DEPARTMENT OF CHEMISTRY

HANDBOOK

2016-2017

Revised Date: Tuesday, August 16, 2016
## TABLE OF CONTENTS

I. WELCOME TO THE DEPARTMENT OF CHEMISTRY AND WESTERN UNIVERSITY... 1

1. MESSAGE FROM THE CHAIR – PROFESSOR YINING HUANG................................................................. 1

II. LIVING IN CANADA, ONTARIO AND LONDON................................................................................. 2

2. SOUTHWESTERN, ONTARIO ..................................................................................................................... 2

3. SERVICE ONTARIO .................................................................................................................................. 2
   3.1. About Service Ontario.......................................................................................................................... 2

4. LONDON, CANADA.................................................................................................................................... 2

5. CITIZENSHIP AND IMMIGRATION CANADA....................................................................................... 2
   5.1. Study in Canada.................................................................................................................................... 3

6. INTERNATIONAL STUDENTS .................................................................................................................... 3
   6.1. Getting Started: Welcome International Students! ............................................................................. 3
   6.2. International Student Handbook ....................................................................................................... 4
   6.3. What’s in the Handbook?......................................................................................................................... 4

7. APPLYING TO BECOME A PERMANENT RESIDENT (LANDED IMMIGRANT) OF CANADA................. 7
   7.1. About Becoming a Permanent Resident of Canada............................................................................. 7
      7.1.1. Federal Skilled Workers ........................................................................................................... 7
      7.1.2. Canadian Experience Class ....................................................................................................... 7
      7.1.3. Ontario Provincial Nominee Program - Applying as an International Student .................. 7
      7.1.4. Other Immigration Application Classes.................................................................................... 8
   7.2. Federal Skilled Worker Class ................................................................................................................... 8
   7.3. Canadian Experience Class ...................................................................................................................... 8
   7.4. Opportunities Ontario: Provincial Nominee Program ............................................................................. 9
   7.5. Tips!........................................................................................................................................................ 9
   7.6. Attention International Graduate Students ....................................................................................... 9
   7.7. Canadian Immigration Seminar — Permanent Residency in Canada and Working, Studying and Living in Ontario.................................................................................................................. 10
   7.8. Community Links - Services for Immigrants and Newcomers.......................................................... 10

8. VISITING FOREIGN RESEARCH STUDENTS – REGISTRATION AND IMMIGRATION APPLICATION PROCESS .... 12
   8.1. Step 1: Registration at Western ............................................................................................................ 12
   8.2. Step 2: The Student Applies for a Study Permit ................................................................................. 13
   8.3. Step 3: Authorization to Begin the Research Placement ..................................................................... 13

9. SERVICE CANADA .................................................................................................................................... 15
   9.1. Social Insurance................................................................................................................................... 15

10. HEALTH CARE ........................................................................................................................................ 15

11. DRIVING IN ONTARIO ......................................................................................................................... 15
   11.1. Having a Valid Driver’s Licence.......................................................................................................... 16
12. GETTING TO LONDON ................................................................................................................................. 17
  12.1. Airlines ................................................................................................................................................... 17
  12.1.1. LONDON INTERNATIONAL AIRPORT ........................................................................................... 17
  12.1.2. Directions to London International Airport ....................................................................................... 17
  12.1.3. AIR CANADA .................................................................................................................................. 17
  12.1.4. AIR CANADA JAZZ ......................................................................................................................... 17
  12.1.5. AIR TRANSAT ................................................................................................................................. 17
  12.1.6. WESTJET ....................................................................................................................................... 17
  12.2. Bus Services ........................................................................................................................................ 17
  12.2.1. GREYHOUND CORPORATION CANADA .................................................................................... 17
  12.2.2. GREYHOUND BUS DEPOT, LONDON, ONTARIO ........................................................................ 17
  12.2.3. GREYHOUND ON UWO CAMPUS ................................................................................................. 18
  12.2.4. ROBERTQ’s TRAVEL AND AIRBUS SERVICES ............................................................................. 18
  12.3. Taxi Services ....................................................................................................................................... 18
  12.3.1. ABOUTOWN TRANSPORTATION ............................................................................................... 18
  12.3.2. ABOUTOWN TAXICABS .............................................................................................................. 18
  12.3.3. VOYAGEUR .................................................................................................................................. 18
  12.3.4. CHECKER LIMOUSINE & AIRPORT SERVICES ............................................................................ 18
  12.4. Train Services ..................................................................................................................................... 18
  12.4.1. VIA RAIL CANADA ........................................................................................................................ 18

13. GETTING AROUND LONDON ...................................................................................................................... 19
  13.1. Public Bus Service ............................................................................................................................... 19
  13.1.1. LONDON TRANSIT COMMISSION (LTC) ..................................................................................... 19
  13.1.2. LTC Routes, Bus Schedules and Fares ............................................................................................ 19
  13.2. Bicycle Paths ...................................................................................................................................... 19

14. FINDING A PLACE TO LIVE .......................................................................................................................... 20

15. MOVING INTO A NEW PLACE .......................................................................................................................... 20
  15.1. London Hydro (Electricity) ..................................................................................................................... 20
  15.2. Union Gas Customer Service ............................................................................................................... 20
  15.3. Bell Canada (Phone Connection) ......................................................................................................... 20
  15.4. Rogers Communication (Television Cable Connection) ........................................................................ 20
  15.5. London Transit Commission (LTC) – Public Buses ............................................................................ 21
  15.6. London Free Press (Local Newspaper) .................................................................................................. 21
  15.7. London Canada ................................................................................................................................... 21
  15.8. Garbage Collection and Disposal ......................................................................................................... 21

16. WHAT TO DO IN LONDON ............................................................................................................................ 21
  16.1. Tourism London, Ontario and Travel Guide ....................................................................................... 21
  16.2. Covent Garden Market — The Heart of London .................................................................................... 22
  16.3. Fanshawe Pioneer Village ..................................................................................................................... 22
  16.4. Storybook Gardens (Located inside Springbank Park) ....................................................................... 22
  16.5. Western Fair District ............................................................................................................................. 22

17. FOR MORE ABOUT LONDON, HERE ARE A FEW OTHER RESOURCES ...................................................... 23
  17.1. Middlesex County ................................................................................................................................. 23
18. ARTS AND CULTURE .................................................................................................................................... 23
   18.1. The Grand Theatre ................................................................................................................................. 23
   18.2. Paul Davenport Theatre — Live Theatre on Western University Campus ............................................ 23
   18.3. Museums and Art Galleries .................................................................................................................... 23
       18.3.1. MUSEUM LONDON ................................................................................................................ 24
       18.3.2. MUSEUM OF ONTARIO ARCHAEOLOGY ................................................................................. 24
       18.3.3. BANTING HOUSE NATIONAL HISTORIC SITE ........................................................................... 24

III. WORKING IN THE DEPARTMENT OF CHEMISTRY ........................................................... 25

19. INFORMATION FOR NEW STAFF .................................................................................................................. 25

20. SIGN-UP SHEET FOR PAYROLL ..................................................................................................................... 25

21. WESTERN UNIVERSITY — HEALTH AND SAFETY POLICIES .......................................................... 25

22. IDENTIFICATION CARDS (UWO ID) ............................................................................................................. 26

23. PARKING & VISITOR SERVICES AT WESTERN UNIVERSITY ................................................................. 26
   23.1. Parking Permit ........................................................................................................................................ 26
   23.2. Department Hosted Parking ................................................................................................................... 27
       23.2.1. Blue Pass Parking ................................................................................................................... 27
       23.2.2. for Special Events ................................................................................................................... 28
       23.2.3. Complimentary Parking .......................................................................................................... 28
   23.3. Motorist Assistance Program ................................................................................................................. 29
       23.3.1. We can help when .................................................................................................................. 29
       23.3.2. Call us: .................................................................................................................................... 29

24. KEYS PROJECT (ENHANCEMENTS MADE WITH YOU IN MIND) — FACILITIES MANAGEMENT ............ 30

25. KEYS PROJECT UPDATED MAY 2013 — FACILITIES MANAGEMENT (FM) ........................................... 31

26. KEY REQUISITION PROCESS ......................................................................................................................... 32
   26.1. Related Information – A Walkthrough Document “Request A Key” ...................................................... 32
   26.2. Access Request - Keys ............................................................................................................................ 34

27. ELECTRONIC (CARDS) ACCESS ...................................................................................................................... 34

28. AUTHORIZED DESIGNATES FOR KEYS APPROVAL & ELECTRONIC CARD ACCESS .................................. 34

29. LOCKED OUT OF THE OFFICE ........................................................................................................................ 35

30. GRADUATE STUDENTS, RESEARCHERS, POSTDOCTORAL, STAFF, SUMMER STUDENTS AND VOLUNTEERS .. 35

31. KEYS FOR STUDENTS ENROLLED IN CLASS CHEMISTRY 4491E .................................................................... 35

32. TO REQUEST A KEY ...................................................................................................................................... 36
   32.1. Key Pick-up & Return ............................................................................................................................. 36
   32.2. Deposits (Keys) ....................................................................................................................................... 36
   32.3. Keys Pick-up / Returns Guidelines — Steps 1-4 .................................................................................. 37
33.  A/V EQUIPMENT IN CLASSROOMS ........................................................................................................ 39
    33.1.  Keys .......................................................................................................................................................... 39
            33.1.2.  Do I Need A Different Key For Each Media-Equipped Classroom That I Teach In? ................................. 39

34.  HUMAN RESOURCES (HR) ............................................................................................................................. 40
    34.1.  Need Help Navigating My Human Resources? ...................................................................................... 40
    34.2.  MyHumanResources .................................................................................................................................. 40
    34.3.  Payroll and Records .................................................................................................................................. 41
    34.4.  Pensions and Benefits ............................................................................................................................. 41
    34.5.  Western Retirement Plans ......................................................................................................................... 41

35.  FAMILY SERVICES EMPLOYEE ASSISTANCE PROGRAMS (FSEAP) ............................................................ 42
    35.1.  Employee Assistance Plan - Services ................................................................................................... 42

36.  VISA AUTHORIZATION PERMIT ................................................................................................................... 42

37.  OHIP/UHIP HEALTH INSURANCE COVERAGES .................................................................................... 43
    37.1.  OHIP (Ontario Health Insurance Plan) .................................................................................................. 43
    37.2.  UHIP (University Insurance Health Plan) ............................................................................................. 43

38.  MAIL BOX ....................................................................................................................................................... 43

39.  EVACUATION: BUILDING EMERGENCY TEAM ........................................................................................ 44

IV.  TRAVEL GUIDE LINES .................................................................................................................................. 45

40.  PROCEDURES FOR POLICY 2.16 – TRAVEL & EXPENSES REIMBURSEMENT ........................................... 45
    40.1.  Purpose of Trips ......................................................................................................................................... 45
    40.2.  Conferences ............................................................................................................................................ 45
    40.3.  Receipts ................................................................................................................................................... 45
    40.4.  Cash Advances ......................................................................................................................................... 46
    40.5.  Daily Meal Reimbursement ................................................................................................................... 46
    40.6.  Hospitality .............................................................................................................................................. 46
    40.7.  Accommodations ..................................................................................................................................... 46
    40.8.  Air and Rail Travel .................................................................................................................................. 47
    40.9.  Private Vehicle ....................................................................................................................................... 47
    40.10. Insurance ............................................................................................................................................... 47
    40.11. Supplies ............................................................................................................................................... 48
    40.12. Alcohol ............................................................................................................................................... 48
    40.13. Note: .................................................................................................................................................... 48

41.  TRAVEL EXPENSE REPORT ........................................................................................................................... 50
    41.1.  Meal Receipts .......................................................................................................................................... 50
    41.2.  Visiting Speaker ...................................................................................................................................... 50
    41.3.  Faculty Recruitment ................................................................................................................................ 51
    41.4.  Claim Form – Updated Version (for NON-WESTERN individual Only) ....................................................... 51

42.  WHEN TO COMPLETE THE RESEARCH FINANCE – DELEGATION OF SIGNING AUTHORITY (DOSA) FORM ...... 52
47.12.11. Rabies Immunization Policy ................................................................. 72
47.12.12. Hepatitis B Immunization Policy .......................................................... 72
47.12.13. Food Service Employee Health Screening Policy .................................. 72
47.13. Appendix 1 .................................................................................................. 73
47.13.1. Regulations Made Under the Occupational Health and Safety Act ............. 73
47.13.2. Economic Sector Regulations .................................................................. 73
47.13.3. Hazardous Substance Regulations .......................................................... 73
47.13.4. Miscellaneous .......................................................................................... 73

48. HEALTH, SAFETY AND WELLNESS REQUIREMENTS FOR LABORATORY WORK .................................................. 74
48.1. (i) Federal Nuclear Safety and Control Act, and ............................................. 74
48.2. (ii) Ontario Occupational Health and Safety Act .......................................... 74
48.3. Accessibility at Western (AODA) .................................................................. 75
48.4. WebCT Owl.................................................................................................. 75
48.5. Workplace Hazardous Materials Information Systems (new WHMIS 2015) ... 75
48.6. Health and Safety Orientation – Work Safely at Western ............................ 76
48.7. Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western ...... 76
48.8. Laboratory Safety – Hazardous Waste ......................................................... 77
48.9. Laboratory Orientation ................................................................................ 77
48.10. Laboratory Working Hours and Conditions ............................................... 77
48.11. Additional Required Training based on Work Area/Study ............................... 78

49. MENTAL HEALTH — RESOURCES SUMMARY ........................................................................ 78
49.1.1. Campus Police ......................................................................................... 78
49.1.2. Mental Health @ Western Website ............................................................ 78
49.1.3. iWestern App ........................................................................................... 78
49.2. Services For Western Students ...................................................................... 79
49.2.1. Student Development Centre (SDC)........................................................ 79
49.2.2. Student Health Services (SHS) ................................................................. 79
49.2.3. Residence Counsellor .............................................................................. 79
49.2.4. King’s Counselling and Student Development ........................................ 79
49.2.5. Art Therapy ............................................................................................ 79
49.2.6. Eating Disorders Support Group ............................................................. 80
49.2.7. Peer Support Centre ............................................................................... 80
49.2.8. Alcoholic Anonymous Meetings ........................................................... 80
49.3. Services For Western Faculty And Staff ....................................................... 80
49.3.1. Family Services Employee Assistance Program (FSEAP) ......................... 80
49.3.2. Rehabilitation Services ........................................................................... 81
49.3.3. Workplace Health .................................................................................. 81
49.3.4. Campus Student Case Manager: Anh Brown ......................................... 81
49.4. Additional Learning Opportunity at Western ................................................. 81
49.4.1. Mental Health First Aid ........................................................................... 81
49.4.2. Mental Health E-Learning Module for Students, Staff, and Faculty ......... 81
49.5. Community Services & Resources (available to all) ..................................... 82
49.5.1. www.211ontario.ca .................................................................................. 82
49.5.2. Abused Women’s Helpline ...................................................................... 82
49.5.3. Addiction Services of Thames Valley ...................................................... 82
49.5.4. Canadian Mental Health Association (CMHA) ........................................ 82
49.5.5. CMHA Crisis Services ............................................................................ 83
49.5.6. Connect For Mental Health ...................................................................... 83
49.5.7. ConnexOntario .......................................................................................................................... 83
49.5.8. Hope’s Garden .......................................................................................................................... 83
49.5.9. Kids Help Phone ........................................................................................................................ 83
49.5.10. Good2Talk .............................................................................................................................. 83
49.5.11. Lesbian Gay Bi Trans Youth Line ......................................................................................... 84
49.5.12. London’s Abused Women’s Centre ....................................................................................... 84
49.5.13. Sexual Assault CentrE LONDON ......................................................................................... 84
49.5.14. Women’s Community House ............................................................................................... 84
49.6. Additional Community Websites .............................................................................................. 84

50. STUDENT CODE OF CONDUCT ................................................................................................. 86
50.1. Introduction and Purpose ........................................................................................................... 86
50.2. II Definition ................................................................................................................................. 87
50.3. III Relationship to Other Universities Policies and Codes ....................................................... 87
50.4. IV Jurisdiction ............................................................................................................................ 88
50.5. V. Prohibited Student Conduct ................................................................................................. 88
50.5.1. Disruption ............................................................................................................................... 88
50.5.2. Misconduct Against Persons and Dangerous Activity ......................................................... 89
50.5.3. Misconduct Involving Property ............................................................................................ 89
50.5.4. False information, ID Cards, Access Cards, Key Cards, Meal Cards, Identification .......... 89
50.5.5. Alcohol and Drug Use .......................................................................................................... 89
50.5.6. Improper Use of Dangerous Objects and Substances .......................................................... 90
50.5.7. Contravention of University Regulations ........................................................................... 90
50.5.8. Contravention of Other Laws ............................................................................................... 90
50.5.9. Other ..................................................................................................................................... 90
50.6. VI. Sanctions ............................................................................................................................. 90
50.7. VII. Interim Measures ................................................................................................................ 91
50.7.1. Disruption of Instructional Activities ................................................................................... 91
50.7.2. Temporary Exclusions from Other Areas ............................................................................. 91
50.7.3. Notice of Trespass ................................................................................................................. 91
50.7.4. Interim Prohibition ................................................................................................................ 92
50.8. VIII. Complaint Procedures ..................................................................................................... 92
50.8.1. 2. Undergraduate Students .................................................................................................. 92
50.8.2. 3. Graduate Students .......................................................................................................... 93
50.8.3. 4. All Students ....................................................................................................................... 93
50.9. IX. Transcripts and Registration .............................................................................................. 94
50.9.1. Appeals ................................................................................................................................. 94
50.9.2. Composition ......................................................................................................................... 95
50.9.3. Procedures ............................................................................................................................ 96
50.9.4. Further Appeal ..................................................................................................................... 97
50.10. XI. Review of Code .................................................................................................................. 98

