suppliers for many items. This allows you to purchase specific goods or services (such as vehicle rentals, photocopiers, electrical supplies, campus moving services, temporary personnel services) by telephone using your Speed Code. For further information on system contract vendors, please visit [Financial Services](#).

- **Board of Governors Purchasing policy 2.8** requires all acquisitions with a total value greater than $15,000 to be openly quoted and over $25,000 to be formally tendered (Request For Proposal or Quote). Purchasing completes such tenders in conjunction with the Users and WTS to ensure components, performance and pricing provide best value for money from all perspectives.

- **Some purchases of supplies** while travelling or on field-work are acceptable. However, acquisitions of such equipment as vehicles, computers, fax machines etc. are not allowable since they bypass pre-acquisition approval, can result in loss of tax recoveries for exempt goods as well as exposing the University to goods and costs that are not the best value.

Visa credit cards are an alternative to petty cash and some regular purchase orders. They may be used for registrations, subscriptions/books, cell phone charges, memberships and in store purchases. They may not be used for supplies available from contracted suppliers, the Bookstore, radioactive materials, or foreign orders of tangible goods.

For American Express Travel Card, see the Travel Information below.

Western Office Supplies, Room 1330, Support Services Building - stocks a wide range of office supplies and other common use items. Orders may be placed by phone at 519-661-3604 ext. 88122, in person, by fax at 519-661-3704 or by e-mail or online at [Financial Services](#).

Computers - please see the guide on the [WTS Website](#). For more information, please visit [Financial Service website](#).
98.16. **Professional Allowance**

Each Member holding a Full-Time Appointment may claim reimbursement of eligible expenses up to a value of $900 per calendar year (forms available in February). Please refer to UWOFA Collective Agreement at the [UWOFA website](http://www.uwofa.com).

98.17. **Start-up Grants**

If you have been awarded a start-up grant (indicated in your faculty contract), it will be set up in a Research Account by the Administrative Officer.

You will have to complete a Request for Research Account Form (RFRA). You can complete this application electronically or print the form and submit a hard copy.

98.18. **Research Grants**

For information on internal and external research grant programs, how to apply for grants and upcoming deadlines, [https://www.uwo.ca/sci/research/index.html](https://www.uwo.ca/sci/research/index.html).

All grant applications must be submitted to Research Services with a completed [Research On-Line Approval form (ROLA)](http://www.uwo.ca/sci/research/index.html) in order to receive UWO Institutional approval.

Further information on research grants and UWO policies and procedures is available from [Western Research](http://www.uwo.ca/sci/research/index.html).

98.19. **Travel Information**

Travel arrangements can be made with information through the Financial Services - [Preparing to Travel](http://www.uwo.ca/sci/research/index.html). Discounts are available for University employees. Reimbursements through travel expenses or cash advances are to be completed on-line through the [Financial System](http://www.uwo.ca/sci/research/index.html). Log in with your UWO username and password.

98.20. **Business Cards**

Western business cards are ordered through Mustang Market - Data Group of Companies. Please check with our ChemBioStores Manager, Sherrie McPhee about placing an order for business cards.
98.21. **Health and Safety**

At a minimum, you are required to attend the following sessions:
- Emergency Evacuation
- New Employee Health and Safety Orientation

Visit their website to see when sessions are available. (They will have new sessions starting mid-August, refer back to the site then). Please visit Human Resources Safety and Wellness website for more information.

**Workplace Hazardous Materials Information System (WHMIS)**

OHS is also providing WHMIS Training Sessions are available on their website visit [https://www.uwo.ca/hr/learning/required/index.html](https://www.uwo.ca/hr/learning/required/index.html), mentioned above. Instead of attending a scheduled training course, employees and others will be able to access the training 24 hours a day 7 days a week. This training is a legislated requirement for all hazardous materials users and participation is mandatory. Laboratory personnel must also attend the New Employee Health and Safety Orientation, Laboratory Safety Seminar and the Hazardous Materials Management Seminar as required by the UWO Laboratory Health and Safety Manual.
### FACULTY RESEARCH AREAS/ RESEARCH THEMES

Alphabetical listing

All phone numbers begin with 519-661-2111 / Click faculty members’ name for his/her website

#### 99.1. Chemical Biology and Biomaterials

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Interests</th>
<th>Email</th>
<th>Extension</th>
</tr>
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<tbody>
<tr>
<td>Gillies, Elizabeth</td>
<td>Organic, polymer, and biomaterials Chemistry</td>
<td><a href="mailto:egillie@uwo.ca">egillie@uwo.ca</a></td>
<td>80223</td>
</tr>
<tr>
<td>Hudson, Robert</td>
<td>Bioorganic and synthetic chemistry, DNA, RNA, peptide nucleic acids, fluorescence</td>
<td><a href="mailto:rhhudson@uwo.ca">rhhudson@uwo.ca</a></td>
<td>86349</td>
</tr>
<tr>
<td>Konermann, Lars</td>
<td>Analytical and biophysical chemistry, mass spectrometry, protein structure and function, rapid mixing devices, kinetic measurements, computer simulations</td>
<td><a href="mailto:konerman@uwo.ca">konerman@uwo.ca</a></td>
<td>86313</td>
</tr>
<tr>
<td>Luyt, Leonard</td>
<td>Probes for molecular imaging, medicinal and bioorganic chemistry</td>
<td><a href="mailto:lluyt@uwo.ca">lluyt@uwo.ca</a></td>
<td>82838</td>
</tr>
<tr>
<td>O’Donoghue, Patrick</td>
<td>Synthesis of proteins containing atypical amino acids</td>
<td><a href="mailto:patrick.odonoghue@uwo.ca">patrick.odonoghue@uwo.ca</a></td>
<td>82373</td>
</tr>
<tr>
<td>Stillman, Martin</td>
<td>Metalloproteins; chemistry of Zn, Cd, As, and Hg in biology; iron scavenging by S. aureus; porphyrins and phthalocyanines; metal-thiolate clusters</td>
<td><a href="mailto:stillman@uwo.ca">stillman@uwo.ca</a></td>
<td>83821</td>
</tr>
<tr>
<td>Yeung, Ken</td>
<td>Enabling Miniaturized Protein Analysis using Capillary Electrophoresis and Mass Spectrometry</td>
<td><a href="mailto:kyeung@uwo.ca">kyeung@uwo.ca</a></td>
<td>86439</td>
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</table>
### Synthesis, Catalysis and Molecular Materials

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<tr>
<td><strong>Baines, Kim</strong></td>
<td>Mechanistic organometallic chemistry, organometallic polymers, low-coordinate Si and Ge compounds, interference lithography (with Robert Lipson)</td>
<td><a href="mailto:kbaines2@uwo.ca">kbaines2@uwo.ca</a></td>
<td>83122</td>
</tr>
<tr>
<td><strong>Blacquiere Johanna</strong></td>
<td>Organometallic Chemistry, Catalysis, Ligan Design</td>
<td><a href="mailto:jblacqu2@uwo.ca">jblacqu2@uwo.ca</a></td>
<td>81284</td>
</tr>
<tr>
<td><strong>Corrigan, John</strong></td>
<td>Semiconductor nanoparticles and nanoclusters, materials chemistry, main group chemistry</td>
<td><a href="mailto:jfcorrig@uwo.ca">jfcorrig@uwo.ca</a></td>
<td>86387</td>
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<tr>
<td><strong>Gilroy, Joe</strong></td>
<td>Inorganic, polymer and materials chemistry</td>
<td><a href="mailto:joe.gilroy@uwo.ca">joe.gilroy@uwo.ca</a></td>
<td>81561</td>
</tr>
<tr>
<td><strong>Kerr, Michael</strong></td>
<td>Synthesis of natural products, chemistry of heterocycles and cycloaddition reactions</td>
<td><a href="mailto:makerr@uwo.ca">makerr@uwo.ca</a></td>
<td>86354</td>
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<tr>
<td><strong>Pagenkopf, Brian</strong></td>
<td>Synthetic methods and total synthesis, catalysis, silole-based materials</td>
<td><a href="mailto:bpagenko@uwo.ca">bpagenko@uwo.ca</a></td>
<td>81430</td>
</tr>
<tr>
<td><strong>Puddephatt, Richard</strong></td>
<td>Organometallic chemistry, molecular materials, catalysis</td>
<td><a href="mailto:pudd@uwo.ca">pudd@uwo.ca</a></td>
<td>86336</td>
</tr>
<tr>
<td><strong>Ragogna, Paul</strong></td>
<td>Chalcogens, main group and transition metal chemistry, ionophilic materials, cobaltoarenophanes, metallopolymers, superhydrophobic coatings, functional materials</td>
<td><a href="mailto:pragogna@uwo.ca">pragogna@uwo.ca</a></td>
<td>87048</td>
</tr>
<tr>
<td><strong>Wisner, James</strong></td>
<td>Organic Supramolecular Chemistry Self-Assembly, Templation and Mechanically Bonded Molecules</td>
<td><a href="mailto:jwisner@uwo.ca">jwisner@uwo.ca</a></td>
<td>86864</td>
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<tr>
<td><strong>Workentin, Mark</strong></td>
<td>Physical Organic Chemistry of Materials, Organic Materials Synthesis, Organic Photochemistry, Organic Electrochemistry</td>
<td><a href="mailto:mworkent@uwo.ca">mworkent@uwo.ca</a></td>
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## Materials: Design, Function and Characterization / Energy and Mechanism

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<th>Faculty Member</th>
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<tbody>
<tr>
<td><strong>Ding, Zhifeng</strong></td>
<td>Bioanalytical and materials chemistry, scanning electrochemical microscopy, electrochemiluminescence, raman microspectroscopy</td>
<td><a href="mailto:zfding@uwo.ca">zfding@uwo.ca</a></td>
<td>86161</td>
</tr>
<tr>
<td><strong>Griffiths, Keith</strong></td>
<td>N/A</td>
<td><a href="mailto:griff@uwo.ca">griff@uwo.ca</a></td>
<td>84141</td>
</tr>
<tr>
<td><strong>Huang, Yining</strong></td>
<td>Characterization of nanoporous and layered inorganic materials by solid-state NMR and vibrational spectroscopy; crystallization of molecular sieves; host-guest interactions in zeolites; behavior of zeolites under high pressures</td>
<td><a href="mailto:yhuang@uwo.ca">yhuang@uwo.ca</a></td>
<td>86384</td>
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<tr>
<td><strong>Lagugné-Labarthe, François</strong></td>
<td>Vibrational imaging, confocal microscopy, plasmonics, nanomaterials and Nanofabrication, photonics, polymers</td>
<td><a href="mailto:flagugne@uwo.ca">flagugne@uwo.ca</a></td>
<td>81006</td>
</tr>
<tr>
<td><strong>Noel, James</strong></td>
<td>Electrochemistry and Corrosion Studies</td>
<td><a href="mailto:jjnoel@uwo.ca">jjnoel@uwo.ca</a></td>
<td>88029</td>
</tr>
<tr>
<td><strong>Sham, (T.K.) Tsun-Kong</strong></td>
<td>Synthesis and electronic properties of nanomaterials, heterostructures, surface and interfaces, X-ray spectroscopy, scattering and imaging using synchrotron radiation</td>
<td><a href="mailto:tsham@uwo.ca">tsham@uwo.ca</a></td>
<td>86341</td>
</tr>
<tr>
<td><strong>Shoesmith, David</strong></td>
<td>Electrochemistry and corrosion of materials, kinetics of surface reactions, modelling of surface processes, nuclear waste disposal, corrosion processes on gas pipelines</td>
<td><a href="mailto:dwshoesm@uwo.ca">dwshoesm@uwo.ca</a></td>
<td>86366</td>
</tr>
<tr>
<td><strong>Song, Yang</strong></td>
<td>Materials chemistry, extreme-condition studies, vibrational spectroscopy, synchrotron radiation</td>
<td><a href="mailto:yang.song@uwo.ca">yang.song@uwo.ca</a></td>
<td>86310</td>
</tr>
<tr>
<td><strong>Workentin, Mark</strong></td>
<td>Materials, photochemistry, organic electrochemistry</td>
<td><a href="mailto:mworkent@uwo.ca">mworkent@uwo.ca</a></td>
<td>86319</td>
</tr>
<tr>
<td><strong>Wren, Clara</strong></td>
<td>Chemical Kinetics and Transport Phenomena in Radiation-Induced Processes</td>
<td><a href="mailto:jcwren@uwo.ca">jcwren@uwo.ca</a></td>
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### Theory and Computation

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<th>Faculty Member</th>
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<tr>
<td><strong>Constas, Styliani</strong></td>
<td>Molecular simulations, chemical reactions in solution, dynamics of processes, charged clusters, activated processes, methods for rare events, polymer systems, Monte Carlo methods, molecular dynamics methods</td>
<td><a href="mailto:sconstas@uwo.ca">sconstas@uwo.ca</a></td>
<td>86338</td>
</tr>
<tr>
<td><strong>Mikko Karttunen</strong></td>
<td>Computational chemistry &amp; biological physics, Multiscale simulation methods, QM/MM and coarse-graining Lattice Boltzmann methods, Polymers, Intrinsically disordered proteins, Lipid membranes and peptides</td>
<td><a href="mailto:mkarttu@uwo.ca">mkarttu@uwo.ca</a></td>
<td>86335</td>
</tr>
<tr>
<td><strong>Staroverov, Viktor</strong></td>
<td>Quantum chemistry, computational chemistry, density-functional theory</td>
<td><a href="mailto:vstarove@uwo.ca">vstarove@uwo.ca</a></td>
<td>86317</td>
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### 100. Administrative Staff and Technical Staff

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Extension</th>
<th>Room No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Officer</td>
<td>86344</td>
<td>ChB 120</td>
<td><a href="mailto:avandend@uwo.ca">avandend@uwo.ca</a></td>
</tr>
<tr>
<td>Vandendries-Barr, Anna</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate Co-ordinator</td>
<td>81543</td>
<td>ChB 116</td>
<td><a href="mailto:dhagen@uwo.ca">dhagen@uwo.ca</a></td>
</tr>
<tr>
<td>McDonald, Darlene</td>
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<tr>
<td>Departmental Administrative Assistant</td>
<td>86350</td>
<td>ChB 119</td>
<td><a href="mailto:cbfernan@uwo.ca">cbfernan@uwo.ca</a></td>
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<td>Fernandes, Clara</td>
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<tr>
<td>Martin, Debra</td>
<td>86342</td>
<td>ChB 119</td>
<td><a href="mailto:dmartin4@uwo.ca">dmartin4@uwo.ca</a></td>
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<tr>
<td>Cathy Jiang (Financial Assistant)</td>
<td>88623</td>
<td>ChB 123</td>
<td><a href="mailto:cjjiang33@uwo.ca">cjjiang33@uwo.ca</a></td>
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<tr>
<td>Technical Staff</td>
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<tr>
<td>Departmental Manager</td>
<td>80979</td>
<td>ChB 1 (G)</td>
<td><a href="mailto:sciwel@uwo.ca">sciwel@uwo.ca</a></td>
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<td>Lindsay, Warren</td>
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<tr>
<td>Electronic Shop</td>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:scijav@uwo.ca">scijav@uwo.ca</a></td>
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<td>Vanstone, John, Manager</td>
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<td>Aukema, Jon</td>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:jaukema@uwo.ca">jaukema@uwo.ca</a></td>
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<tr>
<td>Misk, Barakat</td>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:bmisk@uwo.ca">bmisk@uwo.ca</a></td>
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Technical Staff - continued

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<td>Glass Blower</td>
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<td>Rambour, Yves</td>
<td>80098</td>
<td>PAB 7</td>
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<td></td>
<td></td>
<td><a href="mailto:yrambour@uwo.ca">yrambour@uwo.ca</a></td>
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<tr>
<td>100.2.4.</td>
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<tr>
<td>Laboratory Technicians</td>
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<tr>
<td>Brandt, Mike</td>
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<tr>
<td>England, Susan</td>
<td>86328</td>
<td>MSA 1216A</td>
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<td>Hall, Robin</td>
<td>86322</td>
<td>ChB 089 (LG)</td>
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<td>Harbottle, Robert</td>
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<td>Mathers, Jan</td>
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<td>Zakaria-Holtzlag, Sandra</td>
<td>86927</td>
<td>MSA 1235</td>
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<td><a href="mailto:mbrandt@uwo.ca">mbrandt@uwo.ca</a></td>
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<td><a href="mailto:sengland@uwo.ca">sengland@uwo.ca</a></td>
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<td><a href="mailto:scirrh@uwo.ca">scirrh@uwo.ca</a></td>
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<td><a href="mailto:rhabott@uwo.ca">rhabott@uwo.ca</a></td>
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<td><a href="mailto:jmathers@uwo.ca">jmathers@uwo.ca</a></td>
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<td><a href="mailto:szakaria@uwo.ca">szakaria@uwo.ca</a></td>
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<tr>
<td>Manager of Undergraduate Laboratories</td>
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<tr>
<td>Levy, Chris</td>
<td>86322/87883</td>
<td>ChB 089/ChB 117</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:clevy9@uwo.ca">clevy9@uwo.ca</a></td>
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<tr>
<td>Mass Spectrometer Facility</td>
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<tr>
<td>Hairsine, Doug, Manager</td>
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<td>ChB 13 &amp; 13A (G)</td>
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<tr>
<td></td>
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<td><a href="mailto:scidwh@uwo.ca">scidwh@uwo.ca</a></td>
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<td>NMR Facility</td>
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<td>Willans, Mathew, Manager</td>
<td>82905</td>
<td>MSA 0216D/C (G)</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:mwillans@uwo.ca">mwillans@uwo.ca</a></td>
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<td>X-ray Diffraction Facility</td>
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<tr>
<td>Boyle, Paul, Manager</td>
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<tr>
<td>Borecki, Aneta (X-ray, NMR &amp; ERG)</td>
<td>80240/82743</td>
<td>MSA 3250/ChB 12A(G)</td>
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<td></td>
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<td><a href="mailto:pboyle@uwo.ca">pboyle@uwo.ca</a></td>
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<td><a href="mailto:aurbania@uwo.ca">aurbania@uwo.ca</a></td>
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**Technical Staff - continued**

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<tr>
<td>100.2.9. Liquid Nitrogen Dispensing Facility</td>
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<tr>
<td>Lindsay, Warren (Training) 80979 ChB 1 (G) <a href="mailto:sciwel@uwo.ca">sciwel@uwo.ca</a></td>
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</tr>
<tr>
<td>Movahed, Leily Kazemim – ChB 002 (B) <a href="mailto:lkazemim@uwo.ca">lkazemim@uwo.ca</a></td>
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100.3. **ChemBioStores Staff**

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<tr>
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<th>PHONE NO.</th>
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<tbody>
<tr>
<td>McPhee, Sherrie, Manager</td>
<td>86300</td>
<td>ChB 003 (B)</td>
<td><a href="mailto:smcphee@uwo.ca">smcphee@uwo.ca</a></td>
</tr>
<tr>
<td>Chen, Yuhua</td>
<td>82168</td>
<td>ChB 003 (B)</td>
<td><a href="mailto:ychen375@uwo.ca">ychen375@uwo.ca</a></td>
</tr>
<tr>
<td>Chirigel, Monica</td>
<td>82168</td>
<td>ChB 003 (B)</td>
<td><a href="mailto:mklein8@uwo.ca">mklein8@uwo.ca</a></td>
</tr>
<tr>
<td>Hart, Marylou</td>
<td>86303</td>
<td>ChB 003 (B)</td>
<td><a href="mailto:mhart@uwo.ca">mhart@uwo.ca</a></td>
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</table>

100.4. **Research Staff (Supervised by Faculty)**

**Research Associate**

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXTENSION PHONE NO.</th>
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<tbody>
<tr>
<td>Chen, J (DWS)</td>
<td>86219</td>
<td>ChB 13K (G)</td>
<td><a href="mailto:jchen@uwo.ca">jchen@uwo.ca</a></td>
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<tr>
<td>Joseph, Jiju (JCW)</td>
<td>86312</td>
<td>ChB 040 (B)</td>
<td><a href="mailto:jjoseph7@uwo.ca">jjoseph7@uwo.ca</a></td>
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<tr>
<td>Zagidulin, Dmitrij (DWS)</td>
<td>81556</td>
<td>ChB 13J / 13L (G)</td>
<td><a href="mailto:dsagidul@uwo.ca">dsagidul@uwo.ca</a></td>
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**Research Assistant**

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXTENSION PHONE NO.</th>
<th>PHONE NO.</th>
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<td>Whitaker, Giles (JCW)</td>
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<td><a href="mailto:gwhitake@uwo.ca">gwhitake@uwo.ca</a></td>
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### 101. FACULTY AND STAFF FLOOR LISTING IN CHEMISTRY BUILDING (CHB)

<table>
<thead>
<tr>
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<td>Kyriacou</td>
<td>Polydoros</td>
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<td>Michael A.</td>
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<td>Leonard G.</td>
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<td>ChB 102</td>
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<td>Anna</td>
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Chemistry Lecture Room: ChB 9

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<td>Robin</td>
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<td>Harbottle</td>
<td>Robert</td>
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<td>Karttunen</td>
<td>Mikko</td>
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Second Year Analytical Chemistry Laboratory: ChB 094A
Second Year Inorganic and Polymer Laboratories: ChB 080, ChB 084
Second Year Organic Chemistry Laboratory: ChB 074
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<td>Yuhua</td>
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<td>Chirigel</td>
<td>Monica</td>
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<td>Hart</td>
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<td>J. Clara</td>
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- **Faculty Member**
- **Staff**
- **Research Staff**
### 3rd Floor – (MSA)

<table>
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### 2nd Floor – (MSA)

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### MAIN FLOOR (1ST FLOOR) – (MSA)

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<td>England</td>
<td>Susan</td>
<td>MSA 1216</td>
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<td>Lee</td>
<td>Felix</td>
<td>MSA 1202</td>
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<td>Mathers</td>
<td>Jan</td>
<td>MSA 1235</td>
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<td>Zakaria Holtstag</td>
<td>Sandra</td>
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<td>Willans</td>
<td>Mathew</td>
<td>MSA 0216C/D</td>
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<tr>
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<td>Ken</td>
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| Meeting Room       | MSA 0204 (Capacity: 12) |
| Spectrometer Room  | MSA 0216B            |
| Wet Laboratory     | MSA 0216A            |
| Men’s Washroom     | MSA 0212             |
| Women’s Washroom   | MSA 0213             |

### Biological and Geological Science (B&GS), 2nd Floor / Chemistry Building (ChB), 2nd Floor

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<td>Konermann</td>
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<td>MSB 388</td>
<td>MSB 381</td>
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<td>Brian</td>
<td>B&amp;GS 2020</td>
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## List of Acronyms - Department of Chemistry

### 103.1. Faculty

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<tr>
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<th>Acryn</th>
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<td>Baines</td>
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<td>K-CY</td>
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### 103.2. Cross-Appointed Faculty