V. WESTERN UNIVERSITY CAMPUS ............................................................................................... 99

51. CAMPUS MAP .................................................................................................................................... 99

52. HOSPITALITY SERVICES .............................................................................................................. 99
52.1. Hospitality Services Site ............................................................................................................ 99
52.2. Campus Meal Plan - Faculty & Staff ....................................................................................... 99
52.3. To Open a Meal Plan Account .................................................................................................. 99
52.4. Top up Your Flex ....................................................................................................................... 99
GUIDELINES FOR CLAIMING VISITING SPEAKERS AND PHD EXTERNAL EXAMINER EXPENSES (JULY 12, 2012)

79.1. Visiting Speakers (VS) ................................................................. Error! Bookmark not defined.
79.2. PhD External Examiners who are also Visiting Speakers ............. Error! Bookmark not defined.
99.3. Physical Health Safety Concerns ...................................................................................................................... 176

100. NEW COURIER RATES 2012 – NEW COURIER COMPANY .................................................................................. 177

101. PHOTOCOPIER – “TOSHIBA” STUDIO 4540C ................................................................................................... 179
    101.1. Photocopying ............................................................................................................................................ 179
    101.1.1. Copier Code Number ....................................................................................................................... 179
    101.1.2. Pre-assigned Copier Code for Teaching AND ASSIGNMENTS .......................................................... 179
    101.1.3. HOW TO USE A PHOCOPIER AND TRANSPARENCIES ............................................................ 179
    101.1.4. PROBLEMS WITH PHOTOCOPIER ................................................................................................. 179

102. FAX TRANSMISSION ......................................................................................................................................... 180
    102.1. Basic Operation Instructions For Transmitting fax .................................................................................... 180

103. SCANNING DOCUMENT(S) ............................................................................................................................. 181
    103.1. Basic Operation Instructions for Scanning Documents ................................................................................ 181

104. GUIDELINES FOR CHEMISTRY ROOM BOOKINGS ......................................................................................... 182
    104.1. Individuals Designated As Superusers Are: .............................................................................................. 182
    104.2. Systems Set-Up For Rooms .................................................................................................................... 182
    104.3. Use of Room ChB 115 (Per Term Basis) .................................................................................................. 183
    104.4. Use of Room MSA 3204 (Per Term Basis) .............................................................................................. 183
    104.5. Use of Rooms ChB 127, MSA 1203, and MSA 0204 ............................................................................. 183
    104.6. Mobile Data Projector ............................................................................................................................. 183
    104.7. First Time User Booking System ........................................................................................................... 184
    104.8. Chemgrads ............................................................................................................................................. 185
    104.9. Use of MSA Atrium ................................................................................................................................. 186
    104.10. Use of Chemistry Lounge — Room ChB 105 ...................................................................................... 186

105. GUIDELINES FOR CLAIMING VISITING SPEAKERS AND PHD EXTERNAL EXPENSES .................................. 186
    105.1. Visiting Speakers .................................................................................................................................... 186
    105.2. PhD External Examiners Who Are Also Visiting Speakers ...................................................................... 187

106. “SERVICE VEHICLE PARKING PERMIT” — PARKING AT THE CHEMISTRY LOADING DOCK 11 AREA .......... 189
    106.1. Parking and Visitor’s Service Vehicle ....................................................................................................... 189
    106.2. Return Permit to ChemBioStores ........................................................................................................... 190
    106.3. Return Signed-Out Permit From Main Office ......................................................................................... 190

107. “GENERAL SERVICE VEHICLE” PERMIT PARKING FOR SUPPORT SERVICE BUILDING (SSB) ........................ 190
    107.1. Western Loading Zone, Restricted Zone and General Service Vehicle Permit Guidelines ........................ 191
    107.2. Sign-Out the Permit .................................................................................................................................. 191
    107.3. Return of Parking Permit ........................................................................................................................ 191

108. CHEM BIO LIQUID NITROGEN FACILITY ..................................................................................................... 192

109. X-RAY FACILITY ............................................................................................................................................ 192

110. WWW CHEMISTRY GUIDE ........................................................................................................................... 193

VII. UWO FACULTY OF SCIENCE ........................................................................................................................... 194
129. AODA CLASS DISRUPTIONS, AND ACCESSIBILITY IN TEACHING — STRATEGIES TO NOTIFY STUDENTS OF CANCELLED CLASSES ................................................................. 227
  129.1. WebCT Owl .................................................................................. 227
  129.2. Regular Email ............................................................................. 227
          129.2.1. For Small Classes ................................................................. 227
          129.2.2. For Large Classes ................................................................. 228
          129.2.3. To Build Your Mailing List In List Guardian .................... 229
  129.3. MMS Email Function ................................................................. 229
  129.4. Notes on MMS: To Download MMS .......................................... 230

130. RUNNING YOUR LAB ........................................................................ 230
  130.1. Purchasing Items for Laboratory .................................................. 230
  130.2. Keys for Laboratory ..................................................................... 230
  130.3. Garbage ....................................................................................... 231
  130.4. Chemical Removal ...................................................................... 231
  130.5. Glass Disposal in Laboratories .................................................... 231
          130.5.1. Glass .................................................................................. 232
  130.6. Hazardous Materials Waste ....................................................... 232
          130.6.2. LINK FOR VARIOUS Other Safety FORMS ..................... 232

131. PRIVATE TUTORING IN THE DEPARTMENT ..................................... 233

132. TUTORING AND EXAM PREPARATION CLASSES — LETTER FROM VICE-PROVOST (GRADUATE AND POSTDOCTORAL STUDIES) ................................................................. 234

133. UNDERGRADUATE PROGRAMS AND MODULES .......................... 235
  133.1. Program Modules ........................................................................ 235
  133.2. Advanced Minors ....................................................................... 235
  133.3. Science/BMSc Internship Program .............................................. 236

134. WELCOME TO "ASK WESTERN" ..................................................... 236

135. GRADUATE STUDENTS ................................................................. 237
  135.1. Departmental Application Deadlines ............................................ 237
  135.2. Mentoring ................................................................................... 237
  135.3. Guidelines on Mentoring ............................................................. 237

136. RESEARCH SUPPORT ...................................................................... 237
  136.1. Financial Management of Research Funds ................................. 237
  136.2. Major Sponsor Guidelines ......................................................... 238
  136.3. NSERC Discovery Grants — Western as LEAD Institution .......... 238

137. THE UNIVERSITY OF WESTERN ONTARIO — RESEARCH DEVELOPMENT & SERVICES -POLICIES & PROCEDURES ................................................................. 239
  137.1. Eligibility to Hold a Research Account at the University of Western Ontario ................................................................. 239
          137.1.1. POLICY .............................................................................. 239
          137.1.2. Funding Agency ................................................................. 239
          137.1.3. The University of Western Ontario ....................................... 239
IX. ORGANIZING AND TEACHING COURSES ................................................................. 242

138. ORDERING BOOKS FOR YOUR COURSE(S) ......................................................... 242

139. BOOK REPRESENTATIVES OF PUBLISHING COMPANIES ............................... 242
   139.1. POLICY ON DESK COPIES .............................................................................. 242
   139.2. Course Adoptions .............................................................................................. 243
       139.2.1. Order dates ............................................................................................... 243

140. PUBLISHER CONTACT INFORMATION .............................................................. 243
   140.1. Textbook Publisher Quick Links ........................................................................ 243
       140.1.1. McGraw Hill Ryerson ............................................................................ 244
       140.1.2. Nelson Education .................................................................................... 244
       140.1.3. Oxford University Press ......................................................................... 244
       140.1.4. Pearson Education Canada ..................................................................... 244
       140.1.5. J. Wiley .................................................................................................... 244
       140.1.6. W W Norton ............................................................................................ 244
       140.1.7. Harper Collins Canada ............................................................................. 245
       140.1.8. Penguin Random House Canada (Penguin, Vintage, New American Library,
                 Knopf, Random House) ................................................................................ 245
       140.1.9. University of Toronto Press ..................................................................... 245
       140.1.10. Canadian Scholars’ Press ........................................................................ 245

141. ORDERING SUPPLIES FOR YOUR COURSE(S) ................................................... 245

142. COURSE COPIER CODES ....................................................................................... 245

143. LECTURE ROOM AND LABORATORY BOOKINGS .............................................. 245

144. LECTURE TIMETABLES ......................................................................................... 246

145. AV SERVICES ...................................................................................................... 246

146. PUTTING YOUR MATERIAL ON 2-HOUR RESERVE OR ON THE INTERNET
     THROUGH THE TAYLOR LIBRARY ........................................................................ 246
   146.1. Course Notes .................................................................................................... 246
   146.2. Course Textbooks/Supplemental Material ..................................................... 246
   146.3. Reserve Request Form .................................................................................... 247
   146.4. Library Instruction ......................................................................................... 247

147. TEACHING SUPPORT CENTRE (TSC) ................................................................ 247

148. SOCIAL MEDIA .................................................................................................... 247

149. REGULATIONS, POLICIES, AND GUIDELINES FOR UWO COURSES ........ 248
   149.1. Handbook of Academic and Scholarship Policy ............................................. 248
   149.2. Academic Concerns ....................................................................................... 248
   149.3. What Makes An Examination Fair? ............................................................... 248
160.1. Workplace Harassment: ........................................................................................................................ 260
160.2. Workplace Violence: .............................................................................................................................. 260
160.3. Domestic Violence: ................................................................................................................................. 261

161. RIGHTS AND RESPONSIBILITIES ............................................................................................................. 262
161.1. Rights: ................................................................................................................................................... 262

162. RESPONSIBILITIES OF WESTERN AS EMPLOYER ................................................................................ 262
162.1. With Respect To Workplace Violence: ................................................................................................. 262
162.2. With Respect To Workplace Harassment: ............................................................................................. 263
162.3. Responsibilities Of Leaders And Supervisors (People Who Have Charge Of A Workplace Or Authority Over A Worker Or A Student) ................................................................. 263

163. RESPONSIBILITIES OF ALL EMPLOYEES ............................................................................................ 264

164. FOR ASSISTANCE ....................................................................................................................................... 264
164.1. For Immediate Or Life Threatening Danger 911 .................................................................................. 264
164.2. Workplace Violence Or Safety Risk - Campus Community Police Services (Ext. 83300) ......................... 264
164.3. Workplace Violence Or Safety Risk - Campus Community Police Services (Ext. 83334) ......................... 264
164.4. Domestic Violence In The Workplace (Ext. 84023) ............................................................................. 265

165. STAY SAFE ............................................................................................................................................. 265

166. NOTE ON POLICY .................................................................................................................................... 265

167. NOTE ON CONFIDENTIALITY .................................................................................................................. 265

168. THE WORKPLACE VIOLENCE CONTINUUM ......................................................................................... 266
168.1. A – ALERT ............................................................................................................................................. 266
168.1.1. Prevention: ...................................................................................................................................... 266
168.1.2. Action ............................................................................................................................................. 266
168.1.3. Support: ......................................................................................................................................... 266
168.2. B – CAUTION ....................................................................................................................................... 266
168.2.1. Prevention: ..................................................................................................................................... 266
168.2.2. Action ............................................................................................................................................. 266
168.2.3. Support: ......................................................................................................................................... 266
168.3. C – DANGER ....................................................................................................................................... 267
168.3.1. Prevention: ..................................................................................................................................... 267
168.3.2. Action ............................................................................................................................................. 267
168.3.3. Support: ......................................................................................................................................... 267
168.4. D – EMERGENCY ............................................................................................................................... 267
168.4.1. Prevention: ..................................................................................................................................... 267
168.4.2. Action ............................................................................................................................................. 267
168.4.3. Support: ......................................................................................................................................... 267

XI. MEMORANDUM – PREVENTION OF THEFT ON CAMPUS .............................................................. 268

169. THEFT PREVENTION IS A COMMUNITY EFFORT ............................................................................... 269
169.1. Physical Environment ............................................................................................................................ 269
169.2. Windows and Doors ............................................................................................................................. 269
169.3. Locks ..................................................................................................................................................... 269
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 38 faculty members and over 20 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: http://www.serviceontario.ca/

   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 including:

   - Health card registration
   - Birth, marriage and death certificates
   - Business registration
   - Fishing and hunting licences
   - Address change
   - Newborn Registration service
   - Ontario government publications . . .and more

4. LONDON, CANADA
   http://www.london.ca

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/. 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**

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 STUDENTS**

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 STUDENTS!**

To help you begin your "Western" journey, view the International Student 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* 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**

For more information on the above service, please refer to the following website at: [http://www.iesc.uwo.ca/iesc_services/index.html](http://www.iesc.uwo.ca/iesc_services/index.html)
6.2. **INTERNATIONAL STUDENT HANDBOOK**

When you arrive on campus, be sure to pick up your full-length paper copy of the International Student Handbook as part of your Orientation Package.

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.

6.3. **WHAT'S IN THE HANDBOOK?**

*International and Exchange Students Centre International Student 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)
• Health care
  o Health Insurance
    ▪ University Health Insurance Plan (UHIP)
    ▪ Other Health Care Coverage
  o Dental Plan
  o Health Care Providers

• Telephone, Internet and TV
  o General Phone Information
    ▪ How do I get a Phone Installed?
    ▪ Overseas and Long-Distance Calls
  o Accessing the Internet (at home and on-campus)
  o All About Television

• 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 Informatin
    ▪ Slang & Idiomatic Expressions
    ▪ Talking with Canadians (“Small Talk”)
    ▪ Friendships, Dating & Romantic Relationships
    ▪ Sexual Relationships
    ▪ The Rules of Behaviour (Harassment & Sexual Assault)
    ▪ Date Rape Drugs
  o Canadian Climate
• 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

Path: International and Exchange Student Centre > Visa & Immigration > Permanent Resident

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: http://law.uwo.ca/cls for assistance with Permanent Residency applications and documentation.

Topics:
- About Becoming a Permanent Resident of Canada
- Federal Skilled Worker Class
- Canadian Experience Class
- Opportunities Ontario: Provincial Nominee Program
- Tips!
- Attention International GRADUATE Students - Community Legal Services
- Canadian Immigration Seminar - Next session will be held on Friday, February 3, 2012
- 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

7.1.2. CANADIAN EXPERIENCE CLASS

7.1.3. ONTARIO PROVINCIAL NOMINEE PROGRAM - APPLYING AS AN INTERNATIONAL STUDENT
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:

- **November 4, 2011 - Introduction of the new PhD stream**
  (effective as of November 5, 2011)

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:

- The Federal Skilled Worker Class:

- Applying as a Federal Skilled Worker:

**Tip:** To determine if your eligibility to qualify to immigrate as a Federal Skilled Worker, complete the Online Self-Assessment Tool at:

7.3. CANADIAN EXPERIENCE CLASS
On September 5, 2008 Citizenship and Immigration Canada announced the new Canadian Experience Class, a new Permanent Resident application class for certain temporary foreign workers and international students who have recently graduated from a recognized Canadian post-secondary educational institution.

To find out more about the application requirements and to see if you would qualify under the Canadian Experience Class, visit the following website: http://www.cic.gc.ca/english/immigrate/cec/index.asp
7.4. OPPORTUNITIES ONTARIO: PROVINCIAL NOMINEE PROGRAM

On February 12, 2008, Ontario’s Ministry of Citizenship and Immigration announced 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:


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](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
London, ON N6A 3K7
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 hosts 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.

Download a PDF copy of the presentations from the Fall 2013 seminar:

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

For more information, please visit our events page.
7.8. COMMUNITY LINKS - SERVICES FOR IMMIGRANTS AND NEWCOMERS

- Welcome to Canada: What You Should Know (CIC)
- Ontario Immigration
- Settlement.org – Welcome to Ontario
- Welcome to London
- London Urban Services Organization (LUSO)
- Global Talent
- London Economic Development Corporation (LEDC)
- London Cross-Cultural Learner Centre
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

A. The student and department must complete and sign, as relevant, either:
   - The Visiting Undergraduate Student (Research Only) Plan, or
   - 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:
   - For Visiting Undergraduate Students: the Office of the Registrar
   - 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 the 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**


9.1. **SOCIAL INSURANCE**


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

   You can download an application form from [http://www.servicecanada.gc.ca/eng/sin/forms.shtml](http://www.servicecanada.gc.ca/eng/sin/forms.shtml) 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**


    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 ([http://www.uhip.ca/](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**
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. Licences are issued at the Driver Examination Center, 220 Exeter Rd, Unit 1, Call: 519 652-1299, Monday to Friday, 8:30 a.m. to 5 p.m. 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://www.services.gov.on.ca/locations/mapLocations.do?ext=t&mapDisplay=NORMAL&id=127&locale=EN.

REGISTERING VEHICLES
Information about vehicle licensing can be found at: 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](http://relocatecanada.com/london/transp.html)

12.1. **AIRLINES**

12.1.1. **LONDON INTERNATIONAL AIRPORT**

[http://www.londonairport.on.ca/](http://www.londonairport.on.ca/)

Reservations .............................................................. .519-452-4015

12.1.2. **DIRECTIONS TO LONDON INTERNATIONAL AIRPORT**

[http://flylondon.ca/yxu/directions-map](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 ........................................................... 1-866-847-1112

12.1.6. **WESTJET**


Reservation ............................................................ 1-800-225-2525

Arrivals and Departures ........................................... 1-888-422-7533

12.2. **BUS SERVICES**

12.2.1. **GREYHOUND CORPORATION CANADA**

[http://www.greyhound.ca/home/](http://www.greyhound.ca/home/)

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**  
at the University Community Centre (UCC)  
[http://www.usc.uwo.ca/western_connections/greyhound.html](http://www.usc.uwo.ca/western_connections/greyhound.html)  
(UCC Lower Level, UWO)  
Phone ................................................................. 519-661-3722

12.2.4. **ROBERTQ’S TRAVEL AND AIRBUS SERVICES**  
Transportation to Toronto Airport / YYZ or Detroit Airport and  
Travel Services  
105 Wharncliffe South  
Phone ................................................................. 519-673-6804

12.3. **TAXI SERVICES**

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

12.3.2. **ABOUTOWN TAXICABS**  
Phone ................................................................. 519-432-2222

12.3.3. **VOYAGEUR**  
[http://www.voyageurtransportation.ca/services](http://www.voyageurtransportation.ca/services)

12.3.4. **CHECKER LIMOUSINE & 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**  
Reservations .......................................................... 519-672-5722
13. GETTING AROUND LONDON

13.1. PUBLIC BUS SERVICE

13.1.1. LONDON TRANSIT COMMISSION (LTC)
http://www.ltconline.ca/
Phone .......................................................... 519-451-1347

13.1.2. LTC ROUTES, BUS SCHEDULES AND FARES
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. London Transit offers a variety of fare payment methods for your convenience. As of December 1, 2008 adult fares are: cash (exact change) $2.75, tickets (includes 90 minutes transfer) or 5 for $9.50 and Citi pass (unlimited ridership) $81.00 or Weekday pass (Monday-Friday only) $69.00. Seniors have unlimited ridership at the cost of $57.50.

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

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

Tickets can be purchased at the UCC and dozens of shops throughout the city displaying the LTC logo.

13.2. BICYCLE PATHS
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:

Room 109, Elgin Hall
The University of Western Ontario
London, Ontario N6A-5B9
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 .................................................... 519 661-3814

15. MOVING INTO A NEW PLACE

15.1. LONDON HYDRO (ELECTRICITY)
http://www.londonhydro.com/
Phone: ................................................................. 519 661-5503

15.2. UNION GAS CUSTOMER SERVICE
http://www.uniongas.com/
Located at: 109 Commissioners Road West, London
Phone: ................................................................. 519 439-0151

15.3. BELL CANADA (PHONE CONNECTION)
http://www.bell.ca/home/?accept=true
Phone: ................................................................. 519 663-8121

15.4. ROGERS COMMUNICATION (TELEVISION CABLE CONNECTION)
http://www.rogers.com/web/Rogers.portal
Phone: ................................................................. 519 646-3300
15.5. **LONDON TRANSIT COMMISSION (LTC) - PUBLIC BUSES**
http://www.ltconline.ca/
Phone: ............................................................................. 519 451-1347

15.6. **LONDON FREE PRESS (LOCAL NEWSPAPER)**
http://www.lfpress.com/
Phone: ............................................................................. 519 676-6666

15.7. **LONDON CANADA**
CITY HALL: http://www.london.ca/
325 Queens Ave., London, ON N6A 4L9
(at Wellington Street opposite Victoria Park)
Phone: ............................................................................. 519 661-4500

15.8. **GARBAGE COLLECTION AND DISPOSAL**
http://www.london.ca/residents/garbage-recycling/garbage/Pages/default.aspx
Phone: ............................................................................. 519 661-4570

16. **WHAT TO DO IN LONDON**
The website of City of London: http://www.london.ca/.

A good entertainment guide online: http://www.londontourism.ca/Things-To-Do/Entertainment. 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/
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**
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/](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 INSIDE SPRINGBANK PARK)**
[http://www.storybook.london.ca/](http://www.storybook.london.ca/)
It is one of Southwestern Ontario's most popular theme attractions. The Storybook Gardens provides families with fun and special memories to last a lifetime. We have something for the whole family, with Old McDonald's farm, rides, games, play areas, Slippery's splash area, entertainment, face painting and beautiful gardens. Open all year round, each season offers new activities and adventures, from our summer splash pad to our winter skating trail. Storybook is a special destination for a family outing at any time of the year!
1958 Storybook Lane ...................................................... Phone: 519 661-5770

16.5. **WESTERN FAIR DISTRICT**
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.
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
http://www.middlesex.ca/
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 at:

17.2. THE WEATHER NETWORK: WEATHER FORECAST — LONDON, ONTARIO
http://www.theweathernetwork.com/weather/CAON0383

18. ARTS AND CULTURE

18.1. THE GRAND THEATRE
http://www.grandtheatre.com/
471 Richmond Street, London, Ontario
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: http://national.ballet.ca/

18.2. PAUL DAVENPORT 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 ................................................................. 519 661-3722

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.

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://www.uwo.ca/museum/
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 NATIONAL HISTORIC SITE
http://www.diabetes.ca/about-cda/banting-house
The Banting House National Historic Site is located at
442 Adelaide St. N.
Phone .................................................................. 519 673-1752
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).

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://servlet.uwo.ca:8082/WPHPositionHazard/ 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 (UWO ID)**
   [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 a UWO ID number) 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/)).

   Campus 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:
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.

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

23.2.3. 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

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:**

Mon - Fri between 8:30 am and 4:00 pm at 519-661-3973
Mon - Fri between 4:00 pm - 8:00 pm, please call 519-661-3300 and Campus Community Police Services will notify our Motorist Assistance team for you.
Effective August 22, 2012, Facilities Management (FM) has done away with the wasteful paper version of the key requisition process.

**PHASE ONE**
- Moved Keys to Parking & Visitor Services
- Online requests & approvals
  - Speed up the process (7-10 days to 1-3 days - September)
  - Verify key requestor’s information by utilizing Western’s Active Directory (employee #/Student #, email, phone number and role)
  - Route key requests to appropriate people utilizing building, room # and key code (Approver receives an email)
  - Eliminated faxing and mailing of requests
  - Eliminated requestor having to bring original request form with them to Keys
  - The requestor’s “role” in P5 determines who pays deposits automatically
- Online processing of key request and returns
  - Automatically sends an email when key(s) are ready to be picked up
  - Requester receives an email receipt for the $ deposit paid for each key
  - Requester and Approver receives an email when key(s) are returned
  - Requester’s Keys data is auto populated from electronic request eliminating manual data entry to ensure accuracy
- Approvers can change/update Approver for their Departments

**PHASE TWO**
- Expand Approver’s menu
  - Reports
    - Key holder – lists the keys an individual has
    - Rooms – lists who has keys that open a particular room
  - Space Allocations
    - A vehicle to notify Keys that you have traded spaces with another section in your Faculty/Department
- Expand Request Menu
  - Add a “Notes to Approver” section
- Expand Admin Menu
  - Lock Charges – Locksmith able to do code changes online enabling you to request keys faster
  - Digital signatures – receiving keys and refunds
  - Work with IPB to automatically notify the Keys software when space reallocations occur
- Card Access – Opportunity to make this easier for you?
  - Currently, you don’t use the card access requests for your area. Would it be helpful if you did, so you can route the request to the appropriate card access administrator.

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

Facilities Management
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://uwgo.ca/fm
Feedback: fmkeys@uwgo.ca
26. KEY REQUISITION PROCESS

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

26.1. RELATED INFORMATION - A WALKTHROUGH DOCUMENT “REQUEST A KEY”

Before submitting “Request A Key”, please go through the walkthrough document coinciding with the system launched by the Facilities Management (Read pages 27-30).

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

You will get the following screen (see below).

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

Once you signed in, the NEXT screen will appear (see page 24)
(2) To login, use your User ID and Password in two boxes indicated by red arrow.

(3) Fill-out 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.

26.2. **ACCESS REQUEST - KEYS**

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

27. **ELECTRONIC (CARDS) ACCESS**

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.

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.

28. **AUTHORIZED DESIGNATES FOR KEYS APPROVAL & ELECTRONIC CARD ACCESS**

<table>
<thead>
<tr>
<th>Individual Authorized to Have Key(s)</th>
<th>Office Staff</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>Darlene McDonald</td>
<td>ChB 116</td>
</tr>
<tr>
<td>Faculty, Researchers, Postdoctorals, Staff, Volunteers, and Summer Students</td>
<td>Anna Vandendries-Barr</td>
<td>ChB 120</td>
</tr>
<tr>
<td></td>
<td>Debra Martin (Backup)</td>
<td>ChB 119</td>
</tr>
<tr>
<td>Students in Chem 4491E Class</td>
<td>Clara Fernandes</td>
<td>ChB 119</td>
</tr>
</tbody>
</table>
29. **LOCKED OUT OF THE OFFICE**

If you get locked out of your office during office hours, Anna Vandendries-Barr, the administrative officer or departmental secretary may be able to get you back.

In an emergency, the Western’s Campus Police (519 661-3300) might be able to open the door for you.

30. **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](http://uwo.ca/fm/client_services/keys.html).

After you have requested your keys then only pages 4 and 5 (“Conditions of Key Issuance”) 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.

31. **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 form entitled “Safety Requirements for Laboratory Work” pages 2 and 3 must be completed and signed both by you and authorizing supervisor; and returned 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.
32. TO REQUEST A KEY

The sign-in link from FM's 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

32.1. 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 4:30 p.m.

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

32.2. 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>
32.3. **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

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:
The 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.
33. **A/V EQUIPMENT IN CLASSROOMS**  
Western University - Classroom Management Group

The Office of Institutional Planning & Budgeting Classroom Management Group is no longer providing a supply of keys for Audio Visual (A/V) Equipment to the Secretaries in the Department as they did previously.

33.1. **KEYS**

33.1.1. WHERE CAN I GET A KEY THAT WILL LET ME ACCESS THE A/V EQUIPMENT

Instructors can pickup 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**.

33.1.2. 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.

33.1.3. CAN STUDENTS GET A KEY THAT WILL LET THEM ACCESS THE A/V EQUIPMENT?

Yes, students can pickup a copy of the Standard A/V key after they have booked a media equipped General University classroom through central reservations for an event.

The key can be picked up from the Support Services Building (SSB) Room 5300, 8:30 a.m. - 4:30 p.m. 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.
**34. HUMAN RESOURCES (HR)**

http://www.uwo.ca/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

**34.1. 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/index.html

**34.2. MYHUMANRESOURCES**

As a member of the Western Community changes to your personal information. You will have access to your personal information via MyHumanResources at: http://www.uwo.ca/hr/my_hr/index.html

MyHumanResources 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 myHumanResources as of the first day of your new appointment. As myHumanResources is a secure online application, you will sign in using your employee email username and password that will be assigned to you by ITS. Notification of your employee email username and password will be distributed by ITS 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 myHumanResources 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 MyHumanResources, BEFORE YOUR FIRST PAY.

34.3. PAYROLL AND RECORDS
To arrange direct deposit of your monthly pay, sign in to myHumanResources 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 elect this option.

34.4. 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.
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.

34.5. WESTERN RETIREMENT PLANS
Your employee email username and password will also provide you with secure online Access 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
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 - 5:00pm
After hours, call: 1-800-668-9920

35.1. 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

36. VISA AUTHORIZATION PERMIT
Please make sure you give Anna Vandendries-Barr a copy of your Visa, Student Authorization / Work Permit upon arrival.
37. OHI P/ UHI P HEALTH INSURANCE COVERAGES

37.1. 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/ for further information regarding application procedures.

37.2. 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 the Ontario Health Insurance Plan (OHIP). Because of this, Ontario universities have put together a MANDATORY health care package 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 the 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.

38. 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 mailbox is allowed entry in Room 121.
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!

- **Third Floor**
  - Bahareh Farhadpour (Baines Lab, ChB)
  - Beth Gillies (MSA)

- **Second Floor**
  - Mark Workentin, Robert Hudson (Chemistry Bldg.)
  - Paul Ragogna (B&GS)

- **First Floor**
  - Lesley Tchorek*, Susan England*, Rob Harbottle*, Saandy Zakaria Holtslag*, Jan Mathers* (Undergrad labs)

- **Ground Floor**
  - Zhifeng Ding (MSA)
  - John Corrigan (Research labs/Offices)

- **Lower Ground Floor**
  - Ron Maslen*, Robin Hall*, (Chemistry Addition)
  - Martin Stillman (Research lab/Offices)
  - Nathan Yundt (Lagugne-Labarthe lab)
  - Francois Lagugne-Labarthe (Research lab/offices)

- **Basement**
  - Warren Lindsay (Chemistry Addition)
  - Don Yakobchuk (ChemBio Stores)

**NOTE:** Laboratory technicians (*) have acknowledged that they will ensure that the undergraduate labs clear completely.
IV. TRAVEL GUIDELINES

40. PROCEDURES FOR POLICY 2.16 - TRAVEL & EXPENSES REIMBURSEMENT

For completed policies and procedures, access the link below:
http://www.uwo.ca/univsec/mapp/section2/mapp216_procedure.pdf

- Submit claim within 60 days after the date of completion
- Organize your receipts in the same order that you entered on the online claim
- Front page of report, Supporting documents and Receipts should be sent to Debra Martin as soon as your claim is submitted.

40.1. 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. student, Postdoc, visiting scientist, collaborator, etc.)

40.2. CONFERENCES

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

40.3. RECEIPTS

1. Original, itemized receipts are required for all expenses except for mileage claims, parking meters, valet parking, tolls and reasonable gratuities paid in cash. Credit card sales slips, credit card statements, cancelled cheques and travel agency statements are not acceptable receipts.

2. 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://www.uwo.ca/finance/travel/docs/attest.pdf
40.4. **CASH ADVANCES**

1. Cash Advances will be processed for a minimum of one thousand (1000) dollars. Cash Advances for lesser amounts will only be considered where funds are used to cover research subject fees.

2. All Cash Advances must be cleared by submitting an Expense Report to Financial Services within sixty (60) days following the completion of the activity.

3. 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.

40.5. **DAILY MEAL REIMBURSEMENT**


40.6. **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.

40.7. **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.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng
40.8. **AIR AND RAIL TRAVEL**

Travellers are expected to book the lowest-priced, non-stop economy airfare available when booking domestic air travel. All train travel is expected to be at the best value for money consideration. A boarding pass is required if travel is to be charged to a Tri-Council grants. When electronic boarding passes are used, please note this on the claim. Effective May 1, 2015, FCm Travel Solutions will be our new preferred travel management company. Discounted prices are available from VIA RAIL for all Western faculty and staff. VIA RAIL offers a 15% discount off to the best available public fare. Please see the link below for details: [http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html](http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

40.9. **PRIVATE VEHICLE**

1. 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.


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

40.10. **INSURANCE**

1. 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.

2. Expenditures for air travel accident insurance will not be reimbursed.

3. 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.
40.11. **SUPPLIES**

1. 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, which can also be found on webpage. [http://www.nsercrsng.gc.ca/_doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles_eng.pdf](http://www.nsercrsng.gc.ca/_doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles_eng.pdf)

2. The preferred method for procuring supplies is through the University’s Electronic Purchase Requisition System, purchasing card or preferred vendor agreements. Purchases of necessary supplies valued at $500 or less will be reimbursed using the Expense Report only in the following instances:

   (a) when the Claimant is away from the University on a field trip, at a conference or other professional meeting;

   (b) when it is more economical to obtain a ”personal” subscription for a professional journal than to pay the University rate; or

   (c) when it is more practical for an individual considering all costs and time constraints.