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<tr>
<td>deBruyn</td>
<td>John</td>
<td>JdeB</td>
</tr>
<tr>
<td>Fanchini</td>
<td>Giovanni</td>
<td>GF</td>
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<tr>
<td>Goncharova</td>
<td>Lyudmila</td>
<td>LG</td>
</tr>
<tr>
<td>Luan</td>
<td>Ben L. (NRC-IMTI)</td>
<td>BLL</td>
</tr>
<tr>
<td>Mittler</td>
<td>Silvia (Physics)</td>
<td>SM</td>
</tr>
<tr>
<td>Sumarah</td>
<td>Mark (Agr/Agr-Food)</td>
<td>MS</td>
</tr>
</tbody>
</table>

### 103.3. Emeritus Faculty

<table>
<thead>
<tr>
<th>Lastname</th>
<th>Firstname &amp; Init.</th>
<th>Acryn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alinatt</td>
<td>Alan R.</td>
<td>ARL</td>
</tr>
<tr>
<td>Baird</td>
<td>N. Colin</td>
<td>NCB</td>
</tr>
<tr>
<td>Bancroft</td>
<td>G. Michael</td>
<td>GMB</td>
</tr>
<tr>
<td>Chan</td>
<td>Ray K.</td>
<td>RKC</td>
</tr>
<tr>
<td>Cory</td>
<td>Robert M.</td>
<td>CRM</td>
</tr>
<tr>
<td>Dean</td>
<td>Phil A.W.</td>
<td>PAWD</td>
</tr>
<tr>
<td>Haines</td>
<td>Roland A.</td>
<td>RAH</td>
</tr>
<tr>
<td>Hunter</td>
<td>Duncan</td>
<td>DH</td>
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<tr>
<td>Kasrai</td>
<td>Masoud</td>
<td>KM</td>
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<tr>
<td>Kidd</td>
<td>Garth</td>
<td>KG</td>
</tr>
<tr>
<td>King</td>
<td>Jim F.</td>
<td>JFK</td>
</tr>
<tr>
<td>Martin</td>
<td>Ronald R.H.</td>
<td>RRHM</td>
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<tr>
<td>McIntyre</td>
<td>N. Stewart</td>
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<tr>
<td>Meath</td>
<td>William R.</td>
<td>MWR</td>
</tr>
<tr>
<td>Norton</td>
<td>Peter R.</td>
<td>NPR</td>
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<tr>
<td>Petersen</td>
<td>Nils</td>
<td>NP</td>
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<tr>
<td>Payne</td>
<td>Nicholas C.</td>
<td>NCP</td>
</tr>
<tr>
<td>Warnhoff</td>
<td>Ed W.</td>
<td>WEW</td>
</tr>
<tr>
<td>Weeden</td>
<td>Alan C.</td>
<td>SCW</td>
</tr>
</tbody>
</table>

### 103.4. Departmental E-Mail Lists

- **All**: chemall@uwo.ca
- **Emeritus**: chememeritus@uwo.ca
- **Faculty**: chemfaculty@uwo.ca
- **Grads**: chemgrad@uwo.ca
- **NMR Facility**: chem-nmr@uwo.ca
- **People from Industries**: industrypartnersandfriends
- **Postdoctoral Fellows**: chempdfs@uwo.ca
- **Retired Staff Members**: chemretiredstaff@uwo.ca
- **Seminar**: chemseminar@uwo.ca
- **Staff**: chemstaff@uwo.ca
- **Summer Students**: chemsummer@uwo.ca
- **1st Year Students**: Chem1styear@uwo.ca
- **2nd Year Students**: Chem2ndyear@uwo.ca
- **3rd Year Students**: chem3rdyear@uwo.ca
- **4th Year Students**: chem4thyear@uwo.ca
### 103.5. Staff

<table>
<thead>
<tr>
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<tr>
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<td>Aneta</td>
<td>AB</td>
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<tr>
<td>Boyle</td>
<td>Paul</td>
<td>PB</td>
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<tr>
<td>Brandt</td>
<td>Mike</td>
<td>MB</td>
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<td>Chen</td>
<td>Jian</td>
<td>JC</td>
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<td>Chen</td>
<td>Yuhua</td>
<td>YC</td>
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<td>Chirigel</td>
<td>Monica</td>
<td>MC</td>
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<tr>
<td>England</td>
<td>Susan</td>
<td>SE</td>
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<td>Ciara</td>
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<td>Harbottle</td>
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<td>Hart</td>
<td>Marylou</td>
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<td>Kyriacou</td>
<td>Polydoros</td>
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<td>Darlene</td>
<td>DM</td>
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<td>McPhee</td>
<td>Sherrie</td>
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<td>AVB</td>
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<td>John</td>
<td>JV</td>
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<td>Mathew</td>
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<td>Zagidulin</td>
<td>Dmitrij</td>
<td>DZ</td>
</tr>
<tr>
<td>Zakaria Holtslag</td>
<td>Sandra</td>
<td>SZH</td>
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### 103.7. Chemistry Buildings (ChB)

<table>
<thead>
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<th>Building</th>
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<tbody>
<tr>
<td>Biological &amp; Geological Sciences</td>
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<td>Materials Science Addition</td>
<td>MSA</td>
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### 103.8. Chemistry Floors via Elevator

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<tr>
<td>3</td>
<td>3rd</td>
</tr>
<tr>
<td>2</td>
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</tr>
<tr>
<td>1</td>
<td>1st</td>
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<table>
<thead>
<tr>
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<th>Floor</th>
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<tbody>
<tr>
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<td>G</td>
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<tr>
<td>Lower Ground</td>
<td>LG</td>
</tr>
<tr>
<td>Basement</td>
<td>B</td>
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### 103.9. Chemistry Room Numbers & Floors

<table>
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<tr>
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</tr>
<tr>
<td>ChB 050-094</td>
<td>Lower Ground</td>
</tr>
<tr>
<td>ChB 1-27</td>
<td>Ground</td>
</tr>
<tr>
<td>ChB 100-127</td>
<td>1st</td>
</tr>
<tr>
<td>ChB 200-227</td>
<td>2nd</td>
</tr>
<tr>
<td>ChB 300-</td>
<td>3rd</td>
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### 103.10. Material Sciences Addition (MSA)

<table>
<thead>
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<tbody>
<tr>
<td>MSA 0204</td>
<td>Ground</td>
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<tr>
<td>MSA 0230 (Storing Old Exams)</td>
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</tr>
<tr>
<td>MSA Atrium (Foyer)</td>
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<tr>
<td>MSA 1203 (Meeting Room)</td>
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</tr>
<tr>
<td>MSA 1205 (Resource Room)</td>
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</tr>
<tr>
<td>MSA 1214 Storage Room (Secured)</td>
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<tr>
<td>MSA 1215 (Chem Club)</td>
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</tr>
<tr>
<td>MSA 1216 (Lab Technician Office)</td>
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<tr>
<td>MSA 1235 (Lab.Techician Office)</td>
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### 103.11. Dept. of Chemistry Boardrooms, Classroom & Others

<table>
<thead>
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<th>Room</th>
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<tbody>
<tr>
<td>Boardroom – Capacity 12</td>
<td>MSA 0204</td>
</tr>
<tr>
<td>Boardroom – Capacity 10</td>
<td>MSA 1203</td>
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<tr>
<td>Boardroom – Capacity 24</td>
<td>MSA 3204</td>
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<tr>
<td>Boardroom – Capacity 10</td>
<td>ChB 127</td>
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<tr>
<td>Classroom – Capacity 48</td>
<td>ChB 115</td>
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<tr>
<td>ChemBioStores (Basement)</td>
<td>ChB 003</td>
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<tr>
<td>Chemistry Lounge</td>
<td>ChB 105</td>
</tr>
<tr>
<td>Chemistry Storage Room (Secured)</td>
<td>ChB 107</td>
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<tr>
<td>Mailroom &amp; Photocopy Room</td>
<td>ChB 121</td>
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<tr>
<td>Mobile Data Projector - Main Office</td>
<td>ChB 119</td>
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103.12. **Chemistry Laboratories**

<table>
<thead>
<tr>
<th>Year</th>
<th>Lab Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>1st Year</td>
<td>Chemistry Lab</td>
<td>MSA 1220A, B, C</td>
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<tr>
<td>2nd Year</td>
<td>Analytical Chemistry Lab</td>
<td>ChB 094A</td>
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<tr>
<td></td>
<td>2nd Year Inorganic and Polymer Lab</td>
<td>ChB 080 / 084</td>
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<tr>
<td></td>
<td>2nd Year Organic Chemistry Lab</td>
<td>ChB 074</td>
</tr>
<tr>
<td></td>
<td>2nd Year Organic Chemistry Lab</td>
<td>ChB 111 / 112</td>
</tr>
<tr>
<td></td>
<td>2nd Year Physical Chemistry Lab</td>
<td>ChB 110</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Main Floor - MSA</td>
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<tr>
<td></td>
<td></td>
<td>Lower Ground (LG)</td>
</tr>
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<td></td>
<td></td>
<td>Lower Ground (LG)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Main Floor (1st Floor)</td>
</tr>
</tbody>
</table>
104. ORGANIZATIONAL CHART

DEPARTMENTAL FACULTY & STAFF IN CHEMISTRY

Yining Huang
CHAIR

FACULTY MEMBERS
Kim M. Baines
Johanna M. Blacquiere
Christina Booker
David S. Brock
Stella Comtes
John F. Corrigan
Zhiheng Ding
Elizabeth (Both) R. Gillies
Joe B. Gilroy
Keith Griffiths
Robert H. E. Hudson
Mikko Kerttunen
Michael A. Kerr
Lars Konemann
Françoise Lagugné-Labarthet
Felix S. Lee (WiSc Prog.)
Leonard (Lien) G. Luyt
Viktor N. Stanoverov
Jamie J. Heil
Patrick O’Donoghue
Mark S. Workentin
Bénian L. Pagenkopf
Richard J. Puddaphatt
Paul J. Ragogna
T. K. Sham
Yang Song
Martin J. Stillman
James A. Winser
J. Clare Yinan
Ken K.-C. Yeung

LAB SUPERVISORS
Clara Fernandes
Cathy Jiang
Debra Martin
Darlene McDonald

OUTREACH COORDINATOR
Sandy Zabata-Holstlag

SOLVENT DISPENSING FACILITY
Leily Kazemi Movahed

Yves Rambour
John Vannorstone
Jon Aukema
Barakat Misk

CHEMISTRY
MaryLou Herf
Yuhua Chen
Monica Chrigel
Administrative Consultant
Administrative Consultant
Administrative Consultant

Doug Hairline
Mathew Williams
Anela Boreck
Paul Boyle
Mass Spec Facility Manager
NMR Facility Manager
NMR Technician, Research
X-ray Facility Manager
105. DEPARTMENT OF CHEMISTRY COMMITTEES, 2018-2019

Department of Chemistry Committees, 2018-2019
Western University
November 1, 2018

Chair: Y. Huang
Associate Chair (Undergraduate): K. Young
Associate Chair (Graduate): R.H.E. Hudson
Undergraduate Lab Manager: C. Levy
Departmental Manager: W. Lindsay
Administrative Officer: A. Vandendries-Barr

According to the UWOWA CA (Workload clause 5.2.1) committee terms run from Sept 1 to Aug 31.

1) Standing Department Committees: (Report to the Faculty at Faculty meeting)

Promotion and Tenure Committee:
Dean of the Faculty of Science (ex officio): Matt Davison (Chair)
Chair of Department (ex officio): Y. Huang
F. Laguné-Labarthe, 2017-2020
M. Karttunen (MK), 2018-2020
L. Konemann, (2018-2020)
J.F. Corrigan, alternate for 2018-2019
External Member: Kibret Mequanint (Chemical and Biochemical Engineering), 2018-2021
Extra Departmental: Sheila Macfie (Biology), 2018-2021
External Member: Susanne Schmid (Anatomy and Cell Biology), 2017-2020

Appointments Committee:
Chair of the Department (ex officio): Y. Huang (Chair)
E.R. Gilles, 2018-2021
J.A. Wisner, 2017-2020
Z. Ding, 2016-2019
J.B. Gilroy, 2018-2021

Workload Committee: (entire slate elected for 2016-2019)
E.R. Gilles
B.L. Pagenkopf
J.M. Blacquiere

Annual Performance Evaluation Committee:
Chair of the Department (ex officio): Y. Huang (Chair)
Y. Song, 2017-2020
L.G. Luyt, 2017-2020
J.M. Blacquiere, 2018-2021
S. Conistas, 2017-2020
Safety Committee: ZD (Chair), YH (ex officio), C. Levy, PJR, MJS, Ryan Maar, Razieh (Rose) Karimihaghghi and Lauren Irwin

2) Undergraduate Portfolio: K. Yeung (Associate Chair)
The following report to the Associate Chair, Undergraduate. The Associate Chair reports to the Department at each Faculty meeting.

Undergraduate Education Committee: KY (Chair), PJR, BLP, DB, MK and Nick Hoffman

Undergraduate Counselling and Adjudication Committee: DB (Chair), KG, JAW, FSL, SC (until December 31 2018)

TA Coordinator: VNS

Undergraduate Timetabling: MJS and KG

Internship Advisor: MJS

ChemClub Advisor: DB

EPC Representative: KY

Undergraduate Lab Manager: C. Levy

Scholarships Committee: FLL (Chair), PJR, JBG and RJP

Coordinator, Soochow-Western University Undergrad Exchange Program: ZD

3) Graduate Portfolio: RHEH (Associate Chair) The following report to the Associate Chair, Graduate. The Associate Chair reports to the Department at each Faculty meeting.

Graduate Education Committee: RHEH (Chair); Graduate Recruitment Coordinator (ex officio): JFC; Scholarships Chair (ex officio): FLL; TK, YS, BLP, Daniela Cappello and Rebecca Yardley

Scholarships Committee: FLL (Chair), PJR, JBG, RJP

Graduate Recruitment Coordinator: JFC

Graduate Coordinator, Soochow-Western University [2+2] Graduate Program: YS

4) Operational Committees (Report to the Chair)

Social Committee: AV (Chair), W. Lindsay, Razieh Karimihaghghi, Rebecca Yardley, James Stubbs, Alexandra Hauser-Kawaguchi, Leily Kazemi Movahed and Sarai Guerrero
Visiting Speakers Committee: JMB (Chair), POD, YS, and Ryan Maar

Outreach Committee: JIN (Chair), KG, MAK, LK, Sandy Z-H

Research Awards Committee: LK (Chair), MAK, TK

Teaching Awards and Evaluation Committee: SC (Chair, until December 31 2018), MSW (Chair, January 1–June 30 2019), JAW, MJ

Development and Alumni Relations Committee: LGL (Chair), YH (ex officio), MAK, JIN, P. Luchak, Rajeshwar Vasdev and Marina Lazarakos

5) Special Assignments:

Teaching Coordinators: MSW, LK, JFC

Research Coordinators: VNS, KY, ZD, RJP

Web Master: BLP

Communications Coordinator: MSW

Departmental Secretary: JMB, POD

SPS Manager: MAK

Canadian Chemistry and Physics Olympiad Contact: VNS
### 106. TEACHING ASSIGNMENTS - UNDERGRADUATE COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 1301</td>
<td>Inter'19</td>
<td>S. Yang</td>
</tr>
<tr>
<td></td>
<td>Inter'18</td>
<td>J. Noel</td>
</tr>
<tr>
<td>Chem 1302</td>
<td>Inter'19</td>
<td>D. Brock</td>
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<td>J. Noel</td>
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<td></td>
<td>J.F. Corrigan</td>
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<tr>
<td></td>
<td></td>
<td>F.S. Lee*</td>
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<td></td>
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<td>P.J. Ragogn</td>
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<td>Chem 1302A</td>
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<td>C. Booker</td>
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<td>Chem 2374A</td>
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<td>S. Corssas</td>
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<td>Chem 2384B</td>
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<td>L. Konemana</td>
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<tr>
<td>Chem 3300G</td>
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<td>V.N. Staroverov</td>
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*course coordinator

---

191
# 107. TEACHING ASSIGNMENTS — GRADUATE COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Weight</th>
<th>Faculty Member</th>
<th>Area</th>
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<tr>
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<td>general</td>
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<td>Chem 9653E</td>
<td>0.25</td>
<td>K. M. Baues</td>
<td>syn</td>
<td>Advanced NMR Spectroscopy I</td>
</tr>
<tr>
<td>Chem 9520C</td>
<td>0.25</td>
<td>R. H. Hudson</td>
<td>chembio</td>
<td>Advanced Nuclear AIDS</td>
</tr>
<tr>
<td>Chem 9551B</td>
<td>0.5</td>
<td>J. F. Conigan</td>
<td>mat</td>
<td>The Chemistry of Metal Clusters</td>
</tr>
<tr>
<td>Chem 9544A</td>
<td>0.5</td>
<td>L. Koenemann</td>
<td>chembio</td>
<td>Mass Spectrometry</td>
</tr>
<tr>
<td>Chem 9444A (joint with 4434A)</td>
<td>0.5</td>
<td>L. Koenemann</td>
<td>chembio</td>
<td>Biophysical Chemistry</td>
</tr>
<tr>
<td>Chem 9553C</td>
<td>0.25</td>
<td>M. A. Kiev</td>
<td>syn</td>
<td>Total Synthesis</td>
</tr>
<tr>
<td>Chem 6572B</td>
<td>0.6</td>
<td>Z. Ding</td>
<td>chembio</td>
<td>Photoelectrochemistry</td>
</tr>
<tr>
<td>Chem 9544B</td>
<td>0.5</td>
<td>D. W. Shoesmith</td>
<td>ph y</td>
<td>Corrosion Process</td>
</tr>
<tr>
<td>Chem 9523G</td>
<td>0.25</td>
<td>J. S. Witten</td>
<td>syn</td>
<td>Advanced NMR Spectroscopy II</td>
</tr>
<tr>
<td>Chem 8644A (joint with 4434A)</td>
<td>0.6</td>
<td>V. N. Storvete</td>
<td>theo comp</td>
<td>Computational Quantum Chemistry</td>
</tr>
<tr>
<td>Chem 9551S</td>
<td>0.25</td>
<td>R. J. Puddephett</td>
<td>syn</td>
<td>Organometallic Chemistry for Bond Activation</td>
</tr>
<tr>
<td>Chem 9571T</td>
<td>0.25</td>
<td>R. J. Puddephett</td>
<td>syn</td>
<td>Synthesis with Organometallics</td>
</tr>
<tr>
<td>Chem 9570R (joint with Biochem)</td>
<td>0.25</td>
<td>P. O'Donoghue</td>
<td>chembio</td>
<td>Chemical Biology</td>
</tr>
<tr>
<td>Chem 9644A</td>
<td>0.5</td>
<td>F. Leghge-Lavantine</td>
<td>mat</td>
<td>Advanced Spectroscopy and Microscopy</td>
</tr>
<tr>
<td>Chem 9774Q</td>
<td>0.25</td>
<td>T. K. Vannam</td>
<td>mat</td>
<td>Synchrotron and Materials I</td>
</tr>
<tr>
<td>Chem 9794B</td>
<td>0.25</td>
<td>T. K. Vannam</td>
<td>mat</td>
<td>Synchrotron and Materials II</td>
</tr>
<tr>
<td>Chem 9654B</td>
<td>0.5</td>
<td>M. Kottman</td>
<td>theo comp</td>
<td>Molecular Dynamics Simulations</td>
</tr>
<tr>
<td>Chem 9551T</td>
<td>0.25</td>
<td>Y. Huang</td>
<td>matphy</td>
<td>Basics of Solid-State NMR</td>
</tr>
<tr>
<td>Chem 9654D</td>
<td>0.25</td>
<td>S. Canatas</td>
<td>theo comp</td>
<td>Statistical sampling of two events in simulations</td>
</tr>
<tr>
<td>Chem 9554C</td>
<td>0.25</td>
<td>S. Canatas</td>
<td>theo comp</td>
<td>Molecular Dynamics Simulations Modelling</td>
</tr>
</tbody>
</table>

A = Fall term  
B = Winter term  
Y = Half course over two terms  
Q = First quarter of Fall term  
R = Second quarter of Fall term  
S = First quarter of Winter term  
T = Second quarter of Winter term
108. SOCIAL COMMITTEE

The Social Committee enhances a friendly-environment for faculty, staff, research staff and graduate students in the workplace by providing activities and events which focus on socialization, appreciation, and recognition.

108.1. Members of the Social Committee

- Anna Vandendries-Barr (Chair)
- Rob Harbottle
- Razieh Karimi Haghighi
- Rebecca Yardley
- James Stubbs
- Alexandra Hauser-Kawaguchi

108.1.1. Golf Tournament

The golf tournament is held annually in June. Golf outings bring people together like no other sporting event... so faculty members, students, staff can enjoy each other outside the workplace. Individuals are responsible for the golf fees and carts.

108.1.2. Picnic

Another social gathering which is family-oriented is the picnic that takes place in August in a beautiful landscape park and beside a lake. It is held at one of the Fanshawe Park Pavilions. Foods usually provided are, Hot Dogs, Hamburgers, Corn on the Cob, Potato Salad, Macaroni Salad, Coleslaw, Munchies, Soda, Beer, Wine, and Coffee. Tickets are available from the Social Committee members. Free bus transportation is provided.

108.1.3. Other Activities

Some Committee activities include potlucks, and staff appreciation treats. To get into the holiday spirit there are some fun traditions to mark the season or any of the annual holidays, such as, St. Patrick's Day, Halloween and Christmas Dinner & Dance.
109. **WHAT IS A SPEED CODE?**

Speed Codes are comprised of four characters of which the first two characters are always alpha, followed by the appropriate ‘account’ 6-digit code (e.g. 622000 for supplies). For our department, all speed codes begin with CH.

Speed Codes are used when placing orders through our ChemBioStores and/or can be used in several on campus locations including the book and computer stores. Your speed code can be used in several off campus locations for items such as car rentals (Enterprise) or travel arrangements through FCM Travel Solutions.

110. **PREPARING TO TRAVEL**

Procurement Services has worked diligently to negotiate travel contracts for Western that will save both time and money and recently entered into an agreement with [FCM Travel Solutions](http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html) as Western's preferred travel vendor.

111. **POLICY FOR HUBS, SWITCHES, AND ROUTERS IN THE CHEMISTRY DEPARTMENT**

In the past, people in the Chemistry Department have used hubs, switches, and routers to connect multiple computers to the jacks in their labs and offices. As of June 2010 these devices can no longer be used in the Chemistry Department. Every network device must have its own direct connection to a wall jack. The only exception is the new VOIP phones which have been specifically designed to allow the phones to be shared with other network devices. The reasons for this policy are as follows.

111.1. **911 Telephone Service And Life Safety Concerns**

There have been instances where improper installation or device malfunction have rendered 911 telephone service inoperable in certain situations where phone(s) in a particular area have been connected to a user provisioned network device. In these cases, unacceptable delays in 911 service restoration have resulted.