40.12. **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*.

40.13. **NOTE:**

1. 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.

2. The Travel Policy Supplement document as related to Research can be found at the following link: [http://www.uwo.ca/univsec/mapp/section2/mapp216_research.pdf](http://www.uwo.ca/univsec/mapp/section2/mapp216_research.pdf)
3. 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.

4. 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.

5. 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 spreadsheet with your hard copy expense report/receipts and backup documents.

When filing meal expenses in a Travel Expense claim you have two options:

**Option #1:** Add up all your breakfast receipts and claim the total under *Meal Breakfast - (TB rate)* being sure to indicate how many breakfasts you are claiming under the details. You can repeat this for lunch and dinner.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Vendor</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total Meals</th>
<th>Gas</th>
<th>Taxi</th>
<th>Rail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**NOTE:**
You may insert rows/columns if needed.
You would need to enter in only one line on your expense claim for each column total.
If your total per day for meals is greater than the per diem allowed, then please explain in the note column.
Per diem amounts can be found at national joint council travel rates.
Number your receipts as the the same number on the spreadsheet.
Please make sure to include this spreadsheet with your hard copy expense report/receipts and backup documents.

**OR**
Option #2: Add up all your receipts and claim under *Meal All Day Receipts* - (TB rate) being sure to indicate how many days you are claiming for under the details. If you are missing a meal receipt (perhaps because breakfast is included in your hotel charge or the conference provided lunch etc), then explain that in the description box in the Details screen.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Vendor</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Meals:** $0.00 $0.00 $0.00

**NOTE:** You may insert rows/columns if needed. If you are missing a meal receipt (perhaps because breakfast is included in your hotel charge or the conference provided lunch etc), then explain that in the description box in the Details screen.

41. TRAVEL EXPENSE REPORT

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:

41.1. MEAL RECEIPTS

Original, itemized receipts are required. Credit card sales slips, credit card statements, are not acceptable receipts. If receipts are lost, never received, or are in a foreign language, an attestation form must be completed by the claimant along with a proof of payment (i.e. credit card slip/statement) where possible. I suggest starting a habit to check the receipt and put it in a certain place (i.e. an envelope) after each meal.

41.2. VISITING SPEAKER

Description: VS Meal “name of speaker”, CH32 631623, list of attendees required.
41.3. FACULTY RECRUITMENT
Description: FR Meal “name of candidate”, CH32 646000, list of attendees required

41.4. 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
42. 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)

**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 in Mustang Market**

**DoSA Form not required**

- Required is the Procurement Mustang Market Sign up and Authorization Form

**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)
43. **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. The following information and/or supporting documentation must be included on each 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:

### 43.1. **CONFERENCES/ WORKSHOPS**

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

### 43.2. **HOSPITALITY (ONLY IF ALLOWABLE UNDER AGENCY GUIDELINES)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td></td>
</tr>
<tr>
<td>Names of participants</td>
<td></td>
</tr>
<tr>
<td>Number of participants</td>
<td></td>
</tr>
</tbody>
</table>
43.3. **ALCOHOL**
Alcohol is not reimbursable or allowable if the project or program being charged is externally funded.

43.4. **ADVANCES**
Funds received in advance of the travel/event occurring must be cleared by submitting a Travel/Expense claim within sixty (60) days following the completion of the travel/event or prior to the end date of the research project, whichever is sooner.

43.5. **PAPERWORK**
Claims with itemized receipts should be sent to the travel desk (SSB, Suite 6100) within fifteen (15) days from approval of claim. Future reimbursements may be withheld if receipts are not received within the specified time period.

Prepared by Research Finance, December 2011
Website: [http://www.uwo.ca/finance/forms/docs/research/travelExpenseClaimChecklist.pdf](http://www.uwo.ca/finance/forms/docs/research/travelExpenseClaimChecklist.pdf)
### 44. Reference for Researcher / Account Holder Policies, Procedures and Documents

**Web Documentation:**

<table>
<thead>
<tr>
<th>RESEARCH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Policies and Procedures (MAPP Section 7):</strong></td>
<td><a href="http://www.uwo.ca/univsec/policies_procedures/research.html">http://www.uwo.ca/univsec/policies_procedures/research.html</a></td>
</tr>
<tr>
<td><strong>Travel Policy Supplement as Related to Research (MAPP 2.16):</strong></td>
<td><a href="http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_research.pdf">http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_research.pdf</a></td>
</tr>
<tr>
<td><strong>Accounts Receivable Policy (MAPP 2.3):</strong></td>
<td><a href="http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp23.pdf">http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp23.pdf</a></td>
</tr>
<tr>
<td><strong>Disposal of University Assets (MAPP 2.9):</strong></td>
<td><a href="http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp29.pdf">http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp29.pdf</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCIAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment policies (MAPP Section 3):</strong></td>
<td><a href="http://www.uwo.ca/univsec/policies_procedures/personal-all.html">http://www.uwo.ca/univsec/policies_procedures/personal-all.html</a> (Section 3)</td>
</tr>
<tr>
<td><strong>Employee vs. Contracted Service (HR secured website):</strong></td>
<td><a href="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</a></td>
</tr>
<tr>
<td><strong>For all other documentation, refer to Human Resources website:</strong></td>
<td><a href="http://uwo.ca/hr/">http://uwo.ca/hr/</a></td>
</tr>
</tbody>
</table>

*Continued Next Page /.....*
| CONFLICTS OF INTEREST | Conflicts of Interest Policy (MAPP 3.4):  
http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp34.pdf  
Investigator-Vendor Conflict of Interest (MAPP 2.29):  
|----------------------|---------------------------------------------------------------------|
| 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 |
| INTERNAL AUDIT       | Safe Disclosure Policy (MAPP 1.43):  
http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp143.pdf |

*Rev. APRIL 2015*
45. 1.35 NON-DISCRIMINATION / HARRASSMENT POLICY

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

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

45.1. 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.

45.2. 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.

45.3. **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.

45.4. **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.

45.5. **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.
45.6. **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.

45.7. **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.
46. **3.1 HEALTH AND SAFETY POLICY**

The UNIVERSITY of WESTERN ONTARIO

POLICIES and PROCEDURES

Classification: Personnel
All Effective Date: 26NOV09
Supersedes:

15FEB07

46.1. **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.

46.2. **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:

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.
46.3. **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
47. WESTERN UNIVERSITY — SUPERVISORS HANDBOOK TO OCCUPATIONAL HEALTH & SAFETY

Revised: August 2012
Supercedes: August 2007

47.1. 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.

47.2. 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.
47.3. **SUPERVISORS AND WORKERS**

47.3.1. **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.

47.3.2. 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

47.4. 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.

47.5. 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

47.6. 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.

47.7. 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.

47.7.1. 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.
47.8. 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 remedying 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

47.9. 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.
47.10. **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.

47.11. **ADDITIONAL RESOURCES**

47.11.1. **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.

47.11.2. **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
47.12. 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.

47.12.1. 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.

47.12.2. SMOKING POLICY

Smoking Policy
It is the policy of the University that smoking is prohibited in all University buildings and within 10 meters of building entrances and air intake units, except where posted.

47.12.3. 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.

47.12.4. 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.

47.12.5. 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.
47.12.6. 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.

47.12.7. 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.

47.12.8. 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.

47.12.9. 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.

47.12.10. 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.
47.12.11. 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.

47.12.12. 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.

47.12.13. 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.

47.12.14. ROOF MAINTENANCE PROCEDURES SAFETY POLICY

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.
47.13.  **APPENDIX 1**

47.13.1. **REGULATIONS MADE UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT**

Regulations Made Under the Occupational Health and Safety Act

47.13.2. **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

47.13.3. **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

47.13.4. **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
48. **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](http://www.uwo.ca/univsec/mapp/section3/mapp31.pdf), please access the following website at: [http://www.uwo.ca/univsec/mapp/section3/mapp31.pdf](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:

48.1. **(I) FEDERAL NUCLEAR SAFETY AND CONTROL ACT, AND**


48.2. **(II) ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT**

   [http://www.ontario.ca/laws/statute/90o01](http://www.ontario.ca/laws/statute/90o01)

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.

You are responsible for completing any training required pursuant to legislation and University policy including, (but not limited to) the following online training courses.

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](http://myhr.uwo.ca) a few days after your contract has been submitted to Human Resources. Read more... at the following link: [USE THIS HANDBOOK.doc](#)

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.
48.3. **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

48.4. **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

48.5. **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (NEW WHMIS 2015)**

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 VI. SAFETY AND WELLNESS from Pages 177 -180.
48.6. **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)

48.7. **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)
48.8. 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

48.9. 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

48.10. 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
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.

48.11. 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. Read more... at the following link:

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

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

49. MENTAL HEALTH — RESOURCES SUMMARY

49.1.1. CAMPUS POLICE
(Dial 911 from any campus phone at Western)

49.1.2. MENTAL HEALTH @ WESTERN WEBSITE

49.1.3. IWESTERN APP
(For iPhone, Blackberry & Android)
• Information to help direct students, faculty, staff, parents and families to mental health services and resources available at Western
49.2. SERVICES FOR WESTERN STUDENTS

49.2.1. STUDENT DEVELOPMENT CENTRE (SDC)
ph. 519-661-3031
Location: WSS Rm. 4100
Western University
- Individual and crisis counselling
- Support groups for various issues including stress, anxiety and eating disorders

49.2.2. STUDENT HEALTH SERVICES (SHS)
ph. 519-661-3030
Location: UCC 11(lower level)
Western University
- Multidisciplinary counselling services
- Psychiatry, physician, social worker and RN
- Medical consultations

49.2.3. RESIDENCE COUNSELLOR
Email: needto talk
Western University
- Counselling services for students currently living on campus in residence

49.2.4. KING’S COUNSELLING AND STUDENT DEVELOPMENT
ph. 519-433-3491 ext. 4321
Location: Wemple Building 157
King’s University College
- Counselling services for students registered at King’s University College

49.2.5. ART THERAPY
email: peersupport@westernusc.ca
Western University
- Workshops as an outlet for anxiety and stress (includes drawing, painting, clay, and fabric art)
49.2.6. **EATING DISORDERS SUPPORT GROUP**  
ph. 519-434-7721  
email: 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.

49.2.7. **PEER SUPPORT CENTRE**  
ph. 519-661-3425  
email: 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

49.2.8. **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

49.3. **SERVICES FOR WESTERN FACULTY AND STAFF**

49.3.1. **FAMILY SERVICES EMPLOYEE ASSISTANCE PROGRAM (FSEAP)**  
ph: 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
49.3.2. **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

49.3.3. **WORKPLACE HEALTH**
ph: 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

49.3.4. **CAMPUS STUDENT CASE MANAGER: ANH BROWN**
ph: 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

49.4. **ADDITIONAL LEARNING OPPORTUNITY AT WESTERN**

49.4.1. **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.

49.4.2. **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, Exercise, Connect

**Mindful Eating Group Workshop** - Learn how to eat mindfully

### 49.5. COMMUNITY SERVICES & RESOURCES (AVAILABLE TO ALL)

**49.5.1. WWW.211ONTARIO.CA**  
Dial: 211  
- Phone line and website that provides information and referrals to community and social services in Ontario; available 24/7

**49.5.2. ABUSED WOMEN’S HELPLINE**  
ph: 519-642-3000  
Toll Free: 1-800-265-1576  
(Crisis Line, 24/7)  
- Provides support and information to women in abusive situations

**49.5.3. ADDICTION SERVICES OF THAMES VALLEY**  
ph: 519-673-3242  
- Community-based addiction programs by professionally trained counsellors

**49.5.4. CANADIAN MENTAL HEALTH ASSOCIATION (CMHA)**  
ph: 519-434-9191  
- National-wide organization that promotes the mental health of all  
- Supports the recovery of persons experiencing mental illness
49.5.5. **CMHA CRISIS SERVICES**
Formerly London Distress Centre  
ph: 519-433-2023  
(Mental Health Crisis Line, 24/7)  
- Crisis Mobile Team Intervention  
- Individual Crisis Counselling  
- Peer Support

49.5.6. **CONNECT FOR MENTAL HEALTH**  
email: message@connectformentalhealth.org  
- London peer-support organization coordinated by and for individuals who have been affected by mental illness  
- Provide support, education, and outreach

49.5.7. **CONNEXONTARIO**  
ph: 1-800-565-8603 (Drug and Alcohol Helpline)  
ph: 1-866-531-2600 (Mental Health Helpline)  
ph: 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

49.5.8. **HOPE’S GARDEN**  
ph: 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

49.5.9. **KIDS HELP PHONE**  
ph: 1-800-668-6868  
(Crisis Line, 24/7)

49.5.10. **GOOD2TALK**  
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
49.5.11. **LESBIAN GAY BI TRANS YOUTH LINE**  
Toll Free: 1-800-268-9688  
(Sunday-Friday, 4PM-9:30PM)  
o Provides support, information and referrals for youth 26 and under who live anywhere in Ontario

49.5.12. **LONDON'S ABUSED WOMEN'S CENTRE**  
ph: 519-432-2204  
(Monday-Friday, 9AM-5PM)  
o Provides long term feminist counselling, advocacy and support to abused women

49.5.13. **SEXUAL ASSAULT CENTRE LONDON**  
ph: 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 their lives

49.5.14. **WOMEN'S COMMUNITY HOUSE**  
ph: 519-642-3000 (Helpline)  
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

49.6. **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)
50. STUDENT CODE OF CONDUCT

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

50.1. 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.

50.2.  **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.

50.3.  **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.
50.4. **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.

50.5. **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**

**50.5.1. 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.
50.5.2. 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.

50.5.3. 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.

50.5.4. 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.

50.5.5. 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.
50.5.6. **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.

50.5.7. **CONTRAVENTION OF UNIVERSITY REGULATIONS**

Violation of written University policies, rules or regulations.

50.5.8. **CONTRAVENTION OF OTHER LAWS**

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

50.5.9. **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.

50.6. **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.

50.7. **VII. INTERIM MEASURES**

50.7.1. **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.

50.7.2. **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).

50.7.3. **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.*
50.7.4. **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.

50.8. **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).

50.8.1. **2. 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.
50.8.2.  3. 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.

50.8.3.  4. 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
(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.

50.9. 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.

50.9.1. 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 unsupported 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.

50.9.2. 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.

50.9.3. 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).

50.9.4. 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.

50.10. **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
V. Western University Campus

51. CAMPUS MAP
   http://www.uwo.ca/about/visit/maps.html

52. HOSPITALITY SERVICES
   Hospitality Services, a Division & 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/

52.1. HOSPITALITY SERVICES SITE

   Campus Meal Plan    Green Leaf Café
   Campus Eateries     Great Hall Catering
   Residence Dining    Conference Services
   Nutrition           Western B&B
   Events Board        Gift Cards

52.2. 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.

52.3. TO OPEN A MEAL PLAN ACCOUNT
   Click here http://mealplan.uwo.ca/start.cfm

52.4. 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/
53. 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/
54. **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.

54.1. **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

54.2. **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:
54.3. ASSISTIVE DEVICES

1. The University welcomes persons with disabilities to use assistive devices to obtain, use or benefit from our goods and services.

54.4. 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).

54.5. 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.

54.6. 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/.

54.7. 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

54.8. **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
55. MENTAL HEALTH AT WESTERN

55.1. 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/

55.2. 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

55.3. 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.

55.4. 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.

55.5. 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.
56. **CRISIS CONTACT**

56.1. **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))

56.2. **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

London Crisis Response website:
56.3. **RESOURCES & SERVICES**

56.3.1. **COUNSELLING SERVICES FOR STUDENTS**
http://uwo.ca/health/mental_wellbeing/self/student.html

56.3.2. **CAMPUS RESOURCES FOR STUDENTS**
http://uwo.ca/health/mental_wellbeing/resources.html

56.4. **COMMUNITY RESOURCES**
http://uwo.ca/health/mental_wellbeing/self/index.html

56.4.1. **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

57. **CAMPUS COMMUNITY POLICE SERVICE**
http://www.uwo.ca/police/
Located at Stevenson-Lawson, Room 57
Non-emergencies and Inquires — Phone: 519-661-3000
In the case of an emergency, call 911

57.1. **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.
57.2. **SAFE CAMPUS VIOLENCE CONTINUUM**

57.2.1. **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:


57.3. **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:


57.4. **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.

57.5. **CAMPUS POLICE PRESENTATIONS TO FACULTY AND STAFF**

For further information refer to **Violence, Potential Violence and Domestic Violence**.
58.  1.45 SAFE CAMPUS COMMUNITY

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

Classification: General    Effective Date: 01MAY08    Supersedes: (NEW)

58.1.  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.

58.2.  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.