111.2. **Data Network Security And Stability Concerns**

User provisioned network devices do not provide the same and/or sufficient monitoring capabilities for UWO/ITS Network Operations team to effectively manage the network. The inability to drill “through” a user provisioned hub, router, and/or switch to see each of the computers behind it, presents a key network security concern in situations such as a PC virus outbreak which needs to be first detected and then contained.
111.3. **Physical Health Safety Concerns**

In most cases, the physical installation of these network devices requires the stringing of data cables overhead, above ceiling, through walls, ceiling tiles, etc. with assistance and/or guidance from any or either of Physical Plant, Fire Safety, or the ITS MAC team on asbestos handling, electrical risks, fire ratings, ladder handling etc.
RECOMMENDED COURIERS, E-MAIL FROM PROCUREMENT SERVICES

RE: Recommended Couriers

Subject: RE: Recommended Couriers
From: Raymond A Williamson <purraw@uwo.ca>
Date: 17/08/2017 3:17 PM
To: Clara Fernandes <clffern@uwo.ca>
CC: Anna Vandenbies-Barr <avandeb@uwo.ca>

You can use this as a guide for the next year or so.

Ray

Western

Ray Williamson
Manager, Customs & Logistics
Procurement Services
Western University
6100-1393 Western Road, Support Services Bldg.
London, ON, Canada, N6G 1C9
Email: purraw@uwo.ca
Phone: 519-661-2111 Ext.88120
Fax: 519-661-3071
Cell: 519-200-6012

From: Clara Fernandes
Sent: 2017/08/17 11:50 AM
To: Raymond A Williamson
CC: Anna Vandenbies-Barr
Subject: Recommended Couriers

Hello Ray,

Presently, I am updating the Chemistry Handbook; and I am wondering if you have an updated version of the Courier Selection Guide, recommending couriers to use based on preferential rates offered to Western.

If so, could you direct to the link.

Thanks,
Clara

Western

Clara B Fernandes
Administrative Assistant
Department of Chemistry
Western University

18/08/2017 11:35 AM

See Next Page/ "..."
### Courier Selection Guide – 2017

<table>
<thead>
<tr>
<th>Destination</th>
<th>Service Type</th>
<th>Preferred Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>Same Day Courier Services</td>
<td>1. Helix Courier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. TForce Final Mile (Dynamex Express)</td>
</tr>
<tr>
<td>Canada</td>
<td>Next Day, or best service, Ground Service</td>
<td>1. Purolator**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. UPS</td>
</tr>
<tr>
<td></td>
<td>Next Day, or best service, Courier - Air</td>
<td>3. Federal Express</td>
</tr>
<tr>
<td>U.S.A.</td>
<td>Overnight or Best Service Courier, Air</td>
<td>1. DHL</td>
</tr>
<tr>
<td></td>
<td>Includes envelopes and packages</td>
<td>2. UPS *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Federal Express</td>
</tr>
<tr>
<td>U.S.A. Trucking/Ground Services</td>
<td>Shipments typically weighing &gt; 120 lbs.</td>
<td>1. UPS *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. YRC</td>
</tr>
<tr>
<td>International</td>
<td>Various Service Levels dependant on final destination and Customs formalities</td>
<td>1. DHL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Federal Express</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. UPS *</td>
</tr>
</tbody>
</table>

Recommendations are based on shipping normal, non-hazardous goods using base rates with fuel surcharge added.

* Based on pricing only. Custom clearance requirements and service level should be taken into consideration.

UPS does not carry various hazardous materials. Federal Express should be used where dry-ice or other types of hazardous materials for transport are being shipped internationally.

UPS Brokerage costs for importing a shipment into another country will exceed those charged by DHL and Federal Express. If you intend to pay the import costs for export shipments, select DHL or Federal Express.

**Purolator**

Purolator handles most classes of hazardous goods for transport within Canada.

Purolator’s Express Envelope should not be used as it is not as aggressively discounted as other packaging types. Use “Customer Packaging” or, if required, “Express Pack” or “Express Box”.

Express Pack and Express Box are supplies provided by Purolator and are specially priced services. Supplies can be ordered directly from Purolator through their website.

All rates are confidential and are not to be disclosed to outside individuals or company representatives.
113. **PHOTOCOPIER - “TOSHIBA” E-STUDIO 4505C**

The Department of Chemistry has two photocopiers. One copier has been assigned for Faculty/Staff and the other copier for Students’ use. Both of these copiers are located in Room ChB 121.

113.1. **Interactive Training Manual for Toshiba e-STUDIO 5005AC Series**

Toshiba's e-STUDIO5005AC Series Interactive Training Manual (See photocopier picture below). This multifunctional digital imaging system is easy to use due to Toshiba's industry-leading technology.

This interactive manual guides you through fully illustrated, step-by-step tutorials that help you use basic features of the e-STUDIO5005AC Series system.

Interactive training manual can be accessed at the following link [http://www.toshibamedia.com/ITM/5005AC/index.html](http://www.toshibamedia.com/ITM/5005AC/index.html)

**OR** CLICK on the image:
114. QUICK START GUIDE FOR TOSHIBA E-STUDIO 4505C

See below the list of contents available for “Quick Start Guide”.

![Diagram of Chapters]

**NOTE:**

**Chapters 1 and 2** — can be accessed for your “knowhow” reading!

**Chapters 3** — contact Staff from the Main Office (Room ChB 119) who will take care of any maintenance requirements.

**Chapters 4, 5, etc. (NOT SHOWN)** — for Chemistry IT (Barakat Misk).

Thus, the link for the Quick Start Guide is indicated below:

114.1.1. Multifunctional Operations Set-up for Use:

The photocopier has the following multifunctional operations set-up:

(i) Photocopying
(ii) Scanning to USB
(iii) Printing from USB
(iv) Fax transmission (outgoing/incoming) - USE ONLY

FACULTY/STAFF PHOTOCOPIER

114.1.2. Access Code to Reduce Unauthorized Usage

Both photocopy machines have access codes in order to reduce unauthorized copying, to properly track usage by various individuals, and to track usage of all jobs assigned to a code.

Faculty members may give their research assistants their codes for research, but must inform the students that the code must be kept confidential and used only for that faculty member’s work.

114.2. Access Code for Photocopier

114.2.1. Access Code Number
You will be assigned access code a 5 digit number so that the number of copies you reproduce will be billed to you.

114.2.2. Pre-assigned Copier Code for Teaching and Assignments
There are also pre-assigned copier codes billed to the course budget. Please see either Sherri McPhee or Marylou Hart in ChemBio Stores for your copier code.

114.3. Need Help with Photocopier

114.3.1. How to Use the Photocopy Machine, Transmit Fax, Scan Documents, Print from USB Flash Drive and Transparencies
If you do not know how to use the photocopy machine, please seek the assistance of Staff, either Clara or Debra, in Room ChB 119, Main Office.

114.3.2. Problems with Photocopier
To clear paper jams, transparency use; and changing staples or toner cartridges — please see Office Staff (Clara) in Room ChB 119, Main Office.
115. FAXING

The Faculty/Staff photocopier is the ONLY photocopier set-up for both outgoing and incoming transmission.

Fax number for the Department of Chemistry: 519-661-3022

115.1. Instructions for Basic Faxing

This section covers basic instructions on commonly used fax features and capabilities. Sending a fax is extremely easy. Perform the following steps.

- Place originals in the Document Feeder or on the copier glass (optional).

115.1.1. Department Code

Department code prevents unauthorized system usage and can be used to track usage of users. Perform the following steps to log in to the system:

- Tap lightly Department Code on the Touch Panel
- Key pad will appear
- Enter the 5-digits Code
- Press OK [twice]. The default menu appears

**NOTE:** When your fax has been transmitted, press Access button on the control panel or press the Function Clear button [YELLOW] twice to log off and prevent unauthorized use of the equipment.
115.1.2. [HOME] Button

- To begin sending fax, first Press [Home] button
- The icons of each function are displayed on the [HOME] screen
- Tap lightly Fax icon (circled in red) on the touch panel

- On your right top corner, Press [Monitor] on the LCD touch panel
- You will hear the ring tone
- Then, Press [Digital Pad] (see below) on the LCD touch panel
- Enter recipient fax number using digital pad (refer next page for Area Code)
115.1.3. Area Code Listings

*Indicated in the following table are Area Code Listings for campus, local (London), long distance (USA/Canada) and international calls:*

<table>
<thead>
<tr>
<th>Campus</th>
<th>5 digits Extension Number Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>9 + Area Code + Phone Number</td>
</tr>
<tr>
<td>USA/Canada</td>
<td>9 + 1 + Area Code + Phone Number</td>
</tr>
<tr>
<td>International</td>
<td>9 + 011 + Phone Number (7 digit numbers)</td>
</tr>
</tbody>
</table>

- Enter recipient fax number using the digital pad
- Verify the recipient’s fax number is correct before pressing send
- Finally, press send
- Please wait patiently. The Transmission Verification Report will be printed automatically

**Note:**
(i) A usual transmission job moves to the job list when transmission is completed.
(ii) The machine can print the report at the chosen time and then erase all jobs from its memory, i.e., if the machine’s memory becomes full with 100 jobs

**Tips:**
(i) if you make a mistake when entering a fax number, press [Back Space] to delete one by one, OR
(ii) if you need to make a correction, press [Clear] on the touch panel to delete all the numbers you entered, OR
(iii) to cancel, press [FUNCTION CLEAR] on control panel and start over again with a light tap [MONITOR] ... see previous page.
115.1.4. Fax Preview [OPTIONAL]

- You can use the Fax Preview feature to preview an image of your fax job before you send it.
- Press [PREVIEW] (see circled button below), then press [SEND]
- Check the preview of your scan, then press [OK] to send your fax

**TIP:** You can also press the [START] button on the control panel to send a fax.
115.1.5. Sample of Transmission Verification Report

![Sample of Transmission Verification Report](image)

- The above Transmission Verification Report will be printed in the bridge of the photocopier.
- You can verify the following:
  - DATE TIME
  - PAGES (# of pages)
  - TO (recipient’s fax #)
  - STATUS [OK]
- If the transmission is successful, **OK** will appear on the Transmission Verification Report. If transmission is not successful, **NG** or **ERROR** will appear.
- Therefore, make sure you input the correct number; and you can start all over again (*Go Back to Page 198*)

115.1.6. What to do if Transmission Verification Report is Not Printed

- Press **JOB STATUS**

- Next Press **LOG**

- Then, Press **SENT**

- List of transmission(s) is/are displayed on the screen
- Select or highlight the fax you just transmitted

- To print press **JOURNAL**

- A confirmation will be printed. You will find the copy in the bridge of the photocopier
116. SCANNING

Acceptable originals for automatic size detection are the standard size sheets of Ledger (LD), Legal (LG), Letter (LT), Letter Rotated (LT-R), and Statement (ST-R). The document feeders accommodate plain paper, recycled paper, single-sided originals, and two-sided originals. Three-dimensional objects such as books are acceptable on the original glass.

116.1. Scan to USB

Scan to USB is a convenient way to capture scanned files on a USB jump drive. Perform the following steps for scanning to a USB storage device. The scanned images are converted to a PDF, XPS, TIFF, or JPEG file.

- Place originals in the Document Feeder or the copier glass (Optional)
116.1.1. To Access Scan

- Press the [HOME] button
- HOME screen displays various functionality icons
- Press [SCAN] button on the touch panel (see red circles below)

- To store the scan in a USB storage device, connect the USB storage device to the USB port on the system (see below) and wait a few seconds

Continued Next Page/……
When the “Found USB DEVICE.” Message appears lower left corner on the touch panel, press USB **(see circled red below)**

Define the settings for the file name and file format **(see red circles below)** and then, press **[OK]**

If you do **not** wish to define the settings for the file name, then, press **[OK]**
o To complete the scan, press [SCAN] (see below red circles) on the touch panel; or the [START] button on the control.

Following messages will keep popping in the bottom left corner:

- Found USB
- Erasing data
- USB in use
- USB device can be removed

o Remove your USB flash drive; and press [Function Clear] button twice to disable User Authentication, i.e., Department Code

**NOTE:**

(i) If you see the message “To Continue”, place document on glass. And, press [START] or [SCAN] you can place another original on the document feeder or on glass; and press [SCAN] to continue scanning.

(ii) When you are finished scanning, press [JOB FINISH]
117. ROOM BOOKINGS - GUIDELINES FOR CHEMISTRY

Regular users are able to make reservations up to 14 days in advance. They are also able to change or cancel their own reservations, but not the reservations of others. **Users wishing to make a reservation more than 14 days in advance may contact a superuser (Clara Fernandes) by e-mail** and provide sound academic reason for the reservation. Examples include schedules, yearly reports, and thesis defences, but not their practice presentations.

Administrators (superusers) are not limited to the 14-day policy, and they also have the ability to change or cancel the reservation of others, if there is a justifiable reason to do so.

117.1. **Individuals Designated As Superusers Are:**

- Kim M. Baines
- John F. Corrigan
- Clara Fernandes
- Felix Lee (for System Management)
- Darlene MacDonald
- Debra Martin
- Anna Vandendries-Barr

117.2. **Systems Set-Up For Rooms**
The system is currently set up for the following rooms:

<table>
<thead>
<tr>
<th>All Rooms</th>
<th>Approx. Capacity</th>
<th>Board Type</th>
<th>Transparency Data Projector</th>
<th>Built-in Data Projector</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChB 985</td>
<td>Chalk</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>ChB 115</td>
<td>48</td>
<td>Chalk</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>ChB 127</td>
<td>10</td>
<td>White</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>MSA 0204</td>
<td>12</td>
<td>Chalk</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>MSA 1203</td>
<td>10</td>
<td>None</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>MSA 3204</td>
<td>24</td>
<td>Chalk</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

All rooms have projector screens. The rooms that have a built-in projector are in Room ChB 9, ChB 115, MSA 3204 and MSA 0204. In addition to the rooms, the system will also handle data projector bookings. If you are booking a meeting that requires the data projector, please book the projector prior to booking the room.
The portable data projector is stored in the Main Office, please see Debra or Clara. You will have to sign out for the portable data projector and upon return it will be checked off with the return date and time.

117.3. **Use of Room ChB 9 (Per Term Basis)**

117.4. **Use of Room ChB 115 (Per Term Basis)**
The primary use for this room is the teaching of scheduled undergraduate courses, graduate course offerings and departmental seminars. Accordingly, if the room is required at a specific time for a scheduled undergraduate or graduate course and a regular user has already made a reservation for an unrelated event, the reservation may have to be cancelled by a superuser. In this event the superuser will contact the affected individual via email.

Large research groups requiring access to this room for regularly scheduled group meetings can make reservations through the superuser after undergraduate and graduate course offerings have been scheduled at the beginning of each term.

117.5. **Use of Room MSA 3204 (Per Term Basis)**
The primary use for this room is for academic exercises. Examples include graduate course offerings, divisional meetings, yearly reports, and thesis defences.

When it is necessary to conduct courses in this room, such use will take precedence over all other uses and the affiliated reservations will be made by a superuser.

117.6. **Use of Rooms ChB 127, MSA 1203, and MSA 0204**
These rooms, each of which has a capacity of about 10 individuals, are designated as general use rooms. These can be reserved up to 14 days in advance. Regularly scheduled group meetings can be scheduled through the superuser.

117.7. **Portable Data Projector**
All rooms have projector screens. If the room does not have a built-in data projector but one is needed, a portable data projector is available in the Main Office. However, first do book the Projector through Chemistry Online Room Booking at: [http://www.supersaas.com/schedule/uwochemistry/dataprojector](http://www.supersaas.com/schedule/uwochemistry/dataprojector); and then see Debra or Clara for the portable data projector.
117.8. **Use of MSA Atrium**

**Bookings:**  
- May – June (Weekdays, Morning only)  
- July – August (Anytime)  
- September – April (Friday evenings and weekends)

Administrative Secretary, Clara Fernandes maintains the calendar in the binder for MSA Atrium reservations. In order to book the atrium, please forward an email to the Department Chair stating the name of the event, date and time with a copy to Clara.

117.9. **Use of Chemistry Lounge — Room ChB 105**

In the lounge, there is a calendar pinned on the door. Should this room be used for any event, please note that both the date and time block **MUST** be written in this calendar.

- For Faculty & Staff ALL-DAY function, the Chemistry lounge must be booked accordingly.
- An e-mail must be forwarded to ALL at: chemall@uwo.ca notifying that the lounge is reserved for an event.

117.10. **First Time User Booking System**

To register, go to the following website:  
[
http://www.supersaas.com/schedule/uwochemistry/rooms
]

To prevent unauthorized users from registering, the password "**UWOChemAwesome**" will need to be entered. Please do not share it; it will also be changed in the near future. This is only a password that allows you to register. After creating your own username, it will no longer be required. You will create your own personal password during the registration process.
Dear Chem Grads:

You are allowed to book your own seminar rooms within the department (Chem Building and MSA) for chemistry-related activities (only).

At the moment you may book a room 2 weeks before the date you want (this will increase shortly - but is not set up yet).

You must put your name - your supervisor's name - the detailed purpose.

For bookings more than 2 weeks away please contact Ms. Clara Fernandes only by e-mail (Clara Fernandes <cbfernan@uwo.ca>) with the same information. She will book the room.

You can, when signed in, check for availability and then you can later see that Clara has booked you a room.

So, to sign in you must register.

Via the Chemistry Department Link at: www.uwo.ca/chem, then, Click on Resources tab and Select 'Chemistry Room Booking; or accessed Room Booking directly at the link below:

http://www.supersaas.com/schedule/login/uwochemistry/rooms

When you open the link from the Chem web site for the first time you use this (confidential) password indicated below:

**UWOChemAwesome**

Then set yourself up with a login e-mail (your @uwo.ca please not yahoo/ GMAIL, etc) - and a new password NOT your UWO password - a new one.

Questions about this process should be addressed to Dr. Felix Lee (Felix Lee <flee32@uwo.ca>).

From then on you can access the site and see bookings.

I will updating the general rules in the near future but for now - the key is 'your name, supervisor name, purpose'.

Questions about this message to me, about the booking system to Dr. Felix Lee (Felix Lee <flee32@uwo.ca>).

Thank you,
Martin Stillman, Professor and Associate Chair
118. GUIDELINES FOR CLAIMING VISITING SPEAKERS AND PHD EXTERNAL EXAMINERS EXPENSES

Dated: July 12, 2012
Revised Date: 27 July, 2016

118.1. Visiting Speakers

The Department will pay up to $300 for three faculty members (maximum) to take the guest out for dinner. In general, only one bottle of wine is permitted. The "Report Description" part of the online travel expense should state "VS DINNER "last name of guest" ". Dinners should be charged to CH32 631623 on the on-line expense form. Be sure to include the names of all attendees in the comment section of the expense claim. The University no longer accepts paper copies for such expenses.

Three faculty members (maximum) can take the guest out for lunch. This will usually be at Green Leaf Café and booked through Clara.

In general, the department covers the cost of one lunch, one dinner and two nights accommodation for Visiting Speakers as well as reasonable travel expenses. If the speaker comes in early the night before, we can cover two dinners; however, the total cost of the two dinners should not exceed $300. Clara can book accommodations for Visiting Speakers. The Station Park Inn and Windermere Manor are the only options if the accommodation is to be billed directly to the departmental credit card.

118.2. Ph.D. External Examiners Who are also Visiting Speakers

In an effort to ensure that travel expense claims for Ph.D. External Examiners and Visiting Speakers are processed correctly and charges are made to the correct accounts, the procedures outlined below must be followed:

Arrangements for Visiting Speakers who are also Ph.D. external examiners must go through Darlene. Only in Darlene's absence can Clara make arrangements for Ph.D. External Examiners.

Darlene will book accommodations and the room will be held on the departmental credit card. Actual payment for the room will be made by the external examiner - the hotel will be made aware that the guest will be paying the room charges. The Ph.D. External Examiner will then claim all of their expenses, (accommodation and associated travel expenses) through a
travel expense claim, which will be sent directly to Krystyna Locke in SGPS. In Darlene’s absence, Clara will book the accommodations.

In order to ensure the proper charging of expenses, three speed codes will need to be placed on the board form. One from SGPS, who covers up to $500 or expenses, one from the Department of Chemistry who will also cover up to $500 of expenses provided the external examiner presents a departmental seminar and one from the researcher that will cover the remaining expenses over and above the two $500 allotments.

**Note:** NSERC funds may not be used for this purpose. Contact the Graduate Chair if none of your grants permits reimbursement of travel expenses related to thesis defense.

The Department does not cover the cost of "celebratory dinners" which include the Ph.D. candidate. Furthermore, such dinners are not eligible NSERC expenses.

For Ph.D. External Examiners who do not give a seminar in the department, you are on your own.
119. “SERVICE VEHICLE PARKING PERMIT” — PARKING AT THE CHEMISTRY LOADING DOCK 11 AREA

In respect to parking for Chemistry-related service vehicles in the loading dock area, Professor Martin Stillman has been able to negotiate use of those “UWO Service Vehicle” parking spots for service and technical visitors while in the department on business.

119.1. Parking and Visitor’s Service Vehicle

If you have such a visitor (as long as they don’t have a UWO permit, i.e., a transponder, please sign out the special Chemistry’s “Service Vehicle Parking Permit” (see below) available either at ChemBioStores.

You first must log the details on the white sheet called Record of Chemistry Loading “Bay” Parking before taking the “Service Vehicle Parking Permit indicated below.

Then, a phone call must be made to Parking Services at 519-661-3973 with the licence plate number; and also enter licence plate number on the permit itself. In the event of a ticket that you wish to appeal, you have to defend your visitor’s role in the department.

Park correctly in one of the “UWO Service Vehicle” bays only — NOT in the loading dock. Then place the permit on the dashboard. There is no time limit. There is currently no cost.

Our continued use of these permits is dependent on the goodwill of Parking Services.
119.2. **Return Permit to ChemBioStores**

The service or technical visitors should return the permit to ChemBioStores and before leaving — after hours push under the back glass doors of ChemBioStores please or deliver the next morning.

120. **CHEM BIO LIQUID NITROGEN FACILITY**

The Chem Bio Liquid Nitrogen Facility is open to all registered liquid nitrogen users across campus. The facility is located on the Basement floor of the Chemistry Building, Room 002B, just inside the loading dock. The facility is open from 8 am – 4 pm on business days. After hour service is available to registered users by using their Western One Swipe Card.

This Liquid Nitrogen Facility is a self-serve operation. Only registered and trained users are allowed to dispense liquid nitrogen. Registration/training sessions are held every Thursday at 1:00 pm from September to May, June to August by appointment. Current WHMIS laboratory Safety Training is required to obtain Liquid Nitrogen dispensing registration.

The facility provides all the equipment necessary to dispense liquid nitrogen safely. We operate 2 separate filling stations. One station has threaded dispensing and exhaust fittings for filling the larger pressurized dewars and the other has a dispensing tube for filling the smaller open dewars.

All liquid nitrogen purchases are done through ChemBioStores using University speed codes. There is a surcharge of 25% to fill warm dewars.

The complete Standard Operating Procedure (see below) for the Liquid Nitrogen Facility is posted on the Chemistry Web page at:

[http://www.uwo.ca/chem/_files/pdf/N2SOP.pdf](http://www.uwo.ca/chem/_files/pdf/N2SOP.pdf)

121. **X-RAY FACILITY**

The X-ray Facility is in the Department of Chemistry at Western University. The Facility provides both powder X-ray diffraction (PXRD) services and crystal and molecular structure determinations of small molecules by single crystal X-ray crystallography. The Facility serves the analytical research needs of the UWO community, other academic institutions, and commercial clients. The X-ray Facility is located in the Chemistry Building in room ChB 12.