58.3. APPENDIX 1

58.3.1. 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
58.4. SAFETY INITIATIVES ON CAMPUS
Western has numerous safety initiatives on campus. Please see the following document for more information at:

58.5. BEST PRACTICES
Best Practices in Violence Prevention & Emergency Preparedness is a PowerPoint presentation for the March 28, 2008 CAUBO conference at:

58.6. 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.

59. INFORMATION TECHNOLOGY SERVICES (ITS)
http://www.uwo.ca/its/
Main Floor of Support Services Building (SSB)
1393 Western Road
Phone: ............................................................................................. 519 661-2151

59.1. GETTING CONNECTED
Computing and information technology issues are generally dealt with by System Administrator Barakat Misk, the Information Technology Technician at the Chemistry IT Help Desk. It is now located in the Chemistry Building Room 023, Phone: 519-661-3800 or Extension 83800

ITS, web site is an excellent resource for your IT questions at:
http://www.uwo.ca/its/sitemap.html

59.2. 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 Marylou Hart at mhart@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); however no hardcopy has
been published since 1999-2000. These older versions can be obtained by phoning Extension: 85004.

59.3. 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

- **Web authentication to restricted Western sites**
  - General Student Computing Labs
  - Calendar and Email - Convergence
  - MyHumanResources
  - Pension
  - Social Science Network accounts
  - WebCT Vista
  - Western Financials
  - Western Libraries
  - Windows authentication to the Western domain
  - Wireless
  - Kiwi
  - Cascade

In order to use your identity you must activate it, click here to find out more.

59.3.1. ELIGIBILITY
At Western all students, student applicants, faculty and staff members are provided with a Western Identity.

59.3.2. 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.
59.3.3. *IDENTITY LIFECYCLE*

Your Western Identity remains available to you as long as you are an active member of the university community.

59.4. **TO SET-UP YOUR UWO COMPUTER ACCOUNT**

To set up your UWO computer account present your UWO ID card to the Customer Support Centre, main floor of Support Services Building (SSB) at [http://www.uwo.ca/its/identity/index.html](http://www.uwo.ca/its/identity/index.html)

This account entitles you to:

- Access to the Internet & WWW from on campus
- 10 MB of disk space on a UNIX system
- Email account/address @.uwo.ca
- News, Telnet, Anonymous FTP, & WAIS
- Ability to create personal WWW page
- Email Express from home
- Internet@home dial in service (see below)

59.5. **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 [http://www.uwo.ca/its/identity/activation.html](http://www.uwo.ca/its/identity/activation.html)

59.6. **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.
59.7. **REMOTE ACCESS TO CAMPUS NETWORK RESOURCES FROM OFF-CAMPUS LOCATIONS**

*Western ROAMs* is a VPN service which facilitates secure encrypted remote access to campus network resources from off campus locations. Special software is not required as this service utilizes common web browsers. Make sure your computer is up-to-date with Operating System (OS) patches, an up-to-date antivirus/antimalware package and a firewall.

Your personal computer account includes a remote, dial-up service called Internet@home at [http://www.uwo.ca/its/doc/hdi/access/remoteaccess.html](http://www.uwo.ca/its/doc/hdi/access/remoteaccess.html). It offers 40 hours/month of free access. You can register for this service at the ITS Customer Support Centre, Room 4100, right inside the main doors in the new Support Services Building on Western Road.

59.7.1. **HOW TO DIAL INTO THE SERVER**

Once you are registered, you have to configure your computer to dial into the server. Instructions can be obtained from the ITS desk or on-line at: [http://www.uwo.ca/its/doc/hdi/access/](http://www.uwo.ca/its/doc/hdi/access/). ITS also provides a *UWOnet* CD with many useful programs to help you get connected.

Members of the UWO community are also eligible for special pricing for Bell Sympatico.

59.8. **HIGH SPEED EDITION INTERNET SERVICE**

Details can be found at: [http://www.bell.ca/Bell_Internet](http://www.bell.ca/Bell_Internet)

Under the new collective bargaining agreement, such Internet services can be claimed under the Professional Expense Reimbursement.

60. **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.
60.1. **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 user 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:

http://www.uwo.ca/its/westernIdentity.html

https://cybersmart.uwo.ca/securecomputing/protectdata/passwords.html

If you require further assistance please contact our ITS Help Desk by calling ext. 83800 from on campus or 519-661-3800 from off campus.

60.2. **DON'T GET PHISSED!**

Verify the authenticity of this message by checking the Official Account Related Emails Sent from ITS at:


You can make sure that you are visiting the real page posted by Western ITS at
61. WEB SITES

61.1. 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/

61.2. 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: http://www.uwo.ca/its/doc/hdi/web/personalpage.html. Once created links to this page can be added to the departmental page.

61.3. COURSES
Instructors can create homepages for individual courses. Please contact Brian Pagenkopf with regards to our Chemistry website.
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

62.1. 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

62.2. 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

62.3. CALL HANDLING

Mute button
- Press Mute button (indicator lights red)
- To return to two-way conversation, press Mute button again (indicator light turns off)
62.4. **SPEAKER BUTTON**
- You can press Speaker button before or after dialing, re-dialing or speed dialing a number

62.5. **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

62.6. **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

62.7. **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 the 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

62.8. **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
62.9. **MESSAGES BUTTON**

- Press the **Messages** button to dial into the voicemail system and check new messages.

62.10. **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.
63. **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.

63.1. **LOGGING ONTO THE SYSTEM**

63.1.1. **FROM YOUR CAMPUS PHONE:**
- Dial the internal system number, **83000** or press **MESSAGE** key
- Enter your personal password, followed by the # key

63.1.2. **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

63.1.3. **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

63.2. **SETUP OPTIONS**

63.2.1. **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.

63.2.2. 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

63.2.3. CHANGE YOUR PASSWORD
- From main menu
- Press 4 to select Setup Options
- Press 3 to select Personal Settings
- Press 1 to select Change Password

63.3. 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
63.4. **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

64. **BUYING COMPUTERS**

64.1. **UWO 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 am - 4:30pm  
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).

64.2. **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.
65. **PURCHASING**

The University has preferred suppliers for many common items. Information can be obtained at Financial Services at:  
[http://www.uwo.ca/finance/purchasing/index.html](http://www.uwo.ca/finance/purchasing/index.html). 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.

66. **CAMPUS RECREATION**


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

67. **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](http://www.sustainability.uwo.ca/), or by clicking on the PDF version of the tour guide.
68. **THE 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

68.1. **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.

68.2. **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).

68.3. **COLLECTIVE BARGAINING AGREEMENT**

   Details of the CBA can be found on the UWOFA web site.

69. **THE 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](mailto:mduncans@uwo.ca)
69.1. **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

69.2. **ON-LINE APPLICATION FORM**
You can also find an application online at:
http://www.uwo.ca/pma/images/membership2.pdf

70. **UNIVERSITY OF WESTERN ONTARIO STAFF ASSOCIATION (UWOSA)**
http://www.uwosa.ca
UWOSA Office, University Community Centre, Room 255
Phone: 519-661-3028, Fax: 519-661-2180

70.1. **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.
71. **SOCIETY OF GRADUATE STUDENTS (SOGS)**
https://www.uwo.ca/sci/graduate/current_students/grad_students.html
The University of Western Ontario - Western Student Centre, Room 191
Phone: 519-661-3394, x83394, Fax: 519-661-3974,

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.

72. **GRADUATE TEACHING ASSISTANT UNION (GTA UNION) AND POSTDOCTS AT WESTERN UNIVERSITY**

Graduate Teaching Assistants (GTAs) 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

72.1. **GRADUATE AND POSTDOCTORAL STUDIES**
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.

73. **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
VI. DEPARTMENT OF CHEMISTRY STRUCTURE

74. 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.

75. 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.

76. 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:

76.1.1. YINING HUANG, CHAIR
Campus Extension: 83122
Room ChB 120A
E-mail: yhuang@uwo.ca
Off-campus: 519.476.3573 (Cell)

76.1.2. 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)
76.1.3. CAMPUS POLICE / FIRE PREVENTION
Emergency: 911
Inquiries: 83300

76.1.4. PHYSICAL PLANT
24 Hour Services & Maintenance: 83304
77. **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 Park 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.

77.1. **DEPARTMENT CHAIR**  
Yining Huang  
Office: Room ChB 120A, Chemistry Building  
Campus extension: 83122  
Off-campus phone: 519.476.3573  
E-mail: yhuang@uwo.ca

77.2. **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

77.3. **CAMPUS POLICE / FIRE PREVENTION**  
**Emergency Number: 911**  
Inquiries: 83300  
Off-campus for Inquiries & Campus 911 from a call phone: 519.661.3300

77.4. **PHYSICAL PLANT**  
24-Hour Service and Maintenance  
Campus extension: 83304  
Off-campus phone: 519.661.2111, extension: 83304
78. FIRST AID KITS AND RESPONDERS

Locations of First Aid Kits in Chemistry Building (ChB), Materials Sciences Addition (MSA), Biological and Geological Sciences Building (B&GS); and respective Responders:

78.1. THIRD FLOOR

- Kit location: Outside ChB 310
- Closest responder: Amir Rabiee Kenaree (Gilroy Lab)

78.2. SECOND FLOOR

- Kit location: Across from ChB 202 and by B&GS 2006 (note two lab doors)
- Closest responder in B&GS: Tristan Harrison (Ragogna Lab)
- Closest responder in ChB: Tommaso Romagnoli (Workentin Lab)

78.3. FIRST FLOOR

- Kit location: Inside ChB 105 (Chemistry Lounge)
- Closest responder: Chris Levy

78.4. GROUND FLOOR

- Kit location: Beside ChB 23
- Closest responders: Yang Song and Mathew Willans

78.5. GROUND FLOOR

- Kit location: Outside MSA 0216 (NMR Lab)
- Closest responders: Yang Song and Mathew Willans

78.6. LOWER GROUND

- Kit location: Outside ChB 090 (Old Chemistry Building)
- Closest responder: Robert Harbottle

78.7. BASEMENT

- Kit location: Outside ChB 023 (Electronic Shop)
- Closest responder: Yuhua Chen
78.7.1. 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).

78.7.2. RE-STOCKING FIRST AID KITS

Restocking of First Aid Kits is the responsibility of OHS, currently administered by Mike Mosley (scimjm@uwo.ca).

Chemistry Website Link: http://www.uwo.ca/chem/safety/first_aid_info.htm
79. **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.

79.1. **DEPARTMENT SECURE SITE WEBSITE**

http://www.uwo.ca/chem/resources/secure/index.htm

79.1.1. **FACULTY ACCESS ONLY**

- Annual Performance Evaluation Document
- Workload Document
- Search Meeting Minutes
- Index of all Meeting Minutes
- Visiting Speaker and PhD 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
79.1.2. STAFF AND FACULTY ACCESS ONLY

- **Academic Plan 2011-2015**
- **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 Aquisition 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**
79.1.3. 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

79.1.4. 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
80. SABBATICANTS, GRADUATE SUPERVISION AND LAB SAFETY

E-mail: dated 10/11/2012 5:16 PM

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 is posted in the white board located in the main office and Anna has your contact info.

Thanks,

Kim (former Chair 2005-2010 & 2011-2014)
81. **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) comes 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.
81.1. 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.

81.2. 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.

81.3. **MORE INFORMATION ABOUT FIPPA**
Detailed information about FIPPA and its impact on Western, as well as a list of unit Liaison Officers and alternates, is available at the FOIP Office website [www.uwo.ca/privacy/index.html](http://www.uwo.ca/privacy/index.html).
82. FIPPA – SOME BASICS FOR WESTERN FACULTY AND STAFF

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

82.2. 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.

82.3. 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 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.

82.4. **ISSUES**

82.4.1. **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.
### 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](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.

82.4.3. 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.

The University’s Information and Privacy Associate University Secretary and Legal Advisor is Paul Eluchok, LL.B. He can be reached at privacy.office@uwo.ca or at extension 84541. The Director of the Information and Privacy Office is Irene Birrell. She can be reached at privacy.office@uwo.ca or at extension 82056.

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
83. **DEPARTMENTAL PHOTOGRAPH “FIPPA”**

83.1. **FACULTY, STAFF, POSTDOCS AND GRADUATE STUDENTS**

It has been tradition that each year Chemistry takes a photograph of everyone and the picture gets posted 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 4490s 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 publically accessible website, and in publically accessible area (such as a bulletin board). After about a year the photos will be archived in a limited access folder.

Finally, faculty should also make it clear to their students and researchers in their own groups that non-officially work related photographs are optional.

84. **DISTINGUISHED LECTURES**

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.
### 85. 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/](http://www.uwo.ca/chem/)

### 85.1. FREQUENTLY USED SERVICES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Counselling:</strong></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><a href="http://www.uwo.ca/chem/undergraduate/program_counselling.htm">http://www.uwo.ca/chem/undergraduate/program_counselling.htm</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ChemBioStores:</strong></td>
<td>519 661-2111</td>
<td>ChB 003</td>
<td><a href="mailto:chemstor@uwo.ca">chemstor@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/">http://www.uwo.ca/chem/</a></td>
<td>519 661-4076</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electronics Shop:</strong></td>
<td>519 661-2111</td>
<td>ChB 023</td>
<td><a href="mailto:scijav@uwo.ca">scijav@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/resources/ElectronicShop.htm">http://www.uwo.ca/chem/resources/ElectronicShop.htm</a></td>
<td>x86304</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Glassblowing Shop:</strong></td>
<td>519 661-2111</td>
<td>PAB 7</td>
<td><a href="mailto:yrambour@uwo.ca">yrambour@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/resources/facilities/glass_blowing_shop.htm">http://www.uwo.ca/chem/resources/facilities/glass_blowing_shop.htm</a></td>
<td>x80098</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Affairs Office:</strong></td>
<td>519 661-2111</td>
<td>ChB 116</td>
<td><a href="mailto:dhagen@uwo.ca">dhagen@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/graduate/index.htm">http://www.uwo.ca/chem/graduate/index.htm</a></td>
<td>x81543</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Main Office:</strong></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><a href="http://www.uwo.ca/chem/">http://www.uwo.ca/chem/</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MSA LAB – Chemistry Building:</strong></td>
<td>519 661-2111</td>
<td>MSA 1235</td>
<td><a href="mailto:bmisk@uwo.ca">bmisk@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/resources/MSA.htm">http://www.uwo.ca/chem/resources/MSA.htm</a></td>
<td>x86297</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mass Spectroscopy Facility:</strong></td>
<td>519 661-2111</td>
<td>ChB 13</td>
<td><a href="mailto:scidwh@uwo.ca">scidwh@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://www.uwo.ca/chem/resources/MassSpectrometry.htm">http://www.uwo.ca/chem/resources/MassSpectrometry.htm</a></td>
<td>x86323</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NMR Facility:</strong></td>
<td>519 661-2111</td>
<td>MSA 0216</td>
<td><a href="mailto:chemnmr@uwo.ca">chemnmr@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://publish.uwo.ca/~chemnmr/">http://publish.uwo.ca/~chemnmr/</a></td>
<td>x82905</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>X-Ray Facility:</strong></td>
<td>519 661-2167</td>
<td>ChB 12A</td>
<td><a href="mailto:pboyle@uwo.ca">pboyle@uwo.ca</a></td>
</tr>
<tr>
<td><a href="http://publish.uwo.ca/~chemxray/">http://publish.uwo.ca/~chemxray/</a></td>
<td>x82743</td>
<td></td>
<td></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.  
Maintained by Computer Accounts Office, April 25, 2006
### 86. FACULTY BY DIVISION

#### 86.1. INORGANIC

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blacquiere</td>
<td>Joanna</td>
<td>81284</td>
<td>ChB 123</td>
<td><a href="mailto:jblacqu2@uwo.ca">jblacqu2@uwo.ca</a></td>
</tr>
<tr>
<td>Corrigan</td>
<td>John F. (On Sabbatical June 30, 2017)</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 (Chair)</td>
<td>86384</td>
<td>ChB 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. (Associate Chair, Grad; &amp; Graduate Education Committee)</td>
<td>87048</td>
<td>B&amp;GS 2024</td>
<td><a href="mailto:pragogn@uwo.ca">pragogn@uwo.ca</a></td>
</tr>
<tr>
<td>Stillman</td>
<td>Martin J. (Internship Advisor)</td>
<td>83821</td>
<td>ChB 064 (LG)</td>
<td><a href="mailto:stillman@uwo.ca">stillman@uwo.ca</a></td>
</tr>
</tbody>
</table>