X-ray Facility Website at: [http://xray.chem.uwo.ca/](http://xray.chem.uwo.ca/)
122. WWW CHEMISTRY GUIDE

WWW Chemistry Guide – the directory and search engine of chemistry related resources on the Internet. Our search engine allows you to search the contents of more than 250 websites. It searches only the sites we specify; bypassing a lot of the junk.

We are only looking for the sites with the best information, resources, design and navigation. Only a small percentage of the thousands of chemistry web sites meet those criteria. That’s why this site exists.

All sites listed in the directory are examined by our team of editors and only if qualified are granted inclusion. We hope the links and search engine we have provided here will help you to locate the information you are looking for quickly and easily.

http://www.chemistryguide.org/index.php
VIII. UWO Faculty of Science

123. FACULTY AND STAFF - AVAILABLE AWARDS

123.1. Faculty Eligible

123.1.1. Awards Offered by the Faculty of Science
- The Florence Bucke Science Prize
- Distinguished Research Professorship
- Award of Excellence for Undergraduate Teaching
- Outreach Award

123.1.2. Teaching Awards Offered by Western
- The Edward G. Pleva Award for Excellence in Teaching
- The Angela Armit Award for Excellence in Teaching by Part-Time Faculty
- The Marilyn Robinson Award for Excellence in Teaching

For details on these awards, as well as information on
- The Awards Committee (SUTA)
- Nomination Procedures
- The 11 Factors to be Considered by SUTA
- Format for Nominations

Please visit: http://www.uwo.ca/univsec/senate/

123.1.3. Research Awards
- Hellmuth Prizes for Achievement in Research
- OCUFA (Ontario Confederation of University Faculty Association Awards)
- 3M Teaching Fellowships
- Killam Research Fellowship
- The Herzberg Medal (formerly known as the Canada Gold Medal for Science and Engineering)
- The E.W.R. Steacie Memorial Fellowship
- Fellowship, Foreign Membership and Honorary Fellowship of the Royal Society
- The Royal Society of Canada
- The Federation of Chinese Canadian Professionals (Ontario)
123.2. **Staff Eligible**

123.2.1. Awards Offered by the Faculty of Science
   - Award of Excellence for Staff

123.2.2. Awards Offered by Western
   - The Western Award of Excellence

123.3. **All Eligible**

123.3.1. The Western Green Awards

**For more information, please visit the following website:**

[http://sustainability.uwo.ca/green_tips/nominations_open_for_the_western_green_awards.html](http://sustainability.uwo.ca/green_tips/nominations_open_for_the_western_green_awards.html)

123.3.2. Nomination Form

[http://sustainability.uwo.ca/green_awards/](http://sustainability.uwo.ca/green_awards/)
IX. SAFETY AND WELLNESS

The University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. (Western’s Health & Safety Policy)

The University will comply with all applicable federal, provincial and municipal legislation with respect to health and safety (for example: Federal Nuclear Safety and Control Act and Ontario Occupational Health and Safety Act). Legislated standards in health and safety are accepted by the University as minimum standards, and the University reserves the right to establish and enforce more stringent standards as may be considered appropriate, such policies being considered as binding upon all students, staff and faculty.

124. REQUIRED TRAINING

Human Resource Services provide a range of health and safety courses. Some courses are mandatory for all faculty, staff and volunteers. Students may require training due to a specific course, program or clinical placement requirement. Other courses may be required depending upon your role or duties at Western. Please confirm your specific training requirements with your supervisor.

For more information on training requirements, please see Western’s Safety Procedure & Guidelines.

125. NEW WHMIS TRAINING REQUIREMENTS

WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

- Canadian Centre for Occupational Health and Safety
126. **NEW WHMIS — TIME TO UPDATE YOUR TRAINING**

   WHMIS training at Western has changed, and if you work or volunteer at Western, you will need to get trained up on the latest (WHMIS 2015)

   Canada is adopting new international standards - the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). This includes Safety Data Sheets (SDS) and a new labelling system that is already appearing on some new chemicals in Western labs.

   The New WHMIS is called **WHMIS 2015** and by December 2018, it will fully replace the old WHMIS (1988). In the meantime, government regulations require that workers be trained on both the old and new systems, as both are found in the workplace

127. **AT WESTERN, THIS MEANS:**

   The New WHMIS training in now available on OWL. The new version replaces both the Basic WHMIS, and Comprehensive WHMIS training that were available in the past.

   In addition to the mandatory training at the beginning of new employment at Western, all existing Western staff, faculty, graduate students, work study and co-op students and volunteers at Western will be required to also take the new version of online WHMIS training, even if you recently completed the older version.

   The new training course will take approximately 1.5 hours to complete.

   Online WHMIS training is on **OWL**.
128. GLOBALLY HARMONIZED SYSTEM (GHS) — LABEL ELEMENTS

128.1. WHMIS 2015 Labels

WHMIS 2015 Labels

1. **Product Identifier**
   - The product name, exactly as it appears on the container and on the Safety Data Sheet (SDS).

2. **Hazard Pictograms**
   - Hazard pictograms, determined by the hazard classification of the product. In some cases, no pictogram is required.

3. **Signal Words**
   - "Danger" or "Warning" are used to emphasize hazards and indicate the severity of the hazard.

4. **Hazard Statements**
   - Brief standardized statements of all hazards, based on the hazard classification of the product.

5. **Precautionary Statements**
   - These statements describe recommended measures to minimize or prevent adverse effects from exposure to the product, including protective equipment and emergency measures.

6. **Supplier Identifier**
   - The company which made, packaged, sold or imported the product, and is responsible for the label and SDS.

7. **Safe Handling Precautions**
   - May include pictograms or other supplier label information.

8. **Reference to SDS**
   - If available.

**Product K1 / Produit K1**

**Danger**
- Fatal if swallowed. Causes skin irritation.

**Precautions**
- Wear protective gloves. Wash hands thoroughly after handling.
- Do not eat, drink, or smoke when using this product.

**Suppliers**
- ABC Chemical Co., 123 Main St., Mytown, ON RON 900 (123) 456-7890

**Workplace Label**

**Product K1**

**Danger**
- Fatal if swallowed. Causes skin irritation.

**Safe Handling Precautions**
- Wear protective gloves (neoprene). Wash hands thoroughly after handling. Do not eat, drink, or smoke when using this product.

*Requirements may vary — consult your local jurisdiction for their requirements.*

*CCOHS.ca 1-800-568-4284* WHMIS.org
129. FACT SHEETS (WHMIS 2015)

129.1. WHMIS 2015 - An Overview

WHMIS 2015 – An Overview

What is GHS?
GHS is an international initiative to standardize chemical hazard classification and communication globally. GHS has been adopted by many of Canada’s trading partners, including the United States.

WHMIS is a national hazard communication system that provides information on the safe use of hazardous products in Canadian workplaces. GHS has not replaced WHMIS. WHMIS has incorporated GHS elements, resulting in new standardized:
- Classification criteria
- Label requirements
- Safety data sheet (SDS) requirements
  (formerly material safety data sheet)

Classification
Classification criteria have changed for WHMIS 2015. WHMIS retains the same level of protection it previously offered, and incorporates some new hazard classes, e.g. Aspiration Hazard. See the WHMIS 2015 Hazard Classes Fact Sheet for more information.

Supplier Labels
Supplier labels have a few new requirements. Most of the label elements are standardized. Most hazard classes and categories have a prescribed signal word, hazard statements, pictogram(s), and precautionary statement(s). Supplier labels continue to be required in both English and French. See the WHMIS 2015 Supplier Labels Fact Sheet for more information.

Hazard communication is more standardized with prescribed hazard statements, signal words, pictograms and precautionary statements.

Safety Data Sheets (SDSs)
SDSs follow a standard 16-section format with specific information requirements.

SDSs continue to be required in both English and French.
The SDSs must be accurate at the time of sale or import, for each sale or import. For further information, see the WHMIS 2015 Safety Data Sheets Fact Sheet.
129.2. **Information for Supplier and Importers**

These Fact Sheets summarize key requirements of WHMIS 2015 which incorporates the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Canadian Workplaces. See WHMIS.org for more information.

## Information for Suppliers and Importers

The implementation of GHS in WHMIS will help Canada’s hazard communication system to be more aligned with those of other countries. The benefits include a globally standardized approach for hazard classification and hazard communication (supplier labels and Safety Data Sheets (SDSs)).

### Supplier and Importer Responsibilities

Under WHMIS 2015, suppliers will continue to:

- Ensure the appropriate classification of hazardous products
- Provide labels
- Provide SDSs (formerly MSDSs)

### Classification

WHMIS 2015 has many hazard classes. WHMIS 2015 incorporates physical and health hazard classes from the GHS and retains the Biohazardous Infectious Materials hazard class. WHMIS 2015 also introduces hazard classes for Pyrophoric Gases, Simple Asphyxiants, and Combustible Dusts, which are not covered in the GHS. The hazard classes contain “categories” or “types” which reflect varying degrees of hazard. See the WHMIS 2015 Hazard Classes Fact Sheet for more information on hazard classes.

To prepare to classify a product, suppliers should:

1. Obtain a copy of the criteria.
2. Identify the relevant hazard data for products.
3. Review the data in light of the classification criteria to determine the appropriate hazard classes and categories. Note that there is specific guidance for classifying mixtures for health hazards.

Classification must be determined based on comparison of all available hazard data to the criteria in the regulations. The data used must be scientifically sound and valid.

### Hazard Communication

#### Supplier Labels and Safety Data Sheets

Hazard communication is more standardized with prescribed pictograms, signal words, hazard statements, and precautionary statements.

#### Supplier Labels

Most of the label elements will be standardized. Most hazard classes and categories have a prescribed signal word, hazard statement, precautionary statements and pictogram. English and French continue to be required. See the WHMIS 2015 Supplier Labels Fact Sheet for further information.

#### Safety Data Sheets

SDSs will use a standard 16-section format. There are some new information requirements. For example, the WHMIS classification, hazard statements and other label elements are required in Section 2.

The SDSs must be accurate at the time of sale or import, for each sale or import. For further information, see the WHMIS 2015 Safety Data Sheets Fact Sheet.

### Confidential Business Information – Trade Secrets

There are no significant changes to the trade secrets rules.

WHMIS 2015 is based on the 5th revised edition of the GHS. Visit whmis.gc.ca or WHMIS.org for more information.

### WHMIS 2015 Transition

As of February 11, 2015 suppliers must fully comply with either the WHMIS 1988 or WHMIS 2015 requirements for a specific controlled or hazardous product. The classification, label and (M)SDS must comply fully with the specific regulation chosen by the supplier, and not be a combination of the two. Suppliers choosing to use WHMIS 1988 must also follow requirements such as updating MSDSs every three years or when information has changed.
Information for Employers

The implementation of GHS in WHMIS will help Canada's hazard communication system to be more aligned with those of other countries. The benefits include a globally standardized approach for hazard classification and hazard communication (labels and Safety Data Sheets (SDSs)).

Employers' Duties

Under WHMIS 2015, employers must continue to:
- Educate and train workers on the hazards and safe use of products.
- Ensure that hazardous products are properly labelled.
- Prepare workplace labels and SDSs as necessary.
- Provide access for workers to up-to-date SDSs.
- Review the education and training provided to employees annually or whenever work conditions or hazard information changes.

Worker Education and Training

Employers are required to educate and train workers about WHMIS 2015. Revised education and training programs, developed in consultation with the health and safety committee, will include:
- New hazard pictograms.
- New hazard classes.
- New labels and their required elements such as signal words.
- The meaning of all signal words and hazard statements found on labels and SDSs in the workplace, such as Danger – May cause cancer.
- The new SDS format and how to locate information needed to work safely with a product.
- Workplace-specific training on measures to work safely with hazardous products.

See related WHMIS 2015 Fact Sheets for information on these topics.

With WHMIS 2015, SDSs and labels for products originating within and outside of Canada will share common elements. This will simplify education and training.

Supplier Labels

New requirements for supplier labels include signal words, and standardized hazard statements and precautionary statements.

Most hazard classes and categories have a prescribed signal word, hazard statement and pictogram. Supplier labels continue to be required in both English and French. See the WHMIS 2015 Supplier Labels Fact Sheet for further information.

The preparation of workplace labels is still required.

Safety Data Sheets (SDSs)

SDSs must follow a standard 16-section format. There are some new information requirements, for example, inclusion of the WHMIS classification, hazard statements and other label elements in Section 2. For further information, see the WHMIS 2015 Safety Data Sheets Fact Sheet.

SDSs will be updated when significant new data becomes available.

Worker access to SDSs is a continuing requirement. Ensure that updated SDSs are obtained for all hazardous products used in the workplace.

Confidential Business Information – Trade Secrets

There are no significant changes to the trade secrets rules.

For more information on the WHMIS requirements in your jurisdiction visit WHMIS.org.

WHMIS 2015 Transition

Employers are required to educate and train workers about WHMIS 2015 as new labels and SDSs will appear in their workplaces. During the transition period, employers may continue to use WHMIS 1988 labels and MSDSs in the workplace - if so, they must also continue to educate workers about WHMIS 1988. Employers must review and comply with the WHMIS requirements of their OSH jurisdiction.

TIP – SDSs now provide hazard classifications for hazardous products in your workplace, which will support workplace education and training.
## Pictograms and Their Hazards

<table>
<thead>
<tr>
<th>WHMIS 2015</th>
<th>Types of Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gases under pressure</td>
<td></td>
</tr>
<tr>
<td>Flammable (gases, aerosols, liquids, solids), Pyrophoric (liquids, solids, gases), Self-reactive substances and mixtures, Self-heating substances and mixtures, Substances and mixtures which, in contact with water, emit flammable gases, Organic peroxides</td>
<td></td>
</tr>
<tr>
<td>Oxidizing (liquids, solids, gases)</td>
<td></td>
</tr>
<tr>
<td>Acute toxicity (fatal or toxic)</td>
<td></td>
</tr>
<tr>
<td>Carcinogenicity, Germ cell mutagenicity, Respiratory sensitization, Reproductive toxicity, Specific target organ toxicity - single exposure, Specific target organ toxicity - repeated exposure, Aspiration hazard</td>
<td></td>
</tr>
<tr>
<td>Acute toxicity (harmful), Skin irritation, Eye irritation, Skin sensitization, Specific target organ toxicity - single exposure (respiratory irritation or drowsiness or dizziness)</td>
<td></td>
</tr>
<tr>
<td>Corrosive to metals, Skin corrosion, Serious eye damage</td>
<td></td>
</tr>
<tr>
<td>Self-reactive substances and mixtures, Organic peroxides</td>
<td></td>
</tr>
<tr>
<td>Biohazardous infectious materials</td>
<td></td>
</tr>
</tbody>
</table>

WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.

<table>
<thead>
<tr>
<th>WHMIS 2015</th>
<th>Types of Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosives</td>
<td></td>
</tr>
<tr>
<td>Hazardous to the aquatic environment</td>
<td></td>
</tr>
<tr>
<td>Hazardous to the ozone layer</td>
<td></td>
</tr>
</tbody>
</table>

The requirements for pictograms are based on the severity of the hazard. In some cases no pictogram is required. For Physical and Health Hazards Not Otherwise Classified, the supplier must use a WHMIS 2015 pictogram appropriate for the hazard.
Hazard Classes

**Physical Hazard Classes**
- Combustible Dusts
- Corrosive to Metals
- Flammable Aerosols
- Flammable Gases
- Flammable Liquids
- Flammable Solids
- Gases Under Pressure
- Organic Peroxides
- Oxidizing Gases
- Oxidizing Liquids
- Oxidizing Solids
- Pyrophoric Gases
- Pyrophoric Liquids
- Pyrophoric Solids
- Self-Heating Substances and Mixtures
- Self-Reactive Substances and Mixtures
- Simple Asphyxiants
- Substances and Mixtures Which, in Contact with Water, Emit Flammable Gases
- Physical Hazards Not Otherwise Classified

**Health Hazard Classes**
- Acute Toxicity
- Aspiration Hazard
- Biohazardous Infectious Materials
- Carcinogenicity
- Germ Cell Mutagenicity
- Reproductive Toxicity
- Respiratory or Skin Sensitization
- Serious Eye Damage/Eye Irritation
- Skin Corrosion/Irritation
- Specific Target Organ Toxicity - Repeated Exposure
- Specific Target Organ Toxicity - Single Exposure
- Health Hazards Not Otherwise Classified

WHIMIS 2015 is based on the 5th revised edition of the GHS. See WHIMIS.org for more information.

WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.

Explosives

Hazardous to the aquatic environment

Hazardous to the ozone layer
Supplier Labels

The product label is the worker’s first source of information about the hazards of a product and how to use it safely. In WHMIS 2015, supplier labels for hazardous workplace products must display the information elements shown below.

1. Product Identifier
   The product name exactly as it appears on the container and on the Safety Data Sheet (SDS).

2. Hazard Pictograms
   Hazard pictograms, determined by the hazard classification of the product. In some cases, no pictogram is required.

3. Signal Word (NEW)
   “Danger” or “Warning” is used to emphasize hazards and indicate the severity of the hazard.

4. Hazard Statements
   Brief standardized statements of all hazards based on the hazard classification of the product.

5. Precautionary Statements
   These statements describe recommended measures to minimize or prevent adverse effects from exposure to the product, including protective equipment and emergency measures. First aid is included in precautionary information.

6. Supplier Identifier
   The company which made, packaged, sold or imported the product, and is responsible for the label and SDS. Contact the supplier for additional product information.

Note: General labelling requirements
Supplier labels must be bilingual (English/French), easy to read, and durable. If the label is lost, damaged, or no longer readable, the product must be relabeled.

The pictogram(s), signal word and hazard statement(s) must be grouped together on a label.

November 2016

WHMIS.org
Safety Data Sheets

Safety Data Sheets (SDSs) are an essential component of WHMIS 2015. Employers and workers use the information on an SDS to protect themselves from hazards and for safe handling and use.

<table>
<thead>
<tr>
<th>SDS Section</th>
<th>Information Requirements (partial list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identification</td>
<td>Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.</td>
</tr>
<tr>
<td>2 Hazard Identification</td>
<td>Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).</td>
</tr>
<tr>
<td>3 Composition/Information on Ingredients</td>
<td>For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizers and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.</td>
</tr>
<tr>
<td>4 First-aid measures</td>
<td>First-aid measures by route of exposure as well as most important symptoms/effects.</td>
</tr>
<tr>
<td>5 Fire-fighting measures</td>
<td>Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.</td>
</tr>
<tr>
<td>6 Accidental release measures</td>
<td>Protective equipment, emergency procedures, methods and materials for containment and clean up.</td>
</tr>
<tr>
<td>7 Handling and storage</td>
<td>Precautions for safe handling, conditions for storage, including any incompatibilities.</td>
</tr>
<tr>
<td>8 Exposure controls/</td>
<td>Exposure limits, engineering controls, personal protective equipment.</td>
</tr>
<tr>
<td>personal protection</td>
<td></td>
</tr>
<tr>
<td>9 Physical and chemical</td>
<td>Appearance, odour, colour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.</td>
</tr>
<tr>
<td>properties</td>
<td></td>
</tr>
<tr>
<td>10 Stability and reactivity</td>
<td>Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.</td>
</tr>
<tr>
<td>11 Toxicological information</td>
<td>Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.</td>
</tr>
<tr>
<td>12 Ecological information*</td>
<td>Aquatic and terrestrial toxicity (if available), persistence and degradability, bioaccumulative potential, mobility in soil.</td>
</tr>
<tr>
<td>13 Disposal considerations*</td>
<td>Safe handling and methods of disposal, including contaminated packaging.</td>
</tr>
<tr>
<td>14 Transport information*</td>
<td>UN number and proper shipping name, hazard classes, packing group.</td>
</tr>
<tr>
<td>15 Regulatory information*</td>
<td>Safety, health and environmental regulations specific to the product.</td>
</tr>
<tr>
<td>16 Other Information</td>
<td>Other information, including date of the latest revision of the SDS.</td>
</tr>
</tbody>
</table>

The SDSs must be accurate at the time of sale or import, for each sale or import. SDSs must be updated when significant new data become available. Suppliers must provide this new information at the time of sale.

* Sections 12 to 15 require the headings to be present. The supplier has the option to not provide information in these sections.
129.8. **Variances**

Health Canada and United States (U.S.) Occupational Safety and Health Administration have worked collaboratively to align the implementation of the GHS in the two countries. However, variances are sometimes necessary in order to maintain the current level of protection for workers or due to the requirements of the respective legislative frameworks. A key objective of the GHS is to create a system that will allow Canadian and U.S. requirements to be met through the use of a single label and safety data sheet (SDS) for each hazardous product.

A “variance” is defined as a difference between the **Hazardous Products Regulations** (HPR) and the U.S. **Hazard Communication Standard** (HCS 2012) that would result in a different classification or different labelling, SDS or other information requirements for a hazardous product in Canada versus the U.S.

The table below highlights some of the key variances between the HPR and the U.S. HCS 2012:

<table>
<thead>
<tr>
<th>Variance</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bilingual labels and SDSs</strong></td>
<td>Canada: Labels and SDSs must be in both English and French. This information may appear either on a single bilingual SDS or on two separate unilingual SDSs. The same applies to labels.</td>
</tr>
<tr>
<td><strong>Supplier Identifier</strong></td>
<td>A Canadian supplier identifier must appear on the label and SDS. A Canadian distributor may omit the name of the initial supplier if they file their own identity instead. A Canadian importer may retain the name of the foreign supplier only if the product is imported for use in their own workplace.</td>
</tr>
<tr>
<td><strong>Mixture containing a Category 2 carcinogen at a concentration between 0.1 – 1.5%</strong></td>
<td>All mixtures containing a carcinogenic ingredient (whether Category 1 or 2) at a concentration of 0.1% or more are required to have a label and an SDS.</td>
</tr>
</tbody>
</table>
### Variances (cont’d)

The table below highlights some of the key variances between the HPR and the U.S. HCS 2012.

<table>
<thead>
<tr>
<th>Variance</th>
<th>Canada</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Hazards Not Otherwise Classified (PHNOC)</strong> Health Hazards Not Otherwise Classified (HHNOC)** vs. Hazards Not Otherwise Classified (HNOC)**</td>
<td>Label elements are required for PHNOC and HHNOC. For mixtures that contain an HNOC ingredient at a concentration of 1% or more, the chemical identity including the chemical name and concentration or concentration range must be disclosed on the SDS.</td>
<td>No label elements required for HNOC. For a mixture that contains an HNOC ingredient at a concentration of 1% or more, there is no requirement to disclose the chemical name or concentration of the HNOC ingredient on the SDS.</td>
</tr>
<tr>
<td><strong>Biological and Infectious Materials (BIM)</strong></td>
<td>A hazard class for BIM is included and products that meet the criteria must be appropriately labelled. Also, the SDS must have an appendix that provides information specific to the BIM.</td>
<td>There is no hazard class for biological and infectious materials since these materials in the workplace are not regulated by U.S. HCS 2012.</td>
</tr>
<tr>
<td><strong>Water-Activated Toxics</strong></td>
<td>A supplemental statement is required on the label and SDS indicating that, in contact with water, the product releases gases which are fatal/toxic/harmful if inhaled. Water-activated toxics are included in the Acute Toxicity hazard class.</td>
<td>A supplemental statement would be required on the SDS if substances which, upon contact with water, release a toxic gas are present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.</td>
</tr>
<tr>
<td><strong>Updation of SDS and label information</strong></td>
<td>Suppliers and importers are allowed a period of 90 days to update SDSs with new data and 180 days to update labels.</td>
<td>Chemical manufacturers, importers, distributors, and employers are allowed a period of 6 months to update SDSs with new information and 6 months to update labels.</td>
</tr>
<tr>
<td><strong>Labels on MULTI-CONTAINER SHIPMENTS</strong></td>
<td>Only the innermost container is required to be labelled.</td>
<td>There is no requirement for a written notice providing the significant new information for importation or sale occurring within the 9 month or 6 month period.</td>
</tr>
<tr>
<td><strong>Labels on OUTER CONTAINERS</strong></td>
<td>The outer container of a kit must be labelled.</td>
<td>Only the inner containers are required to be labelled. The outer container of a kit does not need to be labelled.</td>
</tr>
</tbody>
</table>

November 2015

WHMIS.org

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Exemptions for Suppliers and Importers

The Hazardous Products Regulations (HPR) allow suppliers and importers to be exempted from certain label or SDS requirements. There are conditions under which these exemptions can be used – some examples are highlighted below:

**Outer Container:**
For hazardous products packaged in multi-containers, the outer container does not require a WHMIS label if:
1) the inner container label is visible and legible through the outer container, or
2) the outer container has a label that complies with the Transportation of Dangerous Goods Regulations (TDG regulations).

**Small Capacity Containers (100 ml or less):**
Small volume containers are not required to have precautionary or hazard statements on the label.

**Small Capacity Containers (3 ml or less):**
Hazardous products packaged in a container of 3 ml or less where the label interferes with the normal use of the product are not required to have a label that remains durable and legible only while in transport and storage.

**Bulk Shipment and Unpackaged Hazardous Products:**
The bulk shipment exemption includes hazardous products sold without packaging of any sort (such as bulk oil) regardless of whether they are shipped or picked up at the supplier’s location. These products are not required to have a label. All label information will be provided within sections 1 and 2 of the safety data sheet (SDS), which will allow the purchaser to create a label.

**Complex Mixtures - Ingredients:**
For hazardous products that are complex mixtures or that contain an ingredient that is a complex mixture, a supplier may disclose the commonly known generic name of the complex mixture, along with its concentration if the complex mixture is an ingredient of the hazardous product.

**Repetition of Symbol on Label:**
Products that show a TDG regulations symbol on the label do not require a GHS pictogram for the same hazard.

**In Transit Products:**
Hazardous products that are being transported through Canada, after being imported and before being exported, when the place of initial loading and the final destination are outside of Canada, are not required to have an SDS or label.

**Importation to Bring into Compliance:**
A supplier is allowed to import a product that does not comply with HPR labelling requirements, if they intend to bring the label into compliance prior to the product being re-sold in Canada or being used in a Canadian workplace.

*Note: The exemptions are found in Part 8, Exceptions, of the HPR. Visit [WHMIS.org](http://WHMIS.org) for more information.*
130. **HELPFUL LINKS**

130.1.1. **WHMIS 2015 in Ontario**  
Access link: [Read more about WHMIS 2015 in Ontario](#)

130.1.2. **Western Workplace Labels**  
Access link: [Learn more about Western Workplace labels](#)

130.1.3. **WHMIS 2015 Labels**  
Access link: [WHMIS 2015 labels](#)

130.1.4. **WHMIS 2015 Pictograms**  
Access link: [WHMIS 2015 pictograms](#)

130.1.5. **Materials Safety Data Sheets**  
Access link: [Information on Material Safety Data Sheets](#)

131. **DATES AND LOCATIONS FOR CLASSROOM TRAINING**

For dates and locations of classroom training, please see [Upcoming Classroom Training Sessions](#). Before registering, carefully read the information below regarding required training and the method of delivery for courses. Please also note that when attending classroom training sessions, ALL Western buildings are scent free. ([see Scent Awareness Guideline](#))

For detailed information on a course, **click on the specific course title below**. Click again to return to the list.

132. **REQUIRED TRAINING FOR ALL ROLES**

Faculty, staff* and volunteers are required to complete the following online training programs using OWL:

(*) staff includes work study students, Graduate Teaching Assistants and any other person who has an employment relationship with Western.)

Need Help? ([FAQ](#))

- Supervisor Health and Safety Awareness Training  
- Worker Health and Safety Awareness Training
- WHMIS — Workplace Hazardous Materials Information System
- Safe Campus Community — Preventing Harassment, Violence, and Domestic Violence at Western
- Accessibility in Service OR Accessibility in Teaching

133. RECOMMENDED LEARNING

- Mental Health Interactive Learning Module

134. REQUIRED TRAINING BASED ON AREA OF WORK/STUDY AREA

- Laboratory Safety — Hazardous Waste
- Biosafety
- Radiation Safety Nuclear
- Radiation Safety Refresher
- Radiation Safety Awareness
- X-Ray Safety
- Laser Safety (for Class 3B or Class 4 users)
- Laser Safety Awareness

135. REQUIRED TRAINING FOR SPECIFIC DUTIES

- First Aid/CPR Certification
136. RESOURCES

136.1. Manuals Available

- Biosafety Guideline and Procedure Manual
- Hearing Protection Program
- Laboratory Health and Safety Manual for General Laboratory Practices
- Laser Safety Manual
- Radiation Safety Manual
- Supervisor's Handbook
- Warning Signs Booklet
- Safety Manual for Non-Medical X-Ray Equipment

Website for above Manuals: http://www.uwo.ca/hr/safety/resources/manuals.html
SAFETY DATA SHEETS

A safety data sheet (SDS) must be available for each hazardous material found in the lab. This page contains links to SDSs for chemical and biological agents.

**SDS for chemicals (available to Western Users only)**

137.1. **ChemWatch GoldFFX**

The Western community now has access to a new database of safety data sheets. ChemWatch GoldFFX is an international provider of SDSs and related chemical information with a library in excess of 30 million vendor SDSs that is continually updated.

To help navigate the system please see either our detailed instructions or our quick search instructions.

137.2. **CCOHS**

Canadian Centre for Occupational Health and Safety online SDS database

**SDS for pathogens**

137.3. **Public Health Agency of Canada**

Pathogen Safety Data Sheets maintained by the Pathogen Regulation Directorate, Public Health Agency of Canada.

**Other SDS resources**

137.4. **Western Libraries**

At Western Libraries there are several searchable databases with information on chemicals. While they are not strictly SDS, they are a source of valuable information.

137.5. **Sigma Aldrich**

Requires registration.

137.6. **VWR Scientific**

Does not require you to sign in or register.
137.7. **Fisher Scientific Canada**

No registration required to access the site.
138. RISK MANAGEMENT POLICY FOR THE DEPARTMENT OF CHEMISTRY
UWO

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

138.1. Health and Safety Policy

a) The University Health and Safety policy is posted in a conspicuous area
The UHS policy is posted outside Room 120 (Main Office/Chairs Office) and under
the “Safety” Menu on the Departmental webpage.

b) All staff are aware of the location of the policy and are aware of its contents

138.2. Health and Safety Responsibilities

a) All personnel in charge of other personnel should be:
- Performing workplace inspections
- Conducting information sessions
- Conducting incident investigations
- Conducting employee on the job training
- Correcting substandard acts or conditions
- Commending employee health and safety performance
- Performing employee safety observation

The supervisor or designate fulfill these tasks, specifically:
- Supervisors will inspect workplace – often this happens informally whenever the
  supervisor enters the lab. Documentation will be made in a Laboratory Safety
  Binder on a monthly-to-six-weekly basis.
- Supervisors (or designate) conduct information sessions and initial new
  employee orientation. See the New Employee Orientation Checklist and Safety
  Requirements for Laboratory Work forms (laboratory documentation file).
- Supervisors will investigate incidents, with assistance from the Safety committee,
  when necessary.
- Correction of sub-standard acts or conditions should be remedied immediately.
  Commonly a follow-up is made in group meetings, documentation of which may
  follow in the form of email and entered into the Laboratory Safety Documentation
  Binder. For convenience, especially in larger groups, a “Safety Officer” may be
  assigned to document such conditions.

b) All workers work in accordance with Health and Safety rules and are held accountable if
they do not.

Our policy is to promote and encourage the adoption of a safe work culture through
education and by example. However, in the case that a Worker of Supervisor refuses
to abide by safety recommendations and policies the steps outlined in the Policy for
Resolution of Unsafe Working Conditions will be followed.

c) A visitor policy is in place to ensure they are aware of University Health and Safety
Policies before entering any labs.
138.3. **All Laboratory Visitors Must:**

- Dress appropriately, as required by the laboratory.
- Wear the personal protective equipment required to be worn in the laboratory.
- Be accompanied by a Western representative who is responsible for them in the case of an emergency. The Western rep is either the person being visited or as assigned by the lab supervisor.
- Follow the rules and procedures of the laboratory.

Anyone unable to comply with the above will not be allowed entry into the lab.

138.4. **Posted Health and Safety Materials**

a) *All personnel have access to all up-to-date Material Safety Data Sheets (MSDSs)*

A minimum acceptable standard is that MSDS information can be accessed by the internet from a direct link (icon) on the desktop of laboratory computers.

The best practice is to keep hardcopies for the most hazardous, commonly used chemicals in the laboratory in the Laboratory Safety Documentation Binder used. Hardcopies of MSDS that are “hard to find” because the compounds are rare, specialty or otherwise unusual should be kept within the laboratory and accessible to lab workers.

b) *Emergency Instructions including:*

   - **Phone contact list**

      An up-to-date telephone contact list of all laboratory workers posted in a conspicuous place and known by all should be maintained. This information should be duplicated in the Laboratory Safety Documentation Binder.

c) *Primary and Secondary Building evacuation route*

   - **Location of emergency equipment (Shower, pull station, fire extinguisher)**

      Laboratories in Chemistry have been posted with emergency evacuation and safety equipment maps.

d) *Hazard signs at Lab entrances as required by UWO handbook*

138.5. **Health and Safety Standards & Procedures**

a) *If applicable, ensure that each lab has information readily available on:*

   - Chemical Spills
   - Radiation Spills
   - Biohazard Spills

b) *Each lab has a Fire/Safety Emergency Plan*

c) *Any specialized lab procedures have written Standard Operating Procedures (SOPs) that are up-to-date and readily available*

   Laboratory Supervisors will determine for which procedures/apparatus an SOP is necessary and prepare one for the lab. In some cases, the workers (as a designated of the Supervisor) may prepare SOPs.
When available, published literature may substitute for SOPs. For example, in synthetic chemistry, some very good resources for setting up standard reaction apparatus:

Vogel’s Textbook of Practical Organic Chemistry  
Advanced Practical Organic Chemistry by Leonard, Lygo and Procter  
Experimental Organic Chemistry, Standard and Microscale by Harwood, Moody and Percy

Similar practical texts exist that specialize in inorganic chemistry and other disciplines. It is the responsibility of individual Laboratory Supervisors to judge if these are appropriate for their specific needs.

d) **Staff are aware of the procedure to report Hazards**

Workers are to report dangerous situations directly to their supervisor, as outlined in the Laboratory Safety Requirements, Department of Chemistry, document that is produced by the Department of Chemistry.

It is also standing policy that “questionable” odours or situations are immediately investigated by a member of the Safety Committee. These situations are evaluated on the basis of immediacy and danger, i.e. should a general evacuation take place.

Laboratory Supervisors and Workers are aware that should an incident or accident occur that they must follow the reporting structure given on the Accident/Incident Reporting Form & Investigation Report.

e) **Staff are aware of the procedure to Refuse unsafe Work**

The right to refuse unsafe work policy is posted on the Department website.

f) **Employees use the proper personal protective equipment at all times, when necessary**

g) **Any Non-routine Work that has been identified has SOPs and pre-work reviews to address the hazards**

Any non-routine work will have an associated SOP or the supervisor (or designate) has trained the worker appropriately. This training includes a pre-work review to address the hazards.

h) **Does all equipment have safety features in place – e.g., guarding**

Safety features of equipment necessary for the safe and proper operation of equipment will remain in place and not be defeated.

i) **Labs are tidy and clutter free**
138.6. **Health and Safety Representative / Committee**

a) **All staff know who their health and safety representatives on the Joint Health and Safety Committee are and how to contact them if they need to**

   This information is posted by hardcopy outside the main office and on the Departmental website.

138.7. **Health and Safety Education / Training**

a) **All employees must attend employee orientation**

b) **All personnel have been trained in the following:**
   - WHMIS
   - Employee Safety Orientation
   - Laboratory and Environmental/Waste Safety, as necessary
   - Biosafety, Radiation, X-ray and Laser Safety as applicable
   - Location and Use of Deluge Shower
   - Location and Use of Eyewash station

   For all training provided, records must be kept on file

   Training records will be kept by the Laboratory Supervisor in the Laboratory Safety Documentation Binder.

c) **All personnel are given initial job instruction and task-specific training before any new task is performed**

d) **All personnel are instructed on the emergency procedures before commencing any work.**

   This will include but is not limited to:
   - The phone number to call for emergency assistance
   - The location of the nearest fire alarm pull station
   - The location and class of the nearest fire extinguisher
   - The building evacuation route upon hearing fire alarm
   - The location of chemical spill kits
   - Fire extinguisher and agent use (specific training is required in certain labs)
   - The location and use of secondary exits
   - Records of training must be kept on file

   These aspects are covered by the Departmental New Employee Orientation Checklist. A signed copy will be kept within the Department:

   Front office secretaries for undergraduate students
   Graduate secretaries for graduate students
   Departmental Administrative Assistant for Faculty, Staff, PDFs, Visiting Scholars, etc.

e) **Employees must be aware of and trained on any designated substances in their work area**

   The link to the University maintained list of designated substances will be posted on the Departmental Safety web site, and all members of the Department will be made aware of this by an annual email.
138.8. **First Aid Requirements**

a) *First aid kits must be in quick and easy access for all employees*

b) *There must be a qualified first aider that works in close proximity to each kit and they must post their certificate with the kit*

c) *This kit is to be inspected monthly to ensure contents are present*

First aid responders will be responsible for confirming the contents of First Aid Kits and reporting deficiencies to the Chair of the Safety Committee.

d) *Staff are aware of Western’s transportation of an injured worker policy.*

Call 9-1-1 or a taxi (for less urgent situations) – do not use personal transportation.

138.9. **Health and Safety Inspections**

a) *Supervisors must do regularly scheduled inspections (monthly) of their work areas and these should be recorded for future reference*

Supervisors must oversee regular inspections (suggested monthly) of their work areas and these should be recorded for future reference. The inspections may be done by a designate. Documentation of these regular inspections should be kept in a Laboratory Safety Documentation Binder.

b) *Pre-use inspections should be conducted before any equipment is used. These should be recorded on a standard form and any problems should be followed up*

Pre-use inspections will be conducted for equipment requiring this, as judged by the Laboratory Supervisor. A log or record book may be used to document problems that will be followed up.

138.10. **Preventive Maintenance**

*Maintenance should be scheduled, recorded, and performed by a qualified person for any identified equipment requiring this.*

Maintenance will be performed by a qualified person for any equipment identified by the Laboratory Supervisor or Manufacturer requiring it.

138.11. **Injury/Incident Investigations**

a) *Staff is aware that all accident/incidents must be reported to a supervisor so a proper report can be filled out*

b) *All supervisors have been trained on accident investigation including:*

   - scene assessment
   - interviewing
   - identifying contributing factors
   - filling out the report
Supervisors are superficially trained in accident investigation as per the Supervisor Training Seminar offered by OHS. As such, accident investigations may require the assistance of a Safety Committee member, OHS, campus police or Fire Prevention, as applicable.

138.12. **Early and Safe Return to Work**

- Staff should be aware of the early and safe return to work program
  
  The program is run by Rehabilitation Services.
  
  [http://www.uwo.ca/hr/safety/ergo_rehab/index.html](http://www.uwo.ca/hr/safety/ergo_rehab/index.html)

- Supervisors should be aware of the return to work process

139. **CAMPUS ALCOHOL POLICY FORM**

Classification: General
Effective Date: June 20, 2013
Supersedes: April 28, 2005

139.1. **Purpose and Objective**

The purpose of the Campus Alcohol Policy is to guide how the provision and consumption of alcohol at University venues and events covered by this Policy should be managed. The objective is to promote the safety and well-being of students, faculty, staff and visitors and while so doing, to protect against legal liability.

139.2. **Promotion of Safe Practices**

The University shall encourage responsible use of alcohol through:

- education and awareness programs that identify the risks associated with alcohol provision and consumption;
- strict adherence to legal requirements and University policies affecting alcohol provision and consumption at University venues and events;
- encouraging a balance in favour of "dry" facilities, events and programs

For more information on **Campus Alcohol Policy 1.33** please access the link below:
[http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf)

139.3. **Alcohol Policy Form**

Must be prepared and submitted **21-days** prior to event
The form is available at the Western Housing website indicated below:
[http://housing.uwo.ca/alcoholpolicy/](http://housing.uwo.ca/alcoholpolicy/)
140. SAFETY PROCEDURE — ACCIDENT / INCIDENT INVESTIGATION

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

EFFECTIVE DATE: March 1, 2007

140.1. Purpose

The purpose of this procedure is to identify the duties, roles and responsibilities of workplace parties so that an effective and immediate accident/incident investigation and reporting process is in place. This will include identifying all contributing factors of the accident/incidents and hazardous situations and making the necessary recommendations to prevent the accident/incident from recurring.

140.2. Scope

140.2.1. Review Regularly Reports of the Following Injury / Incident Types to Determine Any Investigation Needs

- First Aid
- Health Care
- Near Miss

140.2.2. Definitions

- **First Aid** — When an employee, as a result of an accident in the workplace receives on-site first aid assistance. Includes cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, and splints.

- **Health Care** — An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

- **Near Miss** — An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

140.2.3. The Following Categories of Accident/Incidents REQUIRE an Immediate Investigation as They May Produce a Loss to People, Equipment, Material and Environment

- **Fatality** — An injury that results in loss of life.

- **Critical Injury** — As defined in the Ontario Regulation 834/90 it is a critical injury if the injury places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg, or arm but not a finger or toe; involves the amputation of a leg, arm, hand, or foot but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.
- **Lost Time** — A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.

- **Property Damage** — When there is significant property damage, a value of $250 is suggested as a general guideline to be used by a supervisor, although other factors could impact on the need and level of investigation and reporting.

- **Occupational Illness** — A condition that results from exposure in a workplace to a physical, chemical or biological agent that normal physiological mechanisms are affected and the health of the worker is impaired.

- **Environmental Release** — An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

- **Fire/Explosion** — An event where undesired combustion occurs.

140.3. **Communication**

The results and corrective action taken for the accident/incidents will be communicated to the employees in a number of ways:

- Minutes of the health and safety committee meetings
- Postings on the safety bulletin boards
- Follow up on Action Plan completed by the supervisor/leader to affected individuals

Notification requirements are the responsibility of Occupational Health and Safety (as outlined below) to notify the following:

140.3.1. **External**

- Ministry of Labour (MoL) - must be notified immediately by phone, of any fatalities or critical injuries, with this to be followed by a written investigation report within 48 hours.
- Ministry of Labour (MoL) - Fire and Explosion – immediately if it results in an injury.
- Ministry of Environment (MoE) – Chemical releases – immediately.
- Federal - Dangerous goods (spills) – Immediately
- Workplace Safety & Insurance Board (WSIB) – within 3 days or upon first becoming aware of, any accident that causes injury which results in Health Care or Lost Time
140.3.2. Internal

- Joint Occupational Health and Safety Committee
- Wellness Information Coordinator, Rehabilitation Services - when an accident causes injury that results in Health Care or Lost Time. An Employees Report of Accidental Injury or Industrial Disease (FORM 7) must/will be sent to the Workplace Safety and Insurance Board (WSIB) within 3 days of the accident or upon first becoming aware by the Wellness Information Coordinator.
- Corporate Insurance Administrator, Human Resources – property, vehicle and/or equipment damage.

140.4. Roles & Responsibilities

140.4.1. Supervisor (Investigator) Responsibilities

- The supervisor in the area where it happened investigates the accident/incident and completes the Investigation Report within 24 hours of the accident/incident or hazardous situation. Fax the completed Accident/Incident Reporting Form and Investigation Report to 519-661-2079 (ext 82079 on campus). As well, the supervisor will ensure that the employee receives the ERTW documentation package (located on the Rehabilitation Services website, contains the Functional Accommodation Form, "Dear Treating Practitioner" Letter, Confidentiality Guideline and WSIB – ERTW Information Sheet) if the employee is seeking medical aid and/or losing time from work.

- In the case of personal injury the supervisor ensures that the injured employee(s) receive immediate and appropriate first aid and/or health care.

- Reports those injuries that result in critical injury to Occupational Health & Safety (OHS) immediately by calling ext 82198. During non-business hours the supervisor should call Campus Community Police Services at ext 83300 or 911 from a campus phone.

- In conducting the accident/incident investigation and completing the Investigation Report, the supervisor must ensure the following has been completed:
  - **Assessment of the Scene**
    - (i) Inspection of the site, equipment, material that were involved in the accident/incident
    - (ii) Site must be secured especially in the case of a critical injury
    - (iii) Use of photographs, sketches, drawings of the accident/incident scene indicating sizes, distances, and weights of objects as appropriate
Interviewing

(i) Interview employee(s) involved
(ii) Interview any eyewitnesses
(iii) Interview outside experts if applicable i.e. suppliers, equipment designers
(iv) Interviews must be documented
(v) Interviews should be conducted as soon as possible
(vi) Interviews should be conducted one-on-one in a quiet place

Identifying the contributing factors

(i) Factors to consider are people, equipment, material, environment, process

Write the report

(i) Record all findings of the accident/incident investigation on the standard investigation reporting form ensuring that all requirements of the written investigation procedure are captured
(ii) Accident/Incident Reporting Form and Investigation Report is available online on Safety & Wellness website at:
http://www.uwo.ca/hr/safety/topics/accident.html
(iii) Copies of the completed Accident/Incident Investigation form are distributed as per the distribution list on the form

Make recommendations for corrective action

(i) Responsibilities must be assigned (investigators, management, technical personnel) for completion of the Action Plan
(ii) Record on Investigation Report form under Action Plan
(iii) Recommendations should focus on the corrective action(s) to all the contributing factors identified
(iv) Recommendations should specify What, Why and How the corrective actions will be completed

Ensure recommendations are acted upon

(i) Assign responsibility for the follow-up of the corrective action(s) Record on Action Plan section of the Investigation Report form
(ii) Detail what has been done, who has completed the actions and when the actions were completed
(iii) Ensure the recommendations are communicated to employees by either the work unit or university

Please note that when a department fails to report the accident/incident within the required time, any fines levied by the WSIB will be charged to that department.