#### 86.2. ORGANIC

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baines</td>
<td>Kim M.</td>
<td>83122/86302</td>
<td>ChB 120A/310A</td>
<td><a href="mailto:kbaines2@uwo.ca">kbaines2@uwo.ca</a></td>
</tr>
<tr>
<td>Gillies</td>
<td>Elizabeth R. (Beth) (Chair, Visiting Speakers Committee)</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. (Chair, Teaching Awards &amp; Evaluation Committee)</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. (SPS Manager)</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. (Alumni Relations Comm., Chair)</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>Pagenkopf</td>
<td>Brian L. (Webmaster)</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>Weedon</td>
<td>Alan C. (Study Leave — Return Date: July 1/2017)</td>
<td>86306/82900</td>
<td>ChB 209A/Stv 3107R</td>
<td><a href="mailto:aweedon@uwo.ca">aweedon@uwo.ca</a></td>
</tr>
<tr>
<td>Wisner</td>
<td>James A. (TA Coordinator)</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. (Communications Coordinator)</td>
<td>86319</td>
<td>ChB 223</td>
<td><a href="mailto:mworkent@uwo.ca">mworkent@uwo.ca</a></td>
</tr>
</tbody>
</table>

A MORE DETAILED INFORMATION CAN BE FOUND IN THE FOLLOWING LISTS INDICATED BELOW:

1. Current Phonelist for Faculty Members’ Laboratory and Students Office Phone Numbers.
2. Department of Chemistry Committee 2016-2017 – See Page 167-169
### PHYSICAL & ANALYTICAL

<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Committee Chair</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constas</td>
<td>Styliani (Teaching Awards &amp; Evaluation Committee Chair)</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 (Safety Committee, Chair)</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 (UGRD Counselling/Adjudication &amp; UGRD Timetabling &amp; Outreach, Chair)</td>
<td>88217</td>
<td>ChB 25</td>
<td><a href="mailto:griff@uwo.ca">griff@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-Labarthat</td>
<td>François (Scholarship Committee Chair)</td>
<td>81006</td>
<td>MSA 0202 (G)</td>
<td><a href="mailto:flagugne@uwo.ca">flagugne@uwo.ca</a></td>
</tr>
<tr>
<td>Semenikhin</td>
<td>Oleg (On Sabbatical until June 30, 2017)</td>
<td>82858</td>
<td>ChB 067 (LG)</td>
<td><a href="mailto:osemenik@uwo.ca">osemenik@uwo.ca</a></td>
</tr>
<tr>
<td>Sham</td>
<td>T.K. (Research Awards Committee)</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. (Dir. Surface Sci. Western)</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 (TA Coordinator)</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. (Associate Chair, UGRD / Chair UGRD Education Comm. &amp; Portfolio)</td>
<td>86439 (MSB)</td>
<td>MSB 374 / ChB 066</td>
<td><a href="mailto:kyeung@uwo.ca">kyeung@uwo.ca</a></td>
</tr>
</tbody>
</table>

### INSTRUCTIONAL FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee</td>
<td>Felix</td>
<td>81485</td>
<td><a href="mailto:Flee32@uwo.ca">Flee32@uwo.ca</a></td>
</tr>
</tbody>
</table>

### CROSS-APPOINTED FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arenault</td>
<td>Gilles</td>
<td>Work Cell 519.854,1211 Cell: 519.200.7887</td>
<td><a href="mailto:Gilles.arsenault@lanxess.com">Gilles.arsenault@lanxess.com</a></td>
</tr>
<tr>
<td>Choy</td>
<td>James (Biochem)</td>
<td>83161</td>
<td><a href="mailto:jchoy4@uwo.ca">jchoy4@uwo.ca</a></td>
</tr>
<tr>
<td>de Bruyn</td>
<td>John</td>
<td>86430</td>
<td><a href="mailto:debruyyn@uwo.ca">debruyyn@uwo.ca</a></td>
</tr>
<tr>
<td>Dimov</td>
<td>Stamen (Surface Science Western)</td>
<td>89204</td>
<td>999CC LL31 UWO Res. Park</td>
</tr>
</tbody>
</table>
### CROSS-APPOINTED FACULTY - continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fanchini</td>
<td>Giovanni</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</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>Mittler</td>
<td>Silvia (Physics &amp; Astronomy)</td>
<td>88592</td>
<td>PAB 240</td>
<td><a href="mailto:smittler@uwo.ca">smittler@uwo.ca</a></td>
</tr>
<tr>
<td>Shaw</td>
<td>Gary S. (Biochem)</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</td>
<td></td>
<td>Agr/Ari-Food Canada</td>
<td><a href="mailto:mark.sumarah@agr.gc.ca">mark.sumarah@agr.gc.ca</a></td>
</tr>
<tr>
<td>Yang</td>
<td>Dongfang</td>
<td>519.430.7147</td>
<td>800 Collip Cir. NRC – room 250</td>
<td><a href="mailto:dongfang.yang@nrc-cnrc.gc.ca">dongfang.yang@nrc-cnrc.gc.ca</a></td>
</tr>
</tbody>
</table>

### PROFESSOR EMERITUS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Extension</th>
<th>Office Room and Floor Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allnatt</td>
<td>Allan R.</td>
<td>-</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>86324</td>
<td>ChB 21 (G)</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>ChB 070 (LG)</td>
<td><a href="mailto:gmbanco@uwo.ca">gmbanco@uwo.ca</a></td>
</tr>
<tr>
<td>Chan</td>
<td>Ray K.</td>
<td>-</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>-</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>ChB 126</td>
<td><a href="mailto:pawdean@uwo.ca">pawdean@uwo.ca</a></td>
</tr>
<tr>
<td>Guthrie</td>
<td>J. Peter</td>
<td>86352</td>
<td>ChB 222</td>
<td><a href="mailto:peter.guthrie@uwo.ca">peter.guthrie@uwo.ca</a></td>
</tr>
<tr>
<td>PROFESSOR EMERITUS - continued</td>
<td>Office Extension</td>
<td>Office Room and Floor Numbers</td>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------</td>
<td>--------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>Kasrai Masoud</td>
<td>86332</td>
<td>ChB 012</td>
<td><a href="mailto:mkasrai@uwo.ca">mkasrai@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>Kidd Garth</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:rkidd@uwo.ca">rkidd@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>King Jim F.</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:scijfk@uwo.ca">scijfk@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>Martin Ronald R.H.</td>
<td>86314</td>
<td>ChB 23 (G)</td>
<td><a href="mailto:rrahm@uwo.ca">rrahm@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>McIntyre N. Stewart</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:smcintyr@uwo.ca">smcintyr@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>Meath William J.</td>
<td>86334</td>
<td>MSA 0201</td>
<td><a href="mailto:wmeath@uwo.ca">wmeath@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>Norton Peter R.</td>
<td>84180</td>
<td>ChB 20</td>
<td><a href="mailto:pnorton@uwo.ca">pnorton@uwo.ca</a></td>
<td></td>
</tr>
<tr>
<td>Payne Nicholas C.</td>
<td>83793</td>
<td>ChB 126</td>
<td><a href="mailto:noggin@uwo.ca">noggin@uwo.ca</a></td>
<td></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>
<td></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>
<td></td>
</tr>
<tr>
<td>Warnhoff Ed W.</td>
<td>-</td>
<td>-</td>
<td><a href="mailto:ewarnhoff@gmail.com">ewarnhoff@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
87. **FACULTY RESEARCH AREAS/RESEARCH THEMES**  
Alphabetical listing

All phone numbers begin with 519-661-2111 / Click faculty members’ name for his/her website

87.1. **CHEMICAL BIOLOGY AND BIOMATERIALS**

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Interests</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillies, Elizabeth</td>
<td>Polymers and biomaterials</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>Lee, Felix</td>
<td>N/A</td>
<td><a href="mailto:flee32@uwo.ca">flee32@uwo.ca</a></td>
<td>81485</td>
</tr>
<tr>
<td>Levy, Christopher</td>
<td>N/A</td>
<td><a href="mailto:clevy9@uwo.ca">clevy9@uwo.ca</a></td>
<td>-</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 <em>S.</em> 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>
</tr>
</tbody>
</table>
## SYNTHESIS, CATALYSIS AND MOLECULAR MATERIALS

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Interests</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baines, Kim</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>Blacquiere Johanna</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>Corrigan, John</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>
</tr>
<tr>
<td>Gilroy, Joe</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>Kerr, Michael</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>
</tr>
<tr>
<td>Pagenkopf, Brian</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>Puddephatt, Richard</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>Ragogna, Paul</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>Weedon, Alan</td>
<td>Organic Photochemistry</td>
<td><a href="mailto:aweedon@uwo.ca">aweedon@uwo.ca</a></td>
<td>82900</td>
</tr>
<tr>
<td>Wisner, James</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>
</tr>
</tbody>
</table>
### Faculty Member | Research Interests                                                                                                                                                                                                                                                                                                                                 | Email                      | Extension |
---|---|---|---|---|---|---|---|
Ding, Zhifeng  | Bioanalytical and materials chemistry, scanning electrochemical microscopy, electrochemiluminescence, raman microspectroscopy                                                                                                                                                                                                                      | zfding@uwo.ca              | 86161      |
Griffiths, Keith | Surface Science                                                                                                                                                                                                                                                                                                                                                               | griff@uwo.ca               | 84141      |
Huang, Yining  | 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                                                                                                                                                   | yhuang@uwo.ca              | 86384      |
Lagugné-Labarathet, François  | Vibrational imaging, confocal microscopy, plasmonics, nanomaterials and Nanofabrication, photonics, polymers                                                                                                                                                                                                            | flagugne@uwo.ca            | 81006      |
Semenikhin, Oleg | Materials, renewable energy, electrochemistry, nanotechnology                                                                                                                                                                                                                                                        | osenemik@uwo.ca            | 82858      |
Sham, T.K.     | Synthesis and electronic properties of nanomaterials, heterostructures, surface and interfaces, X-ray spectroscopy, scattering and imaging using synchrotron radiation                                                                                                                                                                                  | tsham@uwo.ca               | 86341      |
Shoesmith, David | Electrochemistry and corrosion of materials, kinetics of surface reactions, modelling of surface processes, nuclear waste disposal, corrosion processes on gas pipelines                                                                                                                                                       | dwshoesm@uwo.ca            | 86366      |
Song, Yang     | Materials chemistry, extreme-condition studies, vibrational spectroscopy, synchrotron radiation                                                                                                                                                                                                                           | yang.song@uwo.ca           | 86310      |
Workentin, Mark | Materials, photochemistry, organic electrochemistry                                                                                                                                                                                                                                                              | mworkent@uwo.ca            | 86319      |
Wren, Clara    | Chemical Kinetics and Transport Phenomena in Radiation-Induced Processes                                                                                                                                                                                                                                          | jcwren@uwo.ca              | 86339      |
### THEORY AND COMPUTATION

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Interests</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constas, Styliani</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>Staroverov, Viktor</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>
</tr>
</tbody>
</table>
### ADMINISTRATIVE STAFF AND TECHNICAL STAFF

#### ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Extension</th>
<th>Room No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>86344</td>
<td>ChB 120</td>
<td><a href="mailto:avandend@uwo.ca">avandend@uwo.ca</a></td>
</tr>
<tr>
<td>81543</td>
<td>ChB 116</td>
<td><a href="mailto:dhagen@uwo.ca">dhagen@uwo.ca</a></td>
</tr>
<tr>
<td>86350</td>
<td>ChB 119</td>
<td><a href="mailto:cbfernan@uwo.ca">cbfernan@uwo.ca</a></td>
</tr>
<tr>
<td>86342</td>
<td>ChB 119</td>
<td><a href="mailto:dmartin4@uwo.ca">dmartin4@uwo.ca</a></td>
</tr>
</tbody>
</table>

#### TECHNICAL STAFF

<table>
<thead>
<tr>
<th>Extension</th>
<th>Room No.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>80979</td>
<td>ChB 1 (G)</td>
<td><a href="mailto:sciwel@uwo.ca">sciwel@uwo.ca</a></td>
</tr>
<tr>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:scijav@uwo.ca">scijav@uwo.ca</a></td>
</tr>
<tr>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:jaukema@uwo.ca">jaukema@uwo.ca</a></td>
</tr>
<tr>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:bmisk@uwo.ca">bmisk@uwo.ca</a></td>
</tr>
<tr>
<td>86304</td>
<td>ChB 023 (B)</td>
<td><a href="mailto:e_peters2@fanshawonline.ca">e_peters2@fanshawonline.ca</a></td>
</tr>
<tr>
<td>Technical Staff - continued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXTENSION</strong></td>
<td><strong>ROOM NO.</strong></td>
<td><strong>EMAIL</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>88.2.3. INSTRUCTIONAL ASSISTANT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan Mathers</td>
<td>86927</td>
<td>MSA 1235</td>
</tr>
<tr>
<td>88.2.4. GLASS BLOWER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rambour, Yves</td>
<td>80098</td>
<td>PAB 7</td>
</tr>
<tr>
<td>88.2.5. LABORATORY TECHNICIANS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brandt, Mike</td>
<td>86340</td>
<td>ChB 114</td>
</tr>
<tr>
<td>England, Susan</td>
<td>86328</td>
<td>MSA 1216A</td>
</tr>
<tr>
<td>Hall, Robin</td>
<td>86322</td>
<td>ChB 089 (LG)</td>
</tr>
<tr>
<td>Harbottle, Robert</td>
<td>86322</td>
<td>ChB 089 (LG)</td>
</tr>
<tr>
<td>Zakaria-Holstlag, Sandra</td>
<td>86927</td>
<td>MSA 1235</td>
</tr>
<tr>
<td>88.2.6. MANAGER OF UNDERGRADUATE LABORATORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levy, Chris</td>
<td>86322/87883</td>
<td>ChB 089/ChB 117</td>
</tr>
<tr>
<td>88.2.7. MASS SPECTROMETER FACILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hairsine, Doug, Manager</td>
<td>86323/86908</td>
<td>ChB 13 &amp; 13A (G)</td>
</tr>
<tr>
<td>88.2.8. NMR FACILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willans, Mathew, Manager</td>
<td>82905</td>
<td>MSA 0216D/C (G)</td>
</tr>
<tr>
<td>88.2.9. X-RAY DIFFRACTION FACILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boyle, Paul, Manager</td>
<td>82743</td>
<td>ChB 12A (G)</td>
</tr>
<tr>
<td>Borecki, Aneta (X-ray, NMR &amp; ERG)</td>
<td>80240/82743</td>
<td>MSA 3250/ChB 12A(G)</td>
</tr>
</tbody>
</table>
**Technical Staff - continued**

| 88.2.1. | LIQUID NITROGEN FACILITY  
Kalpana Dey (Wednesdays ONLY) | ChB 002 (B) | kdey3@uwo.ca |
| 88.2.2. | RESEARCH ASSOCIATE  
Noel, Jamie, | 88029 | ChB 13M / 040 | jjnoel@uwo.ca |
| Qin, Ziqiang (Zack) | 86219 | ChB 13K (G) | zqin@uwo.ca |
| Zagigulin, Dmitrij | 81556 | ChB 13J / 13L (G) | dsagidul@uwo.ca |

88.3. **CHEMBIOSTORES STAFF**  
McPhee, Sherrie, Manager | 86300 | ChB 003 (B) | smcphee@uwo.ca |
Chen, Yuhua | 82168 | ChB 003 (B) | ychen375@uwo.ca |
Chirigel, Monica | 82168 | ChB 003 (B) | mklein8@uwo.ca |
Hart, Marylou | 86303 | ChB 003 (B) | mhart@uwo.ca |

88.4. **RESEARCH STAFF**  
Borecki, Aneta (X-Ray, NMR & ER Gillies) | 80240/82743 | MSA 3250/ChB 12A(G) | aurbania@uwo.ca |
Noël, Jamie | 86029 | ChB 13M (G) | jjnoel@uwo.ca |
Qin, Zack | 86219 | ChB 13K | zqin@uwo.ca |
Zagidulin, Dmitrij | 86556 | ChB 211/212 | dzagidul@uwo.ca |
### 3rd Floor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baines</td>
<td>Kim M.</td>
<td>ChB 310A</td>
<td>ChB 308</td>
</tr>
</tbody>
</table>

### 2nd Floor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guthrie</td>
<td>Peter J.</td>
<td>ChB 222</td>
<td></td>
</tr>
<tr>
<td>Hudson</td>
<td>Robert H. E.</td>
<td>ChB 219A</td>
<td>ChB 200</td>
</tr>
<tr>
<td>Kerr</td>
<td>Michael A.</td>
<td>ChB 219</td>
<td>ChB 213</td>
</tr>
<tr>
<td>Luyt</td>
<td>Leonard G.</td>
<td>ChB 214</td>
<td>Cancer Res. Labs</td>
</tr>
<tr>
<td>Weedon</td>
<td>Alan C.</td>
<td>ChB 226</td>
<td></td>
</tr>
<tr>
<td>Wisner</td>
<td>James A.</td>
<td>ChB 215</td>
<td>MSA 3230</td>
</tr>
<tr>
<td>Workentin</td>
<td>Mark S.</td>
<td>ChB 223</td>
<td>ChB 203</td>
</tr>
</tbody>
</table>

### MAIN FLOOR (1ST FLOOR)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandt</td>
<td>Mike</td>
<td>ChB 114</td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>Phil A. W.</td>
<td>ChB 126</td>
<td></td>
</tr>
<tr>
<td>Fernandes</td>
<td>Clara</td>
<td>ChB 119</td>
<td></td>
</tr>
<tr>
<td>Huang (Chair)</td>
<td>Yining</td>
<td>ChB 120A</td>
<td>MSA 0250 (G)</td>
</tr>
<tr>
<td>Martin</td>
<td>Debra</td>
<td>ChB 119</td>
<td></td>
</tr>
<tr>
<td>McDonald</td>
<td>Darlene</td>
<td>ChB 116</td>
<td></td>
</tr>
<tr>
<td>Payne</td>
<td>Nicholas C.</td>
<td>ChB 126</td>
<td></td>
</tr>
<tr>
<td>Puddephatt</td>
<td>Richard J.</td>
<td>ChB 100A</td>
<td>ChB 102</td>
</tr>
<tr>
<td>Vandendries-Barr</td>
<td>Anna</td>
<td>ChB 120</td>
<td></td>
</tr>
<tr>
<td>Lecture Room</td>
<td></td>
<td>ChB 115 (Capacity: 48)</td>
<td></td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td>ChB 127 (Capacity: 10)</td>
<td></td>
</tr>
<tr>
<td>Second Year Organic Chemistry Laboratories</td>
<td></td>
<td>ChB 111</td>
<td>ChB 112</td>
</tr>
<tr>
<td>Second Year Physical Chemistry Laboratory</td>
<td></td>
<td>ChB 110</td>
<td></td>
</tr>
</tbody>
</table>
### Ground Floor (G)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baird</td>
<td>Colin N.</td>
<td>ChB 21</td>
<td></td>
</tr>
<tr>
<td>Borecki</td>
<td>Aneta</td>
<td>ChB 12A</td>
<td></td>
</tr>
<tr>
<td>Boyle</td>
<td>Paul</td>
<td>ChB 12A</td>
<td></td>
</tr>
<tr>
<td>Corrigan</td>
<td>John F.</td>
<td>ChB 16</td>
<td>ChB 14 (G) ChB 15 (G)</td>
</tr>
<tr>
<td>Griffiths</td>
<td>Keith</td>
<td>ChB 25</td>
<td></td>
</tr>
<tr>
<td>Hairsine</td>
<td>Doug</td>
<td>ChB 13 / 13A</td>
<td></td>
</tr>
<tr>
<td>Huang (Chair)</td>
<td>Yining</td>
<td>ChB 17</td>
<td>MSA 0250 (G)</td>
</tr>
<tr>
<td>Lindsay</td>
<td>Warren</td>
<td>ChB 1</td>
<td></td>
</tr>
<tr>
<td>Martin</td>
<td>Ronald R.</td>
<td>ChB 23</td>
<td></td>
</tr>
<tr>
<td>Noel</td>
<td>Jamie</td>
<td>ChB 13M</td>
<td></td>
</tr>
<tr>
<td>Norton</td>
<td>Peter R.</td>
<td>ChB 20</td>
<td></td>
</tr>
<tr>
<td>Qin</td>
<td>Zack</td>
<td>ChB 13K</td>
<td></td>
</tr>
<tr>
<td>Shoessmith</td>
<td>David W.</td>
<td>ChB 18</td>
<td>ChB 10</td>
</tr>
<tr>
<td>Song</td>
<td>Yang</td>
<td>ChB 22</td>
<td>ChB 4 (G)</td>
</tr>
<tr>
<td>Zagidulin</td>
<td>Dmitrij</td>
<td>ChB 13J / 13L</td>
<td></td>
</tr>
</tbody>
</table>

### Lower Ground (LG)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bancroft</td>
<td>Michael G.</td>
<td>ChB 070</td>
<td></td>
</tr>
<tr>
<td>Constas</td>
<td>Stella</td>
<td>ChB 071</td>
<td>ChB 068 (LG)</td>
</tr>
<tr>
<td>Hall</td>
<td>Robin</td>
<td>ChB 089</td>
<td></td>
</tr>
<tr>
<td>Harbottle</td>
<td>Robert</td>
<td>ChB 089</td>
<td></td>
</tr>
<tr>
<td>Meath</td>
<td>William J.</td>
<td>ChB 066</td>
<td></td>
</tr>
<tr>
<td>Semenikhin</td>
<td>Oleg</td>
<td>ChB 067</td>
<td>ChB 056 (LG) ChB 069 (LG)</td>
</tr>
<tr>
<td>Staroverov</td>
<td>Viktor N.</td>
<td>ChB 063</td>
<td></td>
</tr>
<tr>
<td>Stillman</td>
<td>Martin J.</td>
<td>ChB 064</td>
<td>ChB 051 (LG)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Second Year Analytical Chemistry Laboratory ChB 094A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Second Year Inorganic and Polymer Laboratories ChB 080 ChB 084</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Second Year Organic Chemistry Laboratory ChB 074</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Room Number</td>
<td>Laboratories</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Aukema</td>
<td>Jon</td>
<td>ChB 023</td>
<td></td>
</tr>
<tr>
<td>Chen</td>
<td>Yuhua</td>
<td>ChB 003</td>
<td></td>
</tr>
<tr>
<td>Chirigel</td>
<td>Monica</td>
<td>ChB 003</td>
<td></td>
</tr>
<tr>
<td>Dey</td>
<td>Kalpana</td>
<td>ChB 002B</td>
<td></td>
</tr>
<tr>
<td>Hart</td>
<td>Marylou</td>
<td>ChB 003</td>
<td></td>
</tr>
<tr>
<td>Kasrai</td>
<td>Masoud</td>
<td>ChB 012</td>
<td></td>
</tr>
<tr>
<td>McPhee</td>
<td>Sherrie</td>
<td>ChB 004</td>
<td></td>
</tr>
<tr>
<td>Misk</td>
<td>Barakat</td>
<td>ChB 023</td>
<td></td>
</tr>
<tr>
<td>Eric</td>
<td>Peters (Coop)</td>
<td>ChB 023</td>
<td></td>
</tr>
<tr>
<td>Sham</td>
<td>T. K.</td>
<td>ChB 030A</td>
<td>ChB 125</td>
</tr>
<tr>
<td>Vanstone</td>
<td>John</td>
<td>ChB 023</td>
<td></td>
</tr>
<tr>
<td>Wren</td>
<td>J. Clara</td>
<td>ChB 019</td>
<td>ChB 040 (B)</td>
</tr>
<tr>
<td>ChemBioStore</td>
<td></td>
<td>ChB 003</td>
<td></td>
</tr>
<tr>
<td>Liquid Nitrogen Dispensing Facility</td>
<td>ChB 002B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiving Dock 11</td>
<td></td>
<td>Beside ChB 002B</td>
<td></td>
</tr>
</tbody>
</table>
### 3rd Floor – (MSA)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borecki</td>
<td>Aneta</td>
<td>MSA 3250</td>
<td></td>
</tr>
<tr>
<td>Gilles</td>
<td>Elizabeth</td>
<td>MSA 3202</td>
<td>MSA 3246</td>
</tr>
<tr>
<td>Gilroy</td>
<td>Joe</td>
<td>MSA 3201</td>
<td>MSA 3240</td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td>MSA 3204 (Capacity: 24)</td>
<td></td>
</tr>
</tbody>
</table>

### 2nd Floor – (MSA)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Washroom</td>
<td></td>
<td>MSA 2212</td>
<td></td>
</tr>
<tr>
<td>Women’s Washroom</td>
<td></td>
<td>MSA 2213</td>
<td></td>
</tr>
</tbody>
</table>

### MAIN FLOOR (1ST FLOOR) – (MSA)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brock</td>
<td>David</td>
<td>MSA 1201</td>
<td></td>
</tr>
<tr>
<td>England</td>
<td>Susan</td>
<td>MSA 1216</td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Felix</td>
<td>MSA 1202</td>
<td></td>
</tr>
<tr>
<td>Mathers</td>
<td>Jan</td>
<td>MSA 1235</td>
<td></td>
</tr>
<tr>
<td>Tchonek</td>
<td>Lesley</td>
<td>MSA 1212A</td>
<td></td>
</tr>
<tr>
<td>Zakaria Holtstag</td>
<td>Sandra</td>
<td>MSA 1235</td>
<td></td>
</tr>
<tr>
<td>First Year Chemistry Laboratories</td>
<td></td>
<td>MSA 1220A</td>
<td>MSA 1220B</td>
</tr>
<tr>
<td>Chemistry Storage Rm (Secured)</td>
<td></td>
<td>MSA 1214</td>
<td></td>
</tr>
<tr>
<td>Chemistry Club</td>
<td></td>
<td>MSA 1215</td>
<td></td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td>MSA 1203 (Capacity: 10)</td>
<td></td>
</tr>
<tr>
<td>Resource Room</td>
<td></td>
<td>MSA 1205</td>
<td></td>
</tr>
<tr>
<td>Atrium (Foyer)</td>
<td></td>
<td>Main Floor</td>
<td></td>
</tr>
</tbody>
</table>
### Ground Floor (G) – (MSA)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ding</td>
<td>Zhifeng</td>
<td>MSA 0203</td>
<td>MSA 0250 (G)</td>
</tr>
<tr>
<td>Lagugne-Labarthe</td>
<td>Francois</td>
<td>MSA 0202</td>
<td>MSA 0040 (LG)</td>
</tr>
<tr>
<td>Willans</td>
<td>Mathew</td>
<td>MSA 0216C/D</td>
<td></td>
</tr>
<tr>
<td>Yeung</td>
<td>Ken</td>
<td>MSA 0201</td>
<td></td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td>MSA 0204</td>
<td>(Capacity: 12)</td>
</tr>
<tr>
<td>NMR Office</td>
<td></td>
<td>MSA 0216C</td>
<td></td>
</tr>
<tr>
<td>Spectrometer Room</td>
<td></td>
<td>MSA 0216B</td>
<td></td>
</tr>
<tr>
<td>Wet Laboratory</td>
<td></td>
<td>MSA 0216A</td>
<td></td>
</tr>
<tr>
<td>Men’s Washroom</td>
<td></td>
<td>MSA 0212</td>
<td></td>
</tr>
<tr>
<td>Women’s Washroom</td>
<td></td>
<td>MSA 0213</td>
<td></td>
</tr>
</tbody>
</table>

### Biological and Geological Science (B&GS), 2nd Floor / Chemistry Building (ChB), 2nd Floor / Medical Sciences Building (MSB), 3rd Floor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Room Number</th>
<th>Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blacquiere</td>
<td>Johanna</td>
<td>B&amp;GS 2022</td>
<td>ChB 211</td>
</tr>
<tr>
<td>Konermann</td>
<td>Lars</td>
<td>B&amp;GS 2016</td>
<td>B&amp;GS 2016</td>
</tr>
<tr>
<td>O’Donoghue</td>
<td>Patrick</td>
<td>MSB 388</td>
<td>MSB 381</td>
</tr>
<tr>
<td>Pagenkopf</td>
<td>Brian</td>
<td>B&amp;GS 2020</td>
<td>B&amp;GS 2008</td>
</tr>
<tr>
<td>Ragogna</td>
<td>Paul</td>
<td>B&amp;GS 2024</td>
<td>B&amp;GS 2006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B&amp;GS 2004</td>
<td>B&amp;GS 2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ChB 221</td>
<td></td>
</tr>
</tbody>
</table>
## 91. LIST OF ACRONYMS – DEPARTMENT OF CHEMISTRY

### 91.1. FACULTY

<table>
<thead>
<tr>
<th>Lastname</th>
<th>Firstname &amp; Init.</th>
<th>Acryn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baines</td>
<td>Kim M</td>
<td>KMB</td>
</tr>
<tr>
<td>Blacquie</td>
<td>Johanna</td>
<td>JB</td>
</tr>
<tr>
<td>Brock</td>
<td>David</td>
<td>DB</td>
</tr>
<tr>
<td>Constas</td>
<td>Stella</td>
<td>SC</td>
</tr>
<tr>
<td>Corrigan</td>
<td>John F.</td>
<td>JFC</td>
</tr>
<tr>
<td>Ding</td>
<td>Zhifeng</td>
<td>ZD</td>
</tr>
<tr>
<td>Gillies</td>
<td>Elizabeth R.</td>
<td>ERG</td>
</tr>
<tr>
<td>Gilroy</td>
<td>Joe B.</td>
<td>JBG</td>
</tr>
<tr>
<td>Griffiths</td>
<td>Keith</td>
<td>KG</td>
</tr>
<tr>
<td>Huang</td>
<td>Yining</td>
<td>YH</td>
</tr>
<tr>
<td>Hudson</td>
<td>Robert H.E.</td>
<td>RHEH</td>
</tr>
<tr>
<td>Kerr</td>
<td>Michael A.</td>
<td>MAK</td>
</tr>
<tr>
<td>Konermann</td>
<td>Lars</td>
<td>LK</td>
</tr>
<tr>
<td>Lagugné Labarthe</td>
<td>François</td>
<td>FL-L</td>
</tr>
<tr>
<td>Lee</td>
<td>Felix S.</td>
<td>FSL</td>
</tr>
<tr>
<td>Luyt</td>
<td>Leonard G.</td>
<td>LGL</td>
</tr>
<tr>
<td>O’Donoghue</td>
<td>Patrick</td>
<td>POD</td>
</tr>
<tr>
<td>Pagenkopf</td>
<td>Brian L.</td>
<td>BLP</td>
</tr>
<tr>
<td>Puddephatt</td>
<td>Richard J.</td>
<td>RJP</td>
</tr>
<tr>
<td>Ragogna</td>
<td>Paul J.</td>
<td>PJR</td>
</tr>
<tr>
<td>Semenikhin</td>
<td>Oleg</td>
<td>OS</td>
</tr>
<tr>
<td>Sham</td>
<td>T.K.</td>
<td>TKS</td>
</tr>
<tr>
<td>Shoesmith</td>
<td>David W.</td>
<td>DWS</td>
</tr>
<tr>
<td>Song</td>
<td>Yang</td>
<td>YS</td>
</tr>
<tr>
<td>Staroverov</td>
<td>Viktor</td>
<td>VK</td>
</tr>
<tr>
<td>Stillman</td>
<td>Martin J.</td>
<td>MJS</td>
</tr>
<tr>
<td>Weedon</td>
<td>Alan C.</td>
<td>SCW</td>
</tr>
<tr>
<td>Wisner</td>
<td>James A.</td>
<td>JAW</td>
</tr>
<tr>
<td>Workentin</td>
<td>Mark S.</td>
<td>MSW</td>
</tr>
<tr>
<td>Wren</td>
<td>J. Clara</td>
<td>JCW</td>
</tr>
<tr>
<td>Yeung</td>
<td>Ken-C</td>
<td>K-CY</td>
</tr>
</tbody>
</table>

### 91.2. CROSS-APPOINTED FACULTY

<table>
<thead>
<tr>
<th>Lastname</th>
<th>Firstname &amp; Init.</th>
<th>Acryn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arsenault</td>
<td>Gilles</td>
<td>AG</td>
</tr>
<tr>
<td>Choy</td>
<td>James</td>
<td>JC</td>
</tr>
<tr>
<td>deBruyn</td>
<td>John</td>
<td>JdeB</td>
</tr>
<tr>
<td>Dimov</td>
<td>Stamen</td>
<td>SD</td>
</tr>
<tr>
<td>Fanchini</td>
<td>Giovanni</td>
<td>GF</td>
</tr>
<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>Shaw</td>
<td>Gary S. (Biochem)</td>
<td>GSS</td>
</tr>
<tr>
<td>Sumarah</td>
<td>Mark (Agri/Agri-Food)</td>
<td>MS</td>
</tr>
<tr>
<td>Yang</td>
<td>Dongfang</td>
<td>YD</td>
</tr>
</tbody>
</table>

### 91.3. FACULTY EMERITUS

<table>
<thead>
<tr>
<th>Lastname</th>
<th>Firstname &amp; Init.</th>
<th>Acryn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allnatt</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>Guthrie</td>
<td>J. Peter</td>
<td>JBG</td>
</tr>
<tr>
<td>Kasrai</td>
<td>Masoud</td>
<td>KM</td>
</tr>
<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>
</tr>
<tr>
<td>McIntyre</td>
<td>N. Stewart</td>
<td>NSM</td>
</tr>
<tr>
<td>Meath</td>
<td>William R.</td>
<td>MWR</td>
</tr>
<tr>
<td>Norton</td>
<td>Peter R.</td>
<td>NPR</td>
</tr>
<tr>
<td>Payne</td>
<td>Nicholas C.</td>
<td>NCP</td>
</tr>
<tr>
<td>Warnhoff</td>
<td>Ed W.</td>
<td>WEW</td>
</tr>
</tbody>
</table>