• The supervisor may involve others and is encouraged to seek advice on corrective measures and other input as needed from Occupational Health & Safety (OHS) and/or Rehabilitation Services and/or Workplace Health Services. These areas have
personnel with extensive training and/or licensed professionals in health and safety, ergonomics and physical health/medicine.

140.4.2. Management (Department Chair or Unit Head) Responsibilities

- Signs and ensures that completed Accident/Incident Investigation reports are faxed to 519-661-2079 (ext 82079 on campus), (Rehabilitation Services, Rm 4159, Support Services Building) within one working day

- Reviews all Accident/Incident Investigation Reports for his/her department and identifies the causes or contributing factors. Ensures all corrective actions have been taken to prevent recurrence and have been communicated to all employees in the work area. Utilizes Occupational Health and Safety (OHS) resources as needed to ensure that such actions are completed. Other service units may need to be contacted to assist in implementing corrective actions.

- Assists or works in cooperation with OHS and/or the local health and safety committee and/or the Joint Occupational Health and Safety Committee as needed to correct or address identified matters of health and safety within his/her department.

140.4.3. Joint Occupational Health & Safety Committee Responsibilities

- Reviews and analyzes accident/incident, details identifying areas of concern and makes recommendations to administration as necessary on matters of health and safety.

- The certified worker member will participate in the investigation of all "critical injury" accidents.

- Assists as needed in the implementation of corrective actions.

140.4.4. Occupational Health & Safety Responsibilities

- Reviews all Accident/Incident Reporting Forms and Investigation Reports and follows up as appropriate/required. Ensures that recommendations are appropriate and that preventative and corrective actions have been taken. Assists or provide direction as needed for the implementation of corrective actions.

- Ensures reports are distributed to any areas requiring information for subsequent follow up of additional corrective action or for injury treatment and rehabilitation and/or accommodation purposes.

- If an accident results in a "critical injury", OHS will immediately notify the following:
  
  - Ministry of Labour (MoL) - Within 48 hours, will send a written report to the Ministry of Labour.
  
  - Joint Occupational Health and Safety Committee certified worker member or the worker representative for the appropriate employee bargaining association (i.e. Staff, Faculty, PMA, CUPE 2361, CUPE 2692 etc.). If bargaining unit representative cannot be reached, the management certified member is contacted.
Co-chairs of the JOHSC

- Director of Occupational Health and Safety or designate will take part in the investigation of critical incidents or fatality and provides necessary support and assistance as required.

### 140.4.5. Employee Responsibilities

- Immediately reports to supervisor any work related injury/illness. This includes accidents such as cuts, puncture wounds, needle stick injuries, sprains and burns as well as those that are of a gradual onset (chronic) i.e. back pain, repetitive strain.

- Immediately reports to supervisor any "near miss" events and/or unsafe work situations and provide necessary details to the supervisor.

- If an employee has to leave the workplace due to a work related injury or illness, he/she is advised to go first to Workplace Health Services during normal working hours (8:30 am - 4:00 pm). Alternate medical attention should be sought outside these hours. The employee should have a copy of the ESRTW documentation (located on the Rehabilitation Services website, contains the Functional Accommodation Form, “Dear Treating Practitioner” Letter, Confidentiality Guideline and WSIB – ESRTW Information Sheet) and take the package with them for their health care practitioner to complete. In the case of an emergency, the employee or person providing assistance must contact the supervisor as soon as possible following the treatment of the injury.

- If an employee has restrictions in performing regular job duties and requires workplace accommodation, he/she must provide the Rehabilitation Coordinator in Rehabilitation Services with documentation indicating the nature and duration of the restrictions. Further documentation may be requested by the Rehabilitation Coordinator upon written consent of the employee.

### 140.4.6. Workplace Health Services Responsibilities

- Administers first aid measures as necessary and determines need and arranges for treatment referrals as needed.

- Refers employees to the Rehabilitation Coordinator who will arrange and coordinate accommodation in the workplace as needed. Subject to the employee's written consent, provides an initial medical report to the Rehabilitation Coordinator in Rehabilitation Services.

- Arranges for follow up medical assessments of ill/injured employee.
140.4.7.  Rehabilitation Services

- Reviews the Accident/Incident Reporting Form and Investigation Report(s) for the purpose of determining the need for rehabilitation and/or accommodation assessment.

- Consults with Workplace Health Services and other Health Care Professionals to review medical reports and refers employee for clinical assistance.

- Refers corrective actions and follow up to the Health and Safety Consultants

- Completes and forwards necessary documentation and any other supporting correspondence to the Workplace Safety and Insurance Board within 3 working days of being notified of a work-related accident/illness.

140.5.  Training

- As part of their health and safety accountabilities, all supervisors must complete the mandatory Faculty/Supervisor Responsibilities Course where they are trained on how to properly conduct these investigations. This training must be completed upon being hired or after a promotion into a supervisory position.

- The supervisor may involve others and is encouraged to seek advice on corrective measures and other input as needed from Occupational Health & Safety (OHS) and/or Rehabilitation Services and/or Workplace Health Services. These areas have personnel with extensive training and/or licensed professionals in health and safety, ergonomics and physical health/medicine.

140.6.  Evaluation

This procedure will be reviewed on an annual basis or if an investigation identifies revisions are required by OHS.

141.  ACCIDENT/INCIDENT REPORTING

Just a reminder if there's any accident and/or incidents while you are at work ... PLEASE READ BELOW.

141.1.  Employee Responsibilities

- Immediately reports to supervisor any work related injury/illness. This includes accidents such as cuts, puncture wounds, needle stick injuries, sprains and burns as well as those that are of a gradual onset (chronic) i.e. back pain, repetitive strain.

- Immediately reports to supervisor any "near miss" events and/or unsafe work situations and provide necessary details to the supervisor.
141.2. **Supervisor (Investigator) Responsibilities**

- The supervisor in the area where it happened investigates the accident/incident and completes the Investigation Report within 24 hours of the accident/incident or hazardous situation. Fax the completed Accident/Incident Reporting Form and Investigation Report to 519-661-2079 (ext 82079 on campus). As well, the supervisor will ensure that the employee receives the ESRTW documentation package (located on the Rehabilitation Services website, contains the Functional Accommodation Form, “Dear Treating Practitioner” Letter, Confidentiality Guideline and WSIB – ESRTW Information Sheet) if the employee is seeking medical aid and/or losing time from work.

- In the case of personal injury the supervisor ensures that the injured employee(s) receive immediate and appropriate first aid and/or health care.

141.3. **Accident/Incident Reporting Form**

The Accident/Incident Reporting Form and Investigation Report is available online through Safety & Wellness website at: https://www.uwo.ca/hr/form_doc/health_safety/form/aiir.pdf

141.4. **Read the Safety Procedure – Accident / Incident Investigation**

Please take some time to read the following:

(i) SAFETY PROCEDURE – ACCIDENT / INCIDENT INVESTIGATION: http://www.uwo.ca/hr/form_doc/health_safety/doc/procedures/air_inv.pdf

(ii) SAFETY PROCEDURE – INJURY & ILLNESS REPORTING http://www.uwo.ca/hr/form_doc/health_safety/doc/procedures/injury_illness_reporting_procedure.pdf

**VERY IMPORTANT:** Western has a legal obligation to inform WSIB within 3 days of an accident/incident taking place where the employee receives medical aid treatment or experiences lost time. If not, WSIB can fine the employer $250 or more for late reporting. The cost of this fine is transferred to the unit/department.
142. AODA CLASS DISRUPTIONS, AND ACCESSIBILITY IN TEACHING — STRATEGIES TO NOTIFY STUDENTS OF CANCELLED CLASSES

The following are ways in which faculty members can electronically notify students of cancelled classes. Be sure to put your method on your syllabus and to announce it at the start of the course.

142.1. **WebCT OWL**

You do not need to be using WebCT OWL as an ongoing resource in your class to be able send out an email message to all students and TAs in your course. To send out an email message through WebCT OWL:

- Visit: [https://owl.uwo.ca/portal](https://owl.uwo.ca/portal)
- Select “The University of Western Ontario”
- Log in using your user ID and password
- Select the course you want to contact from the Course List
- Click on “Mail” tool (on the left side of the page in the “Teach” or “Build” tab)
- Choose “Create Message,” then “Browse for Recipients,” and select “all students” and “all teaching assistants” as recipients from the BCC column (for privacy)
- Compose your single message for your students and TAs in that class.

**NOTE:** Tell students to check WebCT OWL regularly because that is where they can access messages, and any notice about sudden class cancellations or changes to schedule, the location, etc.

142.2. **Regular Email**

142.2.1. For Small Classes

Ask your students for their email addresses and input them by hand into a file from which you can cut and paste them into an email message. Pasting email addresses into the “BCC” field will help protect students’ privacy.
142.2.2. For Large Classes
Create and Use a List Guardian email list
- Visit: https://owl.uwo.ca/portal and select “Western University”
- Log in using your user ID and password
- Select the course you want to contact from the Course List
- Under Instructor Tools on left, click on Grade Book to download class list
- Click on ‘Export to Spreadsheet’ to save the list in Excel; click ‘Open’ in Excel
- Click in the first cell of the column to the right of the “User ID” column, then from the ‘Insert’ menu at the top choose Columns. A new column will appear. Repeat to add a second column.
- Name your first new column Email Extension; click on the letter D, highlight the column
- Using your right mouse, select ‘Format Cells’; under the ‘Number’ tab, select ‘Text’
- Right click to copy this text; highlight whole column below; click ‘Paste’
- Click on the second cell in the second NEW column
- Click on the fx formula button
- Search for and select the function called ‘Concatenate’; to enter ‘Text 1’ information, click on the student’s name in the first cell in the User ID column
- To enter @uwo.ca as ‘Text 2’ information, click on the first cell in the Email Extension column; Select OK
- You will now see your first concatenated email address in the first cell of a new untitled column
- Right click to copy this cell, highlight all cells below it in the same column, and select ‘Paste’
- Save this document to reference after you have created your List Guardian list.
142.2.3. To Build Your Mailing List in List Guardian

- Go to http://www.uwo.ca/directory.html
- Click OTHER, and then SELECT Mailing Lists (Western ID required)
- Authenticate with your Western username and password
- From the links on the right, select “New list” right-side menu
- Complete “Request new list”, and submit the form
- Within 24 hours you will receive an email message from List Guardian: list set up
- Once the list is created, either search for the list or click on the “My lists” link
- Click on the title of the list to which you want to add members
- Click “Edit members”
- Open the Excel spreadsheet of email addresses that you have saved and copy the column of concatenated email addresses; paste into List Guardian
- Click “Submit changes,”; the mailing list is now created for quick repeat use

142.3. MMS Email Function

- Call up your class list in MMS; Click on the “Edit” tab; choose “Flag Operations,” and choose “Flag All Students”
- Click on the “Tools” tab, choose “Send Email,” then “Send Message, Grades, Attachments”
- An email window pops up in which you can compose a single message/notice
142.4. **Notes on MMS: To Download MMS**

http://ssts.uwo.ca/network/software_resources/downloads.html#mms

**NOTE:** This program is no longer supported at UWO; however, it is still up and running, and widely used on campus.

To download your class list in MMS
- Go to the Faculty/Staff ExtraNet
  https://www.extranet.uwo.ca/extranet/;
- Log in; Click on “Class Lists” in the left hand menu
- Choose your course from the list at bottom
- Your class list and student photos should appear
- Click on the gear icon at the top right hand of the page
- A pop up window will ask “What should [your browser] do with this file?
- Choose “Save File” and the file will save as an “rcl” file
- Open MMS from your programs menu
- Click on the “Open” tab at the top of the MMS page, then “New,” and answer “Yes” to “Initialize Student Info from a Registrar Class List?”
- A pop up window will help you locate the .rcl file you just downloaded; it should be in the “Downloads” file under your name on the “Desktop.”

143. **RUNNING YOUR LAB**

143.1. **Purchasing Items for Laboratory**

In purchasing initial items for your lab, please check with the staff members of our ChemBioStores for purchasing items. Please bring your UWO ID card with you and your “PeopleSoft Speed Code” number to the ChemBioStores, and they will swipe your ID card to charge your account.

143.2. **Keys for Laboratory**

Before beginning any laboratory work and before laboratory keys can be issued you will be required to take one or several Safety and or Radiation Courses, including New WHMIS 2015. The website describes the courses and who should take them as well as gives instructions on how to sign up http://www.uwo.ca/hr/learning/required/index.html
143.3. **Garbage**
You must remove all of your garbage from your office and lab. There are recycling bins on every floor.

143.4. **Chemical Removal**
For chemical removal, please refer for further instructions and appropriate regulations in the Laboratory Health and Safety Manuals for General Laboratory Practices. It is available at the following website at: [http://www.uwo.ca/hr/form_doc/health_safety/doc/manuals/lab_safety_manual.pdf](http://www.uwo.ca/hr/form_doc/health_safety/doc/manuals/lab_safety_manual.pdf).

143.5. **Glass Disposal in Laboratories**
There has been a recent incident where glass has been disposed of in the regular garbage in a laboratory. Disposing of glass and other sharps in the regular garbage exposes our caretaking staff to the potential of puncture wounds while collecting the garbage. Caretaking staffs who collect the garbage containing glass and other sharps are unaware of the danger. Segregating waste materials is the safest method for proper disposal and is the responsibility of the waste generator within each laboratory. Everyone who generates waste must follow procedures for proper disposal. **Broken glass MUST be disposed of in a glass waste box available from ChemBioStores.** New laboratory staff and students must be made aware of these requirements prior to starting work. This is the responsibility of the supervisor of the individual laboratory. These requirements are covered in the Laboratory and Environmental Waste Management Safety Training provided by Occupational Health and Safety.
143.5.1. Glass  
Non-contaminated glass should be disposed of in a dedicated and labeled plastic or metal pail. The label is available from the Occupational Health and Safety Office (Rm. 60 Stevenson Lawson Building).

A 20 l metal or plastic pail can be obtained from campus caretaking by contacting the caretaking supervisor responsible for your building. Containers specifically purchased and designed for the disposal of glass are also acceptable.

Contaminated glass with hazardous materials must be disposed as part of the hazardous materials waste pickup program. Specific instructions are found at: [http://www.uwo.ca/hr/safety/topics/hazardous_waste.html](http://www.uwo.ca/hr/safety/topics/hazardous_waste.html)

143.6. **Hazardous Materials Waste**
Occupational Health and Safety has chosen RPR Environmental to handle the waste collection program at UWO. In the event a pick-up is required at a location other than one on the regular schedule, a copy of the completed inventory form is available at the following website: [http://www.uwo.ca/hr/form_doc/health_safety/form/waste_pickup_form_rpr.pdf](http://www.uwo.ca/hr/form_doc/health_safety/form/waste_pickup_form_rpr.pdf)

The form must be faxed to Occupational Health and Safety (ext. 83420) so that a pickup can be scheduled. Special requests must be received no later than 5:00pm on the Tuesday preceding the next Thursday pick-up.

143.6.1. **Hazardous Materials Waste Pick-up Schedule**

<table>
<thead>
<tr>
<th>Pick-up Location</th>
<th>Pick-up Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siebens-Drake Research Loading Dock</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Robarts Research Loading Dock</td>
<td>9:15 am</td>
</tr>
<tr>
<td>Biological &amp; Geological Sciences Loading Dock</td>
<td>9:30 am</td>
</tr>
<tr>
<td>North Campus Building Loading Dock</td>
<td>9:45 am</td>
</tr>
<tr>
<td>Medical Sciences - Room M003 (basement)</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Chemistry Building Loading Dock</td>
<td>10:30 am</td>
</tr>
<tr>
<td>Engineering Sciences Loading Dock</td>
<td>11:00 am</td>
</tr>
</tbody>
</table>

**ALL HAZARDOUS WASTE MUST BE SUBMITTED IN PERSON AND NEVER LEFT UNATTENDED AT THE LOADING DOCKS**

143.6.2. **Link for Various Other Safety Forms**
[http://www.uwo.ca/hr/safety/forms.html](http://www.uwo.ca/hr/safety/forms.html)
PRIVATE TUTORING IN THE DEPARTMENT

E-MAIL DATED: 5/24/2012  
TIME: 9:12 AM  

TO: chemgrads; chempdfs; chemfaculty; chemstaff  

Dear all,  

It has come to my attention that some graduate students/post-doctoral fellows are privately tutoring undergraduate chemistry students in the department, often in open spaces such as the MSA Atrium. The Department of Chemistry does not sanction any private tutoring. As you are likely aware, there is a policy which prohibits a TA from privately tutoring any student registered in a course for which they are a TA.  

"Conflict of Interest  

As per the Conflict of Interest Policy of the Department of Chemistry, you may not enter into a financial or personal relationship, such as tutoring or dating, with any student enrolled in the course(s) for which you are a TA even if they are not in your laboratory or tutorial section. If you do perceive a conflict of interest with any student in the course(s) with which you are a TA, this conflict must be declared to the course instructor as soon as possible."

Graduate Student Handbook:

http://uwo.ca/chem/resources/docs/handbook.pdf  

As Chair, I am concerned that when a person openly tutors an undergraduate on departmental/university property for financial gain as it appears if the department/university is sanctioning this private enterprise. Thus, I am writing to inform you that private tutoring should not be carried out in the department. I also attach a memorandum (see Page 200) sent earlier this year by the Vice-Provost, SGPS, Linda Miller, and the Vice-Provost (Academic Programs and Students), John Doerksen, which states that such activities should not be carried out on campus at all  

I thank you in advance for your understanding in this matter and am happy to discuss it with you if you have any concerns (after the CSC!)  

Cheers,  

Kim M. Baines  
(Former Chair 2005-2010 and 2011-2014)
TUTORING AND EXAM PREPARATION CLASSES — LETTER FROM VICE-PROVOST (GRADUATE AND POSTDOCTORAL STUDIES)

MEMORANDUM

To: Deans, Associate Dean’s Graduate / Undergraduate, Department Chairs

Copy: Carol Beynon, Stephen Sims

From: Linda Miller, Vice-Provost, School of Graduate and Postdoctoral Studies
          John Doerksen, Vice-Provost (Academic Programs and Students) [Registrar]

Date: March 27, 2012

Re: Tutoring and Exam Preparation Classes

As we approach the spring examination season, we would like to remind Faculties that tutoring and exam preparation classes that charge students for attendance constitute commercial activity and are not permitted on campus without permission. This prohibition extends to conducting such classes on campus, as well as advertising and distributing of advertising materials, including flyers and pamphlets, on campus.

This does not apply to one on one, peer to peer tutoring arrangements, nor does it apply to classes organized as an approved student service by a Faculty. It is intended primarily to deal with commercial exam preparation companies and students who advertise and arrange such classes on their own.

If you have any questions or concerns, please feel free to contact us.
146. UNDERGRADUATE PROGRAMS AND MODULES

146.1. Program Modules
The possible module combinations depend on the degree in which you’re enrolled. Below are links to Academic Calendar descriptions of each module as well as program checklists to download to help you plan your course selection each year.

- Honors Specialization in Chemistry
- Honors Specialization in Biochemistry and Chemistry
- Honors Specialization in Chemical Biology
- Honors Specialization in Integrated Science with Chemistry
- Major in Chemistry
- Specialization in Chemistry
- Minor in Chemistry

146.2. Advanced Minors
Available only to those students who will complete one of the following modules: Honors Specialization in Chemistry, Honors Specialization in Biochemistry and Chemistry or Specialization in Chemistry.

These advanced minors allow students to specialize further in specific areas of chemistry, to position themselves for careers in chemistry and for graduate degrees.

- Minor in Advanced Chemistry
146.3. **Science / BMSc Internship Program**

The Science/BMSc Internship Program includes a series of preparatory sessions, an 8-16 month practical career-related experience in an employment setting, and a post-internship component. All students enrolled in the 3rd year of a 4-year undergraduate Science or Medical Sciences Honors Specialization, Specialization, or in a Major + Major combination [where at least one of the Majors is in Science or Medical Sciences] or students who are enrolled in the 3rd year of a 4-year BSc or BSc (Hons) program, are eligible to enroll in the Science/BMSc Internship Program, if they satisfy the eligibility requirements.

For Chemistry Undergraduate Program, click the following link:

http://www.uwo.ca/chem/undergraduates/index.htm

All Chemistry Undergraduate Courses are listed in the Western’s Academic Calendar and at:
https://www.uwo.ca/chem/undergraduate/course_information/index.htm

147. **WELCOME TO "ASK WESTERN"**

http://askwestern.uwo.ca/

"Ask Western" is a service designed to assist prospective and current Western students, faculty, staff and alumni in quickly finding answers to frequently asked questions about administrative policies and procedures, admissions, residence living, financial aid, student life, alumni events and much more.

The service is very easy to use. Simply choose the most appropriate area for your question and then type your complete question in that box and press Enter. For example, if you are a looking for information about when the school year starts or what courses are needed for a particular program, choose the box titled UNDERGRADUATE STUDENTS. If you are looking for information about an Alumni event, choose the box titled ALUMNI WESTERN. An answer will be displayed along with other related information that we hope is of use to you.

For detailed information regarding old programs, you should contact an academic counsellor in chemistry, or follow this link: http://www.westerncalendar.uwo.ca
148. **GRADUATE STUDENTS**

The Department of Chemistry offers programs leading to the M.Sc. and Ph.D. degrees. Applications for admission to graduate studies in the department are accepted throughout the year. However, students are only admitted during the three terms commencing January, May and September.

148.1. **Departmental Application Deadlines**

The complete application packages due date is indicated below:

- **Winter Term (January)** - DUE before November 25th
- **Summer Term (May)** - DUE before April 6th
- **Fall Term (September)** - DUE before July 17th

148.2. **Mentoring**

Before you can mentor graduate students you must be approved by the **School of Graduate and Postdoctoral Studies**. The paperwork for your application can be submitted through Graduate office. In addition, you will initially only be allowed to mentor M.Sc. students.

148.3. **Guidelines on Mentoring**

Can be found on the graduate studies website at:

[http://www.uwo.ca/tsc/resources/pdf/PG_3_MentoringAcrossCultures.pdf](http://www.uwo.ca/tsc/resources/pdf/PG_3_MentoringAcrossCultures.pdf)

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149. **RESEARCH SUPPORT**

149.1. **Financial Management of Research Funds**

Research Accounting supports the research environment at Western by providing expert advice, financial accountability, and ongoing management of all research funds. We work closely with funding agencies, researchers, administrative units and Research Development Services to ensure adherence to funding guidelines and policies.

Research Accounting manages the post-award functions for all research grants and contracts at the University. This includes monitoring cash flows and expenditures, communicating with funding agencies, and financial reporting. For more information, please visit their web-site:

[http://www.uwo.ca/finance/research/funds_management/index.html](http://www.uwo.ca/finance/research/funds_management/index.html)
149.2. **Major Sponsor Guidelines**

Each Sponsor has guidelines that indicate eligible research related expenditures as well as award administration.

An Account Holder should also refer to their award notification they received from the Sponsor and the sponsor's website for details on eligible expenses which may over-ride the general guidelines.

The following links to financial administration sections for these agencies.

Contact the relevant Financial Officer within Research Finance if you have further questions.

149.3. **NSERC Discovery Grants — Western as LEAD Institution**

NSERC’s Electronic Approval process for the Fall 2010 Discovery Grant competition requires the Research Services Office to electronically approve and submit applications.

For more information, please visit the following Research Services website at: [http://www.uwo.ca/research/funding/external/nserc_discovery_grants.html](http://www.uwo.ca/research/funding/external/nserc_discovery_grants.html)
150. THE UNIVERSITY OF WESTERN ONTARIO — RESEARCH DEVELOPMENT & SERVICES - POLICIES & PROCEDURES

150.1. Eligibility to Hold a Research Account at the University of Western Ontario

150.1.1. Policy
Research Development & Services (RD&S) reviews all proposal/applications for grants, awards and contracts to ensure that eligibility and application guidelines are met before Institutional Approval can be given. The Researcher must submit a proposal/application for review and Institutional Approval to RD&S. See Manual of Administrative Policies & Procedures (MAPP) 7.5 Research Grants.

Individuals are deemed eligible to hold a research account based on their job requirements. Those with responsibility to conduct independent research (see list below) with the support of their chair and/or dean are eligible to hold a research account. Research accounts will be closed upon the account holder’s departure from The University of Western Ontario. Alternate arrangements should be made in order to keep the account active.

150.1.2. Funding Agency
Ensure that the Funding Agency’s specific Eligibility Requirements are met.

150.1.3. The University of Western Ontario
The following outlines the positions eligible to hold a Research Account:

- **Full-Time University of Western Ontario Faculty Member, including Physicians**, at one of the following Academic Ranks:
  - Professor
  - Associate Professor
  - Assistant Professor

- **Full-Time University of Western Ontario Librarians and Archivists with Academic Activity** with a Continuing or Probationary Appointment at one of the following Ranks:
  - Senior Academic Librarian
  - Associate Academic Librarian
  - Assistant Academic Librarian
  - General Academic Librarian
  - Senior Academic Archivist
  - Associate Academic Archivist
  - Assistant Academic Archivist
  - General Academic Archivist
• **Other** (with approval from RD&S)
  • Academic Appointments under:
    o “**Procedures for Adjunct Academic Appointments of Faculty* at The University of Western Ontario**” *(excludes Physicians in the Faculty of Medicine & Dentistry)* with an appropriate Faculty Appointment of:
      ▪ Adjunct Appointment at the rank of Professor
      ▪ Adjunct Appointment at the rank of Associate Professor
      ▪ Adjunct Appointment at the rank of Assistant Professor
      ▪ Adjunct Appointment at the rank of Adjunct Research Professor – Independent Research Required
    o “**Scientists Employed by Institutions Affiliated with UWO**” *(Faculty of Medicine & Dentistry)* with an appropriate Faculty Appointment of:
      ▪ Sequential-Term Appointment at the rank of Associate Professor or Professor
      ▪ Affiliated Limited-Term Appointment at the rank of Assistant Professor
      ▪ Cross Appointment at the rank of Professor, Associate Professor or Assistant Professor.
      ▪ Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)
      ▪ Sequential-Term Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)
    o “**Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments**” with an appropriate Faculty Appointment of:
      ▪ Limited Term Appointment at the rank of Assistant Professor or Associate Professor
      ▪ Limited Duties Appointment at the rank of Adjunct Professor (with Letter of Appointment stating that he/she is required to conduct independent research)

• Chairs, Academic Directors or Deans
  o May hold Department or Faculty related grants, such as:
    ▪ Salary grants
    ▪ Overhead grants

• Research Scientists
  o With Job Description stating that he/she is required to conduct independent research
    ▪ Administrative Directors
  o May hold institutional grants, such as:
    ▪ Intellectual Property Management Programs
Others that may have access to and/or signing authority on an established Research Account:

- Post-Doctoral Fellows, Research Associates and Graduate Students
  - May have access to an established Research Account through a Chair or Dean’s Account in their Department/Faculty. Eligibility for access is determined by the funding agency’s guidelines with the written support of the Chair and/or Dean
  - May have access to an established Research Account if the funds are held by an eligible Faculty Supervisor, with the written approval of the Principal Investigator, Chair and/or Dean

- Full-Time Faculty from one of Western’s Affiliated Colleges at the rank of Assistant Professor, Associate Professor or Professor with an appointment to Western, either through an academic department or the Faculty of Graduate Studies
  - Eligibility for access is determined by the funding agency’s guidelines with the written support of the Office of the Dean from the Affiliated College
  - Funds will be disbursed from Western to the Affiliated College upon receipt of a signed agreement stating the terms and conditions. The agreement, provided by RD&S, will address the following types of items:
    - College to provide an accounting of expenditures at the close of the project
    - Unspent funds are to be returned to Western at the close of the project
    - Should the awardee cease to hold an eligible academic appointment during the tenure of the award, the award will be cancelled and all remaining and recoverable funds will be returned to Western
  - NOTE: Available for selected Western Internal Grants Programs only

- Other appointments, including part-time faculty appointments which do not include responsibility for research, may request from their Dean eligibility to hold a research account
X. ORGANIZING AND TEACHING COURSES

151. ORDERING BOOKS FOR YOUR COURSE(S)
Ordering Textbooks for your Course* ............ please refer to this link:
https://bookstore.uwo.ca/special-orders

The Bookstore at Western is located at:
The University Community Center (UCC)
Room 7, Lower Level.
Tel: 519-661-3520 | Fax: 519-661-3673 | Email: book.store@uwo.ca
Website: http://www.bookstore.uwo.ca/

152. BOOK REPRESENTATIVES OF PUBLISHING COMPANIES

152.1. Policy on Desk Copies

Effective June 1, 2016, the Book Store at Western will no longer be providing complimentary desk copies.

Most publishers are happy to provide a desk copy to professors teaching at Western University, subject to availability. Even though The Book Store will not be providing complimentary desk copies, we can still assist in the process. Please follow these steps:

- Contact the publisher directly for desk copies. Many publishers listed below have an online tool for requesting desk copies. Other publishers may require you to submit your request on University letterhead. We have prepared a desk copy request form for your reference that should satisfy most publishers' requirements.

- The Book Store at Western understands there is frequently a delay between the request for a desk copy and receiving the book. In order for instructors to have a desk copy of their textbook(s) available, the Book Store at Western will allow faculty to purchase a copy from our existing stock. Payment can be made with a PeopleSoft speed code, credit card, debit card or cash. Once you have received your desk copy from the publisher, return the textbook within 30 days of purchase, in brand new condition and with your receipt for a refund.
152.2. **Course Adoptions**

152.2.1. **Order Dates**

Ordering course materials 90 days prior to term start allows sufficient time for delivery. The target date for courses starting in September is June 15th and for courses starting in January is October 15th.

Closer to the start of term, please visit the Book Store at Western’s web site to ensure that the texts listed are accurate and that the quantity ordered meet your approval.

Return To  Course Adoptions Form

153. **PUBLISHER CONTACT INFORMATION**

The publisher contact information on this page is provided as a service of the Book Store at Western to aid faculty in the selection of new textbooks and ordering desk copies.

153.1. **Textbook Publisher Quick Links**

- McGraw Hill Ryerson
- Nelson Education
- Oxford University Press
- Pearson Education Canada
- J. Wiley
- W. W. Norton & Company Inc.
- Harper Collins Canada
- Penguin Random House Canada
- University of Toronto Press
- Canadian Scholars
153.1.1. McGraw Hill Ryerson
Main site: https://www.mheducation.ca
Request a desk copy: https://www.mheducation.ca/highereducation/academic-review-copy/
Sales Representative: http://www.mheducation.ca/highereducation/find-your-rep/

153.1.2. Nelson Education
Main site: http://www.nelson.com
Request a desk copy: http://www.nelson.com/order/
Sales Representative: http://replocator.nelson.com/

153.1.3. Oxford University Press Canada
Main site: https://www.oupcanada.com/
Sales Representative: https://www.oupcanada.com/higher_education/find_your_rep.html

153.1.4. Pearson Education Canada
Main site: http://catalogue.pearsoned.ca/
Request a desk copy / instructor support materials: http://catalogue.pearsoned.ca/educator/support/index.page
Sales Representative: http://catalogue.pearsoned.ca/educator/relocator/

153.1.5. J. Wiley
Main site: http://ca.wiley.com/WileyCDA/
Request a desk copy: http://ca.wiley.com/WileyCDA/Section/id-302340.html
Sales Representative: https://professor.wiley.com/CGI-BIN/LANSAWEB?PROCFUN+PROF1+PRFFN15

153.1.6. W W Norton
Main site: http://www.wwnorton.com
Sales Representative: http://books.wwnorton.com/books/find-your-rep/
153.1.7. Harper Collins Canada

Main site:  http://www.harpercollins.ca  
Request a desk copy:  http://www.harpercollins.ca/services/desk-review-copies


Main site:  http://penguinrandomhouse.ca/  
Request a desk copy:  https://www.randomhouseacademic.com/canada-desk-copies

153.1.9. University of Toronto Press

Main site:  http://www.utppublishing.com  
Request a desk copy:  http://www.utppublishing.com/exam_copies.php?sectionID=7&subsectionID=1&pageID=1

153.1.10. Canadian Scholars' Press

Main site:  http://www.cspi.org  
Request a desk copy:  https://www.cspi.org/request-a-desk-copy

154. ORDERING SUPPLIES FOR YOUR COURSE(S)

Order your necessary supplies through ChemBioStores.

155. COURSE COPIER CODES

Obtain a course copier code from your Department Secretary. Try to minimize the number of copies you make throughout a course by putting your material on 2-hour reserve in the Taylor Library (see Section 8), and/or putting the material on the internet (see below).
156. **LECTURE ROOM AND LABORATORY BOOKINGS**
For the most part, course scheduling for lectures and laboratories is already set (it is fairly constant from one year to the next). However, if you need to book a room outside of your regular class time (e.g. for midterms, lab exams, etc.), please email or see Clara Fernandes to arrange for it.

157. **LECTURE TIMETABLES**
The website for UWO registrar’s office is indicated below:
[http://www.registrar.uwo.ca/course_enrollment/timetables.html](http://www.registrar.uwo.ca/course_enrollment/timetables.html)
This website lists timetables (click on Calendar, then choose which timetable you want to view) and examination schedules. Or you can acquire timetables and exam schedules from the Office of the Registrar – Student Central located in Western Student Service Building, Room 1120; 519-661-2100; 519-850-2394.

158. **AV SERVICES**
Most of the lecture rooms and labs are equipped with overhead projectors. The major lecture theatres are also equipped with computer projection systems. If you require computer projection for PowerPoint presentations and the room is not equipped, you can borrow the Department of Chemistry portable data projector through either Clara Fernandes or Debra Martin.

159. **PUTTING YOUR MATERIAL ON 2-HOUR RESERVE OR ON THE INTERNET THROUGH THE TAYLOR LIBRARY**
The main website for Western libraries: [http://www.lib.uwo.ca/](http://www.lib.uwo.ca/)

159.1. **Course Notes**
The main science library is the Allyn and Betty Taylor library (located in the Natural Science Building). The circulation and reference staff are typically very helpful. If you wish to place your lecture notes, assignments, or extra readings on 2-hour reserve, the library staff can either 1) scan the material into Adobe for placement on the library website (students can then view your notes online), or 2) you can provide the original and two copies (depending on your class size) for temporary binding. The library staff will bind your notes into a folder that can be borrowed by your students for 2-hour periods. They keep a master copy of your notes in case a mishap occurs with the borrowed copies. You can either submit all your notes simultaneously at the beginning of the semester, or you can submit the notes in smaller chunks as the semester progresses.
159.2. **Course Textbooks / Supplemental Material**
The library will also put your course textbook (multiple copies) on 2-hour or 3-day reserve for those students in your course who have not purchased it. You can provide the library with multiple copies if your book representative gives you extras. The library will also put high use books from your courses that are available in the library on 2-hour or 3-day loans, which will increase the availability of these resources for all students. This prevents a situation where the students are frustrated because one student has signed the material out for most of the semester.

159.3. **Reserve Request Form**
https://www.lib.uwo.ca/cgi-bin/resform.pl
All of the material you put on two-hour reserve can be returned to you at the end of the semester. When you first register for this service (at the library), you must indicate on the form that you would like all the material returned.

159.4. **Library Instruction**
The library offers help in the use of its collections and electronic resources, and has an extensive instruction program, mostly integrated with course related assignments. (See: http://www.lib.uwo.ca/) The library staff will tailor an instructional course for any term projects you assign. This gives the students a head start when searching for references.

160. **TEACHING SUPPORT CENTRE (TSC)**
If you would like to establish a website for your course, the easiest route is to visit: http://www.uwo.ca/tsc/. From this site, you can submit a form electronically http://instruct.uwo.ca/uwo/ which will get you on your way to creating your course website. This form can also be used to change the maintainer of an existing Instructional Web course area. For information on setting up a faculty website, see page 13.

For other course-related instructional resources, see: http://www.uwo.ca/its/instruct/.

You can also establish an email list for your course, which is a list provided through the University of the e-mail addresses of all students enrolled in your course.

For more information, see http://www.uwo.ca/its/email/mailing_lists/index.html
161. **SOCIAL MEDIA**

Western wants to help visitors to our website or social media sites determine if the communities they're engaging with are legitimate. To that end, we have developed a comprehensive, official list of web 2.0 websites and services Western has signed up for and is using. We hope this list will help you decide which sites/groups you'd like to participate in. To view the list, please visit the website at: [http://www.uwo.ca/social_media.html](http://www.uwo.ca/social_media.html)

162. **REGULATIONS, POLICIES, AND GUIDELINES FOR UWO COURSES**

162.1. **Academic Handbook, Scholarship and Award, General Policy**

This academic handbook is available at the following website: [http://www.uwo.ca/univsec/pdf/academic_policies/scholarship/awardspolicy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/scholarship/awardspolicy.pdf)

The handbook of academic scholarship policy is very informative regarding regulations, policies and guidelines for UWO courses. Another source of information for this topic is: [http://www.uwo.ca/ombuds/](http://www.uwo.ca/ombuds/). Although this website is geared towards students, it is still helpful for new faculty. It describes the responsibilities of the ombudsperson and provides guidelines regarding grade appeals, student-instructor relations, plagiarism, academic appeals, etc.

162.2. **Academic Concerns**

The Office of the Ombudsperson is an additional resource for graduate students concerned about their academic career. While the [Graduate Regulations](http://www.uwo.ca/grad/) site should always be referenced for concerns regarding graduate studies.

162.2.1. **Guide**

Below is a list of guides to help you with any academic concerns you're having with your graduate career. Be sure to refer to the frequently asked questions page to help identify the most relevant guide(s) for your situation. If you have any questions about the information in the guides or any other information provided on this website, please contact the office at: [ombuds@uwo.ca](mailto:ombuds@uwo.ca)

the Ombudsperson also provides a frequently asked questions page and guide list to help you understand the options available to you if you believe you've encountered unfairness in your education, a very useful source of information and provides information on the following topics:

- About Grades, Grading, Grade Appeals
- Student-Instructor Relations (Handling Issues Fairly)
- About Cheating, Plagiarism, Fraud and Computer Mischief
- About Academic Appeals
162.3. **What Makes An Examination Fair?**

The Office of the Ombudsperson always recommends talking to your supervisor before taking additional action. Don't hesitate to email us at ombuds@uwo.ca about any concerns you have or if you have any questions regarding the information provided on this website. We are here to help guide students to a fair resolution.

In particular, the list of publications entitled “Frequently Asked Questions and Guides” [http://www.uwo.ca/ombuds/academic/graduate/index.html](http://www.uwo.ca/ombuds/academic/graduate/index.html)
163. POLICY AND GUIDELINES FOR FACULTY MEMBERS IN EMPLOYMENT AND/OR SUPERVISORY RELATIONSHIPS WITH GRADUATE RESEARCH ASSISTANTS, POST-DOCTORAL FELLOWS AND OTHER RESEARCH COLLABORATORS

163.1. Preamble

As directed in the Letters of Understanding, section A. Academic Responsibilities of Members, Clause 5 f, a sub-committee of the Joint Committee was struck to develop and recommend policy and guidelines to support faculty members in employment and/or supervisory relationships with Graduate Research Assistants, Post-Doctoral trainees and other research collaborators and ensure that such relationships are carried out in accordance with the law and good academic practice.

We include here as a research trainees: undergraduate and graduate students working in a supervisory relationship with a faculty member, post-doctoral fellows and postdoctoral associates, and other research-related personnel, such as summer research students, research associates and graduate research assistants.

163.2. Statutory Obligations

The supervisor has a responsibility to be aware of, and adhere to, all legal and statutory obligations that govern the supervision of research trainees. These include relevant Collective Agreements between the University and specific employee groups:

- Ontario Human Rights Code (http://www.ohrc.on.ca/en/resources/code);

- Ontario Occupational Health and Safety Act (http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm); and


In particular, supervisors should be aware that there are provisions for many employee-related issues, including minimum wage, hours of work, termination procedures, and notification and severance obligations.

163.3. Guidelines for Best Supervisory Practices

Not withstanding that student supervision involves an interaction between two parties and that both parties bear some responsibility for the success of the relationship, the following guidelines are suggested as best practices for the supervisor.

The supervisor should strive to cultivate conditions that are favorable to the trainees' research and intellectual growth, and provide appropriate guidance on the progress of research and the standards expected. Good supervisory practice includes the following:
163.4. **Availability:**
- Be accessible, and provide advice and constructive criticism.
- As appropriate, ensure that sufficient resources are available, including access to facilities and research materials, technical training and financial support.
- Respond in a timely manner with comments/revisions to drafts of applications, reports or research presentations/publications.
- Ensure continuity of adequate supervision of trainees during leaves or any extended period of absence.

163.5. **Mentoring:**
- Provide appropriate guidance on the nature of research, research ethics, intellectual property rights, and academic integrity.
- Establish a professional working relationship to guide the trainees’ approach to research.
- Assist the trainee with the selection and planning of a suitable and manageable research program.
- Guide the trainee in learning to work independently and/or as a member of a team, as appropriate to the discipline.
- Encourage and assist trainees to participate in programs for professional development, such as effective writing courses, teaching training programs, and workshops on research grants and conflict resolution.
- Encourage and assist trainees in obtaining financial resources to attend and present their work at local, national and international conferences.
- Encourage and assist trainees to publish or disseminate their work in appropriate venues.
- Inform trainees when progress is unsatisfactory and advise them on what can be done to improve it.

163.6. **Maintaining A Safe And Professional Workplace:**
- Avoid personal or business relationships that may constitute a conflict of interest.
- Ensure that the research environment is safe, equitable and free from harassment and discrimination (see, for instance, the Articles, Discrimination and Harassment in the Faculty Collective Agreement).
- Give credit in an appropriate manner to trainees’ contributions to scholarly activities, such as at professional meetings, in publications, in applications for grants or in performances or exhibitions.
164. IMPROVING YOUR TEACHING STYLE

Even the most seasoned lecturers may be searching for ways to improve their courses. The Teaching Support Centre (D.B. Weldon Library Rm 122, 519-679-2111, extension 84622) offers assistance to faculty who want to improve teaching or class management techniques.

165. EXAMS: SCANTRON SHEETS, EXAM BOOKLETS, AND SERVICES

165.1. Printing Exams, Acquiring Booklets and Scantron

For exams, consult the Departmental Secretary or Administrative Officer to obtain scantron sheets (bubble sheets for multiple choice exams), and exam booklets. For photocopying exams, consult the Departmental Secretary far enough in advance if you have large class sizes. If you have your final exam prepared in time, registrar will print the exam for you (which saves the Department lots of money). Announcement of the deadline for this option will be given each semester via email.

165.2. Getting Your Exams Marked and Processing Grades (SCANEXII AND MMS)

Social Science Network and Data Services (http://ssts.uwo.ca/network/index.html) provides the following self-extracting software downloadable from their website: http://ssts.uwo.ca/network/software_resources/downloads.html. This website also provides dates of instructional courses for these software programs (although many instructors will find them user-friendly and will be able to figure them out on their own).

165.3. Scan Exam II (SCANEXII)

Scan Exam II is a Windows application for marking, analyzing, reporting and editing multiple choice exams after they have been read through an optical mark reader (OMR). Two exam formats are supported: The first is Standard Multiple Choice (180 questions, 5-choice A-E) which uses UWO Scantron Form F-13209-UWO and the second is Extended Multiple Response (45 questions, 20 choice A-T) which uses UWO Scantron Form F-13622-UWO.

Western Technology Services (ITS), located on main floor Support Services Building, will run your scantron sheets through the computer for free. This will translate the shaded responses on the scantron sheets into a computer file for you. Once you have the electronic file from ITS, you can compare the student
responses to a master key, then simply import the ScanEx file as a *.mms file into your class list in the Marks Management System. (You can validate student numbers on the scantron sheets by comparing the scanex file against your class list in the Marks Management System).

165.4. **Marks Management System (MMS) - Standardized Class List and Grade Records**

Marks Management System is a Windows application for performing routine processing tasks associated with the recording, calculation and reporting of student grades. The layout and operation of MMS is similar to a spreadsheet with custom features that cater to grade management. A free downloadable version of this program is available through:

http://ssts.uwo.ca/network/software_resources/downloads.html#mms

Inputting of course marks for the Department of Chemistry, please see Clara Fernandes.

166. **ALTERNATE EXAM DATES**

166.1. **Special Examination Request Form**

If a student has a valid reason for missing an exam (conflict with another scheduled exam or health reasons with documentation), it is her/his responsibility to obtain a Special Examination Request Form from the Dean’s office. S/he will then bring the form and other documentation to you as the course instructor. You must complete this form with the date, time, and location of the make-up exam, then keep this form to the Associate Chair of the Department of Chemistry.

167. **TIMING OF SUBMISSION OF FINAL GRADES - INFORMING STUDENTS OF GRADES**

167.1. **Final Marks for Undergraduate Courses Timing of Submissions**

(S. 1577, S. 1718.2)

Marks for written final examinations must be submitted within one week after the writing of each final examination. (On the written authorization of the Dean of the faculty in which the course is offered, this deadline may be extended.)

Marks for courses not requiring written final examinations must be submitted within one week after the end of classes. (On the written authorization of the Dean of the faculty in which the course is offered, this deadline may be extended.)
Marks for Deferred, Special and Supplemental Examinations must be submitted within one week after the writing of such examinations.

Submission of marks for any course may not be delayed because of the failure of some registrants in the course to complete assignments or term work. Such students shall be given a mark of zero for incomplete work and assigned a final grade, unless their Dean has authorized incomplete standing or the writing of a Deferred or Special Examination.

This regulation also applies to the mid-year examination period.

167.2. **Final Marks of Graduate Courses - Timing of Submission** (S.1578, SCAPA 09APR)

Please note that graduate-level course numbers range from 9000 to 9999.

Final marks must be submitted within two weeks of the end of the term.

Note: For courses taken by students in their final term of study, the deadline shall be the last day of term.

After the end of each graduate term, the student grade file shall be updated and a grade report issued to each graduate student at which time the updated grade file shall reflect the following:

a) for courses not due to be completed in that term, an entry of IPR (denoting “in progress”);

b) for courses due to be completed in that term, either the mark obtained in the course or an entry of INC (denoting “incomplete”). The grade of INC may be carried for a maximum of one term after which the grade assigned is F.

The terms "incomplete" and "in progress" shall be assigned only with the written authorization of the Chair of the Department or Departmental Graduate Studies Committee, except for theses and language requirement courses.

Any departure from the above regulations shall require the authorization of the Vice-Provost (Graduate and Postdoctoral Studies).
167.3. **Final Examination Marking**  
(S.2288.12)  
The final examination in first year courses (1000-1999) with more than one section (lecture, tutorial and/or laboratory, however taught) will be marked by some method which seeks to ensure consistency and fairness in marking among all sections (e.g., marking by a course or section committee under the supervision of the member of the faculty who coordinates the course).

167.4. **Informing Students of Final Grades**  
(S.3242, S.91-230, S.92-37, S.96-161, S.09-13)  
The Registrar records students who are granted Special Examinations, Incompletes and Aegrotat Standing by the Dean's office. That information is to be provided to Departmental offices by the Registrar on a regular basis.

Instructors are to submit their final grades electronically or on grade submission forms to the Department Chair for final approval. (In the case of an Affiliated University College or a Faculty without departmental structure, the grades will be forwarded electronically to the Dean.) Subsequent to this review the Department Chair (or Dean) will forward the grades electronically or on grade submission forms to the Registrar.

Departments may inform students of final grades from an examination period subsequent to final approval of the grades by the Department Chair or Dean, but are responsible for ensuring that grades are communicated in a confidential manner.

Lists of student grades with personal identifiers (e.g., student identification numbers) must not be posted electronically. Faculty and staff wishing to communicate marks electronically to students must do so on an individual basis only. For optimal security, WebCTVista is the recommended mechanism for doing so.

For large classes, a paper list of student grades linked to student identification numbers may be posted in a Department location for a limited time provided that the grades cannot reasonably be linked to individual students. Such postings should contain truncated student identification numbers (last five digits) listed in random order. For classes with fewer than 15 students, public posting must always be avoided. Faculties have the discretion to establish higher thresholds based on local needs and concerns.
Related Policies and Notes:

The course numbering policy is at
http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf

See also:

Grading Scale for Undergraduate Course
http://www.uwo.ca/univsec/pdf/academic_policies/general/grades_undergrad.pdf

Grading Scale for Graduate Course
http://www.uwo.ca/univsec/pdf/academic_policies/general/grades_grad.pdf

Note: WEBCTVista is also known by the name OWL at Western.

168. ACADEMIC HANDBOOK NOTES

168.1. Timing of Submission of Final Grades – Informing Students of Grades (HBk Issued: 2009 04)

Timing of Submission of Final Grades – Informing Students of Grades
http://www.uwo.ca/univsec/pdf/academic_policies/exam/finalgrades.pdf

168.2. Course Numbering Policy, Essay Courses, Hours of Instruction (HBk Issued: 2012 04)

Course Numbering Policy for Graduate and Undergraduate Courses
http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf

168.3. Definitions of Grades; Grading Scales for Undergraduate Students (HBk Issued: 2010 12)

Marks/Grades; Definitions of Grades; Grading Scales for Undergraduate Students
http://www.uwo.ca/univsec/pdf/academic_policies/general/grades_undergrad.pdf
168.4. **Grading Scale for Graduate Students (HBk Issued: 2008 08)**

Grading Scale for Graduate Students

http://www.uwo.ca/univsec/pdf/academic_policies/general/grades_grad.pdf

**Note:** WEBCTVista is also known by the name OWL at Western.

169. **ACCESS TO AND RETENTION OF EXAMINATION PAPERS AND OTHER WORK (HANDBOOK: ISSUED 2009 01)**


When the course is finished, you may be wondering how long you have to keep exams. The following guidelines were extracted from the registrar’s website:

1. Individual instructors shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, for a period of **eight months from the date of the last regularly scheduled class** in a course.

2. Individual instructors shall maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course for a period of **twelve calendar months from the date of the last regularly scheduled class**.

3. In the event that a student requests it, an instructor shall produce and review* with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to a Department Chair shall be granted access, upon his or her request, to such papers under supervisory arrangements established by the instructor. In the course of this review, the student shall be entitled to see the paper.

* **Note:** There is a six-week time limit for appeals
170. **RETENTION OF EXAMINATION PAPERS AND RECORDS**

Departments (or Faculties without departmental structure) shall require all instructors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course in accordance with Western’s Records Retention and Disposal Schedules.

170.1. **Westerns Retention and Disposal Schedules: 07 - Teaching**

[https://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html](https://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html)

Departments (or Faculties without departmental structure) shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, in accordance with Western’s Records Retention and Disposal Schedules. This retention period also applies to reports, tests and examinations for on-line courses for which a mark has been assigned.

Department chairs will make arrangements for storing such papers either with instructors or in a departmental depository. Instructors are expected to provide complete records to the Department or Faculty upon request. It is the duty of every faculty member who will be leaving the University temporarily or permanently at the end of the teaching term to formally transfer his/her records and exam papers to the Chair of a Department (or his or her designate) or the Dean of the Faculty (for Faculties without departmental structure).

170.2. **Departmental Depository of Old Examinations Papers and Other Student Records**

Please note Room MSA 0230 has been allocated for storing of old exams until such time of disposal. This is a secured room. See Anna Vandendries-Barr for the master key.
171. PUBLIC SAFETY AND EMERGENCY PREPAREDNESS CANADA

171.1. Emergency Planning For Your Family: The 5-Step Guide

If an emergency happens in your community, it may take emergency workers some time to reach you. You should be prepared to take care of yourself and your family for a minimum of 72 hours.

Learn how quick and easy it is to become better prepared to face a range of emergencies – anytime, anywhere. Use this guide to create your own emergency plan. Use the checklists to build a 72-hour emergency kit. These basic steps will help you take care of yourself and your loved ones during an emergency.

A self-help brochure produced by the Government of Canada offers helpful hints for emergency plan in the following website:

171.2. Emergencies Preparedness - Plan by The City of London

The City of London has developed a step by step planner to help your family prepare for emergencies and disasters. Visiting the website at:
http://www.london.ca/residents/Emergency-Information/Emergency-Preparedness/Pages/default.aspx
XI. A SAFE RESPECTFUL CAMPUS

172. NEW LEGISLATION ON WORKPLACE HARASSMENT, VIOLENCE AND DOMESTIC VIOLENCE (BILL 168)

Western is committed to an environment that is free of harassment and violence. We all have a role in ensuring Western is a safe, respectful environment for working, learning, and living.

According to Statistics Canada (2004), nearly one-fifth of all incidents of violent victimization in Canada, including physical assault, sexual assault and robbery, occurred in the victim’s workplace. The Centre for Research and Education on Violence against Women and Children reports that in the U.S. 24% of employees have experienced domestic violence and 70% of individuals suffering from domestic violence are victimized at work.

Thank you for taking this opportunity to learn about an amendment by the Ontario Ministry of Labour to the Occupational Health and Safety Act (“OHSA”). Bill 168 became law on June 15, 2010. As an employee or supervisor at Western, ensure you know your rights and your responsibilities under the Occupational Health and Safety Act. Learn how to identify, prevent, and respond to workplace harassment and workplace violence, including domestic violence that emerges in the workplace.

173. DEFINITIONS

Workplace harassment and workplace violence undermine emotional, psychological, and physical safety. They are workplace hazards. With Bill 168, OHSA section 32, the following behaviours are prohibited by law:

173.1. Workplace Harassment

“engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

Examples: Demeaning and derogatory remarks; attempts to undermine another's confidence, performance, or reputation; belittling another’s opinions; excluding someone from information and interactions the person requires to do work or function as a team member; creating factions to isolate another person; yelling; intimidation; intimidating use of positional power; using profanity; displaying offensive material or images in either hard copy or electronic form; etc.

173.2. Workplace Violence

(a) “the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.”

**Examples:** Aggressive outbursts, verbal or written threats, domestic violence, weapon threats, physical assault such as pushing, hitting, kicking, punching, throwing items, stabbing, beating, choking, shooting.

The OHSA does not define “domestic violence”; however,

173.3. **Domestic Violence**

“Is widely understood to be a pattern of behaviour used by one person to gain power and control over another person with whom he/she has or has had an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and using electronic devices to harass and control.” (OHSC guidebook)

**Note:** Workplace is defined as “any land, premise, location or thing, at, upon, in, or near which a worker works” (e.g. Campus buildings, green spaces, sports facilities, research parks and sites, parking lots).
174. **RIGHTS AND RESPONSIBILITIES**

174.1. **Rights**

All Employees have:

- The right to be informed and educated regarding Ontario’s health and safety laws.

- The right to be safe at work.

- The right to refuse or to stop work if they have “reason to believe” that “workplace violence is likely to endanger” them. (Campus Community Police Services will assist)

- The right to know if they are at “risk of workplace violence from a person with a history of violence” whom they “can be expected to encounter...in the course of [their] work.” (CCPS will assist with background checks, and selective, as needed communication.)

- The right to be protected by employer initiated precautions if the “employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace.” (CCPS will assist)

- The right to conduct their activities in an environment free of harassment and discrimination.

175. **RESPONSIBILITIES OF WESTERN AS EMPLOYER**

175.1. **With Respect To Workplace Violence**

- Ensure incidents or complaints of workplace violence are investigated and dealt with.

- Ensure that employees are provided with the proper degree of disclosure if there is a risk of workplace violence from a person with a history of violence.

- Recognize that a worker may refuse work where he or she has reason to believe that workplace violence is likely to endanger himself or herself.

- Take “every precaution reasonable in the circumstances” to protect a worker if the “employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace.”

- Ensure that employees are provided with information and instruction regarding workplace violence policies and procedures.
175.2. **With Respect to Workplace Harassment**

- Ensure a policy is prepared and provided to employees. Review the policy regularly. See your employee agreement or go to Policy 1.35: Non-Discrimination and Harassment: [http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)

- Ensure that employees understand how and where to report incidents of workplace harassment.

- Ensure incidents or complaints of workplace harassment are investigated and dealt with; call Equity and Human Rights Services ext. 83334.

- Ensure that employees are provided with information and instruction regarding workplace harassment policy and procedures.

- Conduct, record, and report assessments of risk of workplace violence to campus community police services and the occupational health and safety team; reassess. (call CCPS 83300 for assistance)

- Inform workers about the hazards, once confirmed by CCPS or HR.

- Ensure compliance; doing nothing is not an option.

- Respond to emergencies, calling in the appropriate resources.

- Report incidents to next level supervisor.

- Be familiar with resources available within Western and the London community that offer support and assistance with issues relating to workplace violence, domestic violence, and harassment.

175.3. **Responsibilities of Leaders and Supervisors (People Who Have Charge of a Workplace or Authority Over a Worker or a Student)**

- Understand the law with respect to workplace violence and workplace harassment.

- Know, identify, prevent/eliminate or manage/minimize real or potential hazards.
176. RESPONSIBILITIES OF ALL EMPLOYEES

- Work safely.
- Treat others respectfully.
- Resolve conflicts quickly and amicably.
- Understand and follow health and safety legislation relevant to your work.
- Refuse to engage in prohibited, threatening behaviours.
- Refuse to engage in boisterous and disorderly conduct.
- Report to your next level supervisor all incidents where you are subjected to, witness, or have knowledge of campus harassment or violence, or have reason to believe that violence may occur.
- Be assured that Western’s policies on safety and on harassment and discrimination prohibit reprisals against anyone who, acting in good faith, reports an incidence of workplace harassment or workplace violence.

177. FOR ASSISTANCE

177.1. **For Immediate or Life Threatening Danger 911**

In a situation of immediate danger:

- Leave the unsafe area or seek shelter
- Lock doors and avoid windows

**Call 911**

177.2. **Workplace Violence or Safety Risk - Campus Community Police Services (Ext. 83300)**

- If you encounter potentially volatile situations:
- Remain calm to avoid escalation
- Speak slowly in normal volume, without arguing or efforts to reason with the person
- Use non-threatening body-language, e.g. Palms facing forward
- Call campus community police services ext. 83300

177.3. **Workplace Harassment - Equity and Human Rights Services (Ext. 83334)**

If you are a target of harassment or are told of a situation that may be workplace harassment:

- Document the concern(s)/incident(s): date, time, place, who involved, the issue, what was done, any witnesses, etc.
- Discuss with your leader or supervisor
- Call equity and human rights services ext. 83334
177.4. **Domestic Violence in the Workplace (Ext. 84023)**

For advice and greater understanding of domestic violence, call Barb MacQuarrie, Centre for Research and Education on Violence Against Women and Children, ext. 84023 or go to [http://makeitourbusiness.com/](http://makeitourbusiness.com/)

178. **STAY SAFE**

- Take precautions when working or walking alone; call Campus Foot Patrol (83650)

- Learn more about Western’s Safe Campus program at [http://communications.uwo.ca/safe-campus/](http://communications.uwo.ca/safe-campus/)

179. **NOTE ON POLICY**

Western’s Safe Campus Community Policy 1.46 recognizes that “the University has other policies in place that pertain to unacceptable behaviours, such as the Code of Student Conduct and the Non-Discrimination and Harassment Policies.” The general policy “complements” these and does not “supersede or interfere with any other university policy, collective agreements or prevailing laws.”

180. **NOTE ON CONFIDENTIALITY**

Western’s Safe Campus Community policy 1.46 recognizes that the “confidentiality of those involved in complaints must be treated seriously by everyone involved and be protected to the extent possible. Subject to applicable privacy legislation, investigative information may be shared between campus community police service and the university community, or with housing and ancillary services, human resources, the registrar’s office or with unit heads associated with the incident, depending on the circumstances.”
181. THE WORKPLACE VIOLENCE CONTINUUM

181.1. A - ALERT

Risk Low: Creates Anxiety
Behaviours of Concern:
• Bullying, Verbal Abuse
• Disruptive & Aggressive
• Harassing Conduct
• Emotionally Abusive

181.1.1. Prevention

• To communicate and reinforce standards of behaviour. Utilize resources.

• Conduct Risk assessments and use Crime Prevention Through Environmental Design (CPTED) strategies...

• Intervene when people send “signals” that they are at risk of “losing their cool” with others.

• Seek resources for stress/anger/depression counselling before behaviour escalates.

181.1.2. Action

If behaviour occurs, stay calm and de-escalate. Faculty/Dept. intervene quickly. Separate conflicting parties. Assess further risk; report; seek support to deal with current situation and prevent repeats. Document incident. Investigate & follow-up.

181.1.3. Support

Dean, Chair, Department Head, University Students' Council (USC), Student Development Centre (SDC), Equity and Human Rights, Human Resources (HR), Registrar, Student Health & Counselling Services, Employee Assistance Program (EAP), Housing, Union; Campus Police 911 when there are personal safety concerns, potential danger or Code of Student Conduct violations.

181.2. B - CAUTION

Risk Low to Moderate: Personal Safety Concerns

Threatening Behaviour:
• Hostile, Intimidating, Frightening
• Aggressive outbursts
• Threats, either verbal or written

181.2.1. Prevention

• Broadly communicate and reinforce standards of behaviour.

• Conduct Risk assessments and use CPTED strategies.

• Intervene when people send “signals” that they are at risk of “losing their cool” with others. Suggest people seek resources for stress/anger/depression counselling before behaviour escalates. Utilize resources.

181.2.2. Action

If behaviour occurs, stay calm and de-escalate. Faculty or Dept. intervenes quickly. Ensure physical safety. Report, assess, analyze, and seek support. Understand safety priority over privacy. Document incident. Investigate & follow-up.

181.2.3. Support

As above: Campus Police will investigate, assess risk, help establish a safety plan (may involve a Trespass Notice), work with Registrar & Legal Services if dealing with a student; or with HR and Faculty for employees.
181.3. C - DANGER

Risk High: Safety is at Risk

Physical Injury:
- Weapons Threat, Physical Assault, Pushing, Hitting, Kicking, Punching
- Concern/threat to Injure self or others

181.3.1. Prevention
- Report personal safety concerns.
- Early intervention to reduce escalation. Educate all students, staff, faculty on diffusing procedures and safe responses.
- Incident investigation and accountability.

181.3.2. Action
If behaviour occurs, avoid escalation; Call 911 from any campus phone. Seek safe location. Report incident within your faculty or department. Understand safety priority over privacy.

181.3.3. Support
Campus Police 911; Student Emergency Response Team (SERT), Emergency Medical Service (EMS), Occupational Health and Safety (OHS), HR, Housing; Campus Police will follow up in Criminal Cases and for Code of Student Conduct violations.

181.4. D - EMERGENCY

Risk Imminent: Immediate Danger

- Potential Death
- Shooting
- Stabbing
- Beating
- Choking
- Use of Weapon
- Threat to kill

181.4.1. Prevention
- Establish safety procedures and safe locations.
- Educate all students, staff, faculty on procedures, safe responses and safe locations.
- All incidents will be thoroughly investigated with appropriate follow-up and review.

181.4.2. Action
If behaviour occurs, avoid escalation; Call 911. Seek shelter where you are; lock doors, avoid windows; evacuate public areas. The Incident Commander will communicate next steps.

‘STAY SAFE’

181.4.3. Support
Campus Police 911; SERT, EMS, OHS, ERT, London Police. Campus Police will follow up in Criminal Cases and for Code of Student Conduct violations. HR and EAP for employees.
XII. Memorandum—Prevention of Theft on Campus

To: Deans, Chairs and Budget Unit Heads
From: Peter P. Mercer
Date: August 24, 2001
Subject: Prevention of Theft on Campus

I have been advised by the University Police of an unusual increase in the number of reported thefts on campus over the past several weeks. These crimes represent a disturbing trend both in terms of financial loss and the sense of personal violation, which has been felt by the victims. These thefts have included both University and private property and in many cases may have been avoided through the use of simple preventative strategies. The University Police are taking action to focus their resources on preventing the continuation of this trend and are working in cooperation with the London Police to investigate the crimes that have been reported. They suggest we all take following measures in an effort to better protect our resources. I encourage you and those in your are to consider implementing these steps as part of your normal routine.

- Lock all offices and labs when unoccupied, even during the day. Over 25% of reported thefts from unlocked areas during the last three months have occurred during the day.

- Secure computers and audio-visual equipment with cables or lockdowns. It is important to note that stolen items will not be covered by insurance if there is no indication that the item was forcefully removed either as a result of a break-in or the removal of a lock or security device.

- 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. Valuable personal property should be taken home at the end of the day or, if that is not possible, secured in a locked drawer and out of sight.

Permanently mark valuable equipment as UWO property in a prominent location using either an engraving pen or paint to mark the property. Operation Provident is a North America wide program of property identification and engraving or marking property with the UWO registration number (OP5067001) and will make property less attractive to thieves and also improve the possibility of its recovery if it is stolen.
182. THEFT PREVENTION IS A COMMUNITY EFFORT

Thousands of dollars worth of thefts from the university community are reported annually to Campus Police. Most of these losses are not recoverable through insurance. Can we afford these losses? Our Police Service strives to keep our community safe and secure but cannot succeed without your help.

182.1. Physical Environment

First, consider your environment in general. Your building will be accessible to many individuals after hours. Is your work area in an isolated part of the building or close to an exit? Next, examine three important factors in the security of your area: windows, doors and locks.

182.2. Windows and Doors

- Always keep your windows locked
- Easily accessible windows create an additional security risk. Use window coverings to conceal the contents of your office. If possible, move valuable equipment to a less visible location.
- Consider enhancing your window security by installing additional physical protection such as glass security film or plexiglass.
- Always lock your door when you are absent, even if only for a few minutes.
- Do not prop open doors to anyone’s area or building. Secure those you find open.
- If your area contains expensive equipment or valuable information, consider the strength of your door against being forced open. Additional door and window security hardware reduces the risk of forced entry.

182.3. Locks

- Deadbolt locks offer the best protection
- Keep a record of your key distribution
- Keep possession of your keys - do not loan them
- Minimize duplication of all keys and only duplicate keys through the Physical Plant Keys Office
- Report all lost or stolen keys immediately
- If you move to a new area, have a change in staff or lose some keys, consider having the area rekeyed for your own security
- The issuing department is responsible for collecting outstanding keys from staff, faculty, and students
All modifications to your area should be approved through Physical Plant to ensure your own safety and to confirm adherence to building codes. Please report broken or non-fastening locks, doors, or windows, to Physical Plant immediately.

182.4. **General Security Measures - Reduce Your Vulnerability**

- Have a safety & security plan for your area and awareness training
- Lock your office when unattended
- Do not leave your **laptop** or PDA unattended
- Do not prop doors open
- Maintain an accurate inventory of all valuable equipment including make, model and serial number
- Use authorized cable tie downs for computer equipment
- Keep your computer access confidential and regularly change your password
- Be aware of suspicious or unauthorized persons in your area
- Speak to suspicious persons - "Can I help you?"
- Report any suspicious persons. Call in a description to Campus Police at 911 if an emergency or at 519-661-3300 for advice
- Conduct a routine security sweep prior to lock-up
- Utilize an intrusion alarm system for vulnerable areas/valuable equipment
- Always back up files

182.5. **Mark Your Property**

We highly recommend marking all valuable items in your area. Marking an item makes it not only unattractive for thieves (because it can be traced and is difficult to sell) but also enables police departments to identify it as stolen and return it to you if it is recovered.

- The University of Western Ontario is registered with "Operation Provident" (OP5067001). This number can be traced anywhere in North America through the Canadian Police Information Centre (CPIC)
- This number should be engraved as close to the serial number as possible (engravers are available free of charge from the Police)
- Permanent stickers cautioning potential thieves that the property has been marked (including the Operation Provident number) are also available from the Campus Police
- Update the inventory list with the Inventory Office every time you purchase, relocate, lose or dispose of a piece of equipment
- Lock up your personal property while you are at work
182.6. **Alarm**

If you consider your area to be sensitive or at a high risk of theft or break-ins, consider contacting Campus Police to discuss the wide range of options for monitoring such areas. Any contemplated security system should be consistent with other University security systems.

Installing an alarm system can be very expensive and should only be considered if your area contains valuable equipment and is at significant risk.

182.7. **Cash Security**

In many respects, cash is the most attractive item for thieves. Please consider the following recommendations carefully:

- Limit access to the cash compartment or safe
- Keep the keys to the cash in a secure location
- Lock up cash and take keys with you when leaving the area
- Memorize the combination to the safe
- Prevent people from seeing where the petty cash is kept when reimbursing expenditures
- Endorse all cheques "For deposit only to UWO" immediately upon receipt
- Bank deposits must be made when receipts total $200
- Receipts totalling less than $200 must be secured in a locked compartment
- Money for deposit should not be held over the weekend
- Ensure there is trained backup for the cash handling responsibilities of your position
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