### 91.4. 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
- **Postdocs** chempdfs@uwo.ca
- **Seminar** chemseminr@uwo.ca
- **Staff** chemstaff@uwo.ca
- **Summer Students** chemsummer@uwo.ca
- **2nd Year Students** chem2ndyear@uwo.ca
- **3rd Year Students** chem3rdyear@uwo.ca
- **4th Year Students** chem4thyear@uwo.ca
- **People from Industries** industrypartnersandfriends
91.5. **STAFF**

<table>
<thead>
<tr>
<th>Lastname</th>
<th>Firstname &amp; Init.</th>
<th>Acryn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aukema</td>
<td>Jon</td>
<td>JA</td>
</tr>
<tr>
<td>Borecki</td>
<td>Aneta</td>
<td>AB</td>
</tr>
<tr>
<td>Boyle</td>
<td>Paul</td>
<td>PB</td>
</tr>
<tr>
<td>Brandt</td>
<td>Mike</td>
<td>MB</td>
</tr>
<tr>
<td>Chen</td>
<td>Yuhua</td>
<td>YC</td>
</tr>
<tr>
<td>Chirigel</td>
<td>Monica</td>
<td>MC</td>
</tr>
<tr>
<td>Dey</td>
<td>Kalpana</td>
<td>KD</td>
</tr>
<tr>
<td>England</td>
<td>Susan</td>
<td>SE</td>
</tr>
<tr>
<td>Fernandes</td>
<td>Clara</td>
<td>CF</td>
</tr>
<tr>
<td>hairsine</td>
<td>Robert</td>
<td>RH</td>
</tr>
<tr>
<td>Hall</td>
<td>Robin</td>
<td>RH</td>
</tr>
<tr>
<td>Harbottle</td>
<td>Robert</td>
<td>RH</td>
</tr>
<tr>
<td>Hart</td>
<td>Marylou</td>
<td>MH</td>
</tr>
<tr>
<td>Levy</td>
<td>Chris</td>
<td>CJL</td>
</tr>
<tr>
<td>Lindsay</td>
<td>Warren</td>
<td>WL</td>
</tr>
<tr>
<td>Martin</td>
<td>Debra</td>
<td>DM</td>
</tr>
<tr>
<td>Mathers</td>
<td>Jan</td>
<td>JM</td>
</tr>
<tr>
<td>McDonald</td>
<td>Darlene</td>
<td>DM</td>
</tr>
<tr>
<td>McPhee</td>
<td>Sherrie</td>
<td>SM</td>
</tr>
<tr>
<td>Misk</td>
<td>Barakat</td>
<td>BM</td>
</tr>
<tr>
<td>Noël</td>
<td>Jamie N.</td>
<td>JNN</td>
</tr>
<tr>
<td>Peters</td>
<td>Eric</td>
<td>EP</td>
</tr>
<tr>
<td>Qin</td>
<td>Zack</td>
<td>ZQ</td>
</tr>
<tr>
<td>Rambour</td>
<td>Ives</td>
<td>IR</td>
</tr>
<tr>
<td>Vandendries-Barr</td>
<td>Anna</td>
<td>AVB</td>
</tr>
<tr>
<td>Vanstone</td>
<td>John</td>
<td>JV</td>
</tr>
<tr>
<td>Willans</td>
<td>Mathew</td>
<td>MW</td>
</tr>
<tr>
<td>Zagidulin</td>
<td>Dmitrij</td>
<td>DZ</td>
</tr>
<tr>
<td>Zakaria Holtslag</td>
<td>Sandra</td>
<td>SZH</td>
</tr>
</tbody>
</table>

91.6. **CHEMISTRY ADDRESS FOR COURIER**

Western University  
1151 Richmond Street N.  
Department of Chemistry  
Room 003, Dock 11  
London, Ontario N6A 5B7  
Canada

91.7. **CHEMISTRY BUILDINGS (CHB)**

<table>
<thead>
<tr>
<th>Building</th>
<th>Acronyms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological &amp; Geological Sciences</td>
<td>B&amp;GS</td>
</tr>
<tr>
<td>Chemistry</td>
<td>ChB</td>
</tr>
<tr>
<td>Materials Science Addition</td>
<td>MSA</td>
</tr>
</tbody>
</table>

91.8. **CHEMISTRY FLOORS VIA ELEVATOR**

<table>
<thead>
<tr>
<th>Floor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>2</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>1</td>
<td>Main Floor</td>
</tr>
</tbody>
</table>

91.9. **CHEMISTRY ROOM NUMBERS & FLOORS**

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChB 002-042</td>
<td>Basement</td>
<td></td>
</tr>
<tr>
<td>ChB 050-094</td>
<td>Lower Ground</td>
<td></td>
</tr>
<tr>
<td>ChB 1-27</td>
<td>Ground</td>
<td></td>
</tr>
<tr>
<td><strong>ChB 100-127</strong></td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>ChB 200-227</td>
<td>2nd Floor</td>
<td></td>
</tr>
<tr>
<td>ChB 300-</td>
<td>3rd Floor</td>
<td></td>
</tr>
</tbody>
</table>

91.10. **MATERIAL SCIENCES ADDITION (MSA)**

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSA 0204</td>
<td>Ground</td>
<td></td>
</tr>
<tr>
<td>MSA 0230</td>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td>MSA 1203</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>MSA 1205</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>MSA 1214</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>MSA 1215</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>MSA 1216</td>
<td>Main</td>
<td></td>
</tr>
<tr>
<td>MSA 1235</td>
<td>Main</td>
<td></td>
</tr>
</tbody>
</table>

91.11. **DEPT. OF CHEMISTRY BOARDROOMS, CLASSROOM & OTHERS**

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom – Capacity 12</td>
<td>MSA 0204</td>
</tr>
<tr>
<td>Boardroom – Capacity 10</td>
<td>MSA 1203</td>
</tr>
<tr>
<td>Boardroom – Capacity 24</td>
<td>MSA 3204</td>
</tr>
<tr>
<td>Boardroom – Capacity 10</td>
<td>ChB 127</td>
</tr>
<tr>
<td>Classroom – Capacity 48</td>
<td>ChB 115</td>
</tr>
<tr>
<td>ChemBioStores (Basement)</td>
<td>ChB 003</td>
</tr>
<tr>
<td>Chemistry Lounge</td>
<td>ChB 105</td>
</tr>
<tr>
<td>Data Projector on the Cart (Mobile)</td>
<td>ChB 107</td>
</tr>
<tr>
<td>Mailroom &amp; Photocopy Room</td>
<td>ChB 121</td>
</tr>
<tr>
<td>Year</td>
<td>Lab Type</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>1st Year</td>
<td>Chemistry Lab</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Analytical Chemistry Lab</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Inorganic and Polymer Lab</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Organic Chemistry Lab</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Organic Chemistry Lab</td>
</tr>
<tr>
<td>2nd Year</td>
<td>Physical Chemistry Lab</td>
</tr>
</tbody>
</table>
ORGANIZATIONAL CHART

DEPARTMENTAL STAFF & FACULTY IN CHEMISTRY

Yining Huang
CHAIR

Ken Yeung
Associate Chair, Undergraduate

Anita Vandenbrink-Barr
Administrative Officer

Christopher Love
Undergraduate Labs Manager

Warren Lindsay
Department Manager

Sherrill McPherson
ChemEd/Instructor Manager

Paul Boyle
X-ray Facility Manager

Mathew Willans
NMR Facility Manager

Mike Brandt
Research, Senior

Clara Fernandez
Administrative Assistant

Debra Martin
Administrative Assistant

Dietlana McDonald
Graduate Coordinator

Mike Brandt
Research, Senior

Robin Roll
2nd Year Lab Technician

Robert Herbottle
Technician

Jon Axler
Electron Technician

Jeff Cassidy
E-mail: chen@chem.ubc.ca

Marian Hart
ChemEd/Instructor Manager

Mike Brandt
Research, Senior

Lee Tishler
ChemEd/Instructor

Sandy Zaboro-Hofstad
2nd Year Lab Technician and Outreach Coordinator

CHIMISTRY

CHEMISTRY

Yuhua Chen
ChemEd/Instructor

Marisa Chigod
ChemEd/Instructor

Doug Horcine
Most Spec. Facility Manager

Anita Boreck
Research Technician

FACULTY MEMBERS

Kim M. Baines
Johanna M. Blazicqire
Christina Booker
Stefano Conetas
John K. Corrigan
Zhifeng Ding
Elizabeth (Beth) R. Gillies
Joe B. Gilroy
Keith Griffiths
Robert H. F. Hudson

Michael A. Kerr
Lars Kenermann
Francisco Languebarthet
Felix S. Lee
Leonard G. Laut
Patrick O'Donoghue
Brian L. Pagenkopf
Richard J. Puddephatt
Oleg Semenkin
T. K. Shorn

David W. Shuesmith
Yang Song
Viktor N. Staroverov
Martin J. Stoffen
Mojmir Suchy
Alan C. Weidon
James A. Winder
Mark S. Workentin
J. Clara Wren
Ken K. C. Yeung

Prepared: Wednesday, October 9, 2014
Updated: Wednesday, October 7, 2015

169
93. DEPARTMENTAL COMMITTEES, 2016-2017

Department of Chemistry Committees, 2016-2017
Western University
Final June 13, 2016

Chair: Y. Huang
Associate Chair (Undergraduate): K. Yeung
Associate Chair (Graduate): P.J. Ragognia
Undergraduate Lab Manager: C. Levy
Departmental Manager: W. Lindsay
Administrative Officer: A. Vandendries-Barr

According to the UW OFA 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): C. Dean (Chair)
Chair of Department (ex officio): Y. Huang
M.A. Kerr, 2014-2017
V.N. Staroverov, 2014-2017
P.J. Ragognia 2015-2018
R.H.E. Hudson (alternate), 2015-2017
External Member: Ajay Ray (Chemical and Biochemical Engineering), 2015-2018
Extra Departmental: John de Bruyn (Physics and Astronomy), 2015-2018
External Member: Stan Dunn (Biochemistry), 2016-2017

Appointments Committee:
Chair of the Department (ex officio): Y. Huang (Chair)
R.H.E. Hudson, 2015-2018
P.J. Ragognia, 2014-2017
Z. Ding, 2016-2019
V.N. Staroverov, 2015-2018

Workload Committee: (entire slate elected for 2016-2019)
E.R. Gillies
B.L. Pagenkopf
J.M. Blaqueire

Annual Performance Evaluation Committee:
Chair of the Department (ex officio): Y. Huang (Chair)
K. Griffiths, 2014-17
R.H.E. Hudson, 2014-17
J.D. Gilroy, 2015-2018
F. Laguigne-Labarthe, 2015-2018

Safety Committee: ZD (Chair), VH (ex officio), R. Harbottle, JBG, MJ$S$, Amir Rabiee
Kenaree, Bahareh Farhadpour, Tyler Cuthbert.

Continued Next Page /.....
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), ZD, JMB, BLP, DB
Undergraduate Counselling and Adjudication Committee: KG (Chair), KY (ex officio), SC, MAK, DB
TA Coordinator: VNS
Undergraduate Timetabling: KG
Internship Advisor: MJS
ChemClub Advisor: DB
EPC Representative: KY
Undergraduate Lab Manager: C. Levy
Scholarships Committee Chair: FLL
Coordinator, Soochow-Western University Undergrad Exchange Program: ZD

3) Graduate Portfolio: P.R. Ragagna (Associate Chair) The following report to the Associate Chair, Graduate. The Associate Chair reports to the Department at each Faculty meeting.

Graduate Education Committee: PJR (Chair), Graduate Recruitment Coordinator (ex officio): ERG, Scholarships Chair (ex officio): FLL, JBG, YS, SC, Rebecca Yardly, Ryan Morco
Scholarships Committee: FLL (Chair), JBG, POD, RJP
Graduate Recruitment Coordinator: ERG
Graduate Coordinator, Soochow-Western University [2+2] Graduate Program: YS

4) Operational Committees (Report to the Chair)

Social Committee: AV (Chair), Robert Harbottle, Debra Martin, Taylor Leigh Martino, Alexandra Hauser-Kawaguchi, and James Stubbs

Visiting Speakers Committee: ERG (Chair), JMB, YS, Jeremy Bourque

Outreach Committee: KG (Chair), SC, MAK, LK, Sandy Z-H

Research Awards Committee: TK (Chair), MAK, RJP

Teaching Awards and Evaluation Committee: SC (Chair), RHEH, MJS

Alumni Relations Committee: LGL (Chair), YH (ex officio), MAK, MJS, P. Luchak, S. Barbon, M. Momeni

5) Special Assignments:
Teaching Coordinators: MSW, KG, JFC
Research Coordinators: VNS, RHEH, MSW, RJP
Web Master: BLP
Communications Coordinator: MSW, David Pipher
Departmental Secretary: JMB, POD

Continued Next Page /.....
Faculty Counsel (NMR): YH (solids), BLP (liquids)
Faculty Counsel (X-ray): PJR (single crystal), YS (powder)
Faculty Counsel (MS): MJS
SPS Manager: MAK
Canadian Chemistry and Physics Olympiad Contact: VNS
### 94. TEACHING ASSIGNMENTS — UNDERGRADUATE COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Faculty Member</th>
<th>Course #</th>
<th>Section</th>
<th>Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 1301</td>
<td>Inter’16</td>
<td>Christina Booker</td>
<td>Chem 3320B</td>
<td>001</td>
<td>J.B. Gilroy</td>
</tr>
<tr>
<td></td>
<td>Inter’17</td>
<td>D. Brock</td>
<td>Chem 3330F</td>
<td>001</td>
<td>B.L. Pagenkopf</td>
</tr>
<tr>
<td>Chem 1302</td>
<td>Inter’16</td>
<td>Christina Booker</td>
<td>Chem 3364B</td>
<td>001</td>
<td>T.K. Sham</td>
</tr>
<tr>
<td></td>
<td>Inter’17</td>
<td>D. Brock</td>
<td>Chem 3370B</td>
<td>001</td>
<td>K.M. Baines</td>
</tr>
<tr>
<td>Chem 1301A</td>
<td>(4 sections)</td>
<td>D. Brock</td>
<td>Chem 3371F</td>
<td>001</td>
<td>P.J. Ragaglia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>K. Griffiths</td>
<td>Chem 3372G</td>
<td>001</td>
<td>K. Griffiths</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F.S. Lee*</td>
<td>Chem 3373F</td>
<td>001</td>
<td>B.L. Pagenkopf</td>
</tr>
<tr>
<td></td>
<td></td>
<td>V.N. Staroverov</td>
<td>Chem 3374A</td>
<td>001</td>
<td>F. Lagugné-Lebarthet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Z. Ding</td>
<td>Chem 3391B</td>
<td>001</td>
<td>M.J. Stillman</td>
</tr>
<tr>
<td>Chem 1302A</td>
<td>(Limited Duty)</td>
<td>LD</td>
<td>Chem 3393B</td>
<td>001</td>
<td>F.S. Lee</td>
</tr>
<tr>
<td>Chem 1302B</td>
<td>(4 sections)</td>
<td>V.N. Staroverov</td>
<td>Chem 4404A</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>K. Griffiths*</td>
<td>Chem 4441A</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 1027A</td>
<td>001</td>
<td>M.J. Stillman</td>
<td>Chem 4444A</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 2003B</td>
<td>001</td>
<td>Y. Song</td>
<td>Chem 4471B</td>
<td>001</td>
<td>R.J. puddlethatt</td>
</tr>
<tr>
<td>Chem 2210A</td>
<td>001</td>
<td>F.S. Lee</td>
<td>Chem 4472A</td>
<td>001</td>
<td>Z. Ding</td>
</tr>
<tr>
<td>Chem 2211A</td>
<td>001</td>
<td>F.S. Lee*</td>
<td>Chem 4473B</td>
<td>001</td>
<td>M.A. Kerr</td>
</tr>
<tr>
<td>Chem 2213A</td>
<td>001-002</td>
<td>R.H. Hudson*</td>
<td>Chem 4474B</td>
<td>001</td>
<td>S. Constas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S. Workentin</td>
<td>Chem 4481A</td>
<td>001</td>
<td>R.J. Puddlesatt</td>
</tr>
<tr>
<td>Chem 2271A</td>
<td>001</td>
<td>J.B. Gilroy</td>
<td>Chem 4483B</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 2272F</td>
<td>001</td>
<td>Y. Song</td>
<td>Chem 4491E</td>
<td>001</td>
<td>P.J. Ragaglia</td>
</tr>
<tr>
<td>Chem 2273A</td>
<td>001</td>
<td>M.S. Workentin</td>
<td>Chem 4493A</td>
<td>001</td>
<td>M.S. Workentin</td>
</tr>
<tr>
<td>Chem 2283G</td>
<td>001</td>
<td>J.M. Bicquiere</td>
<td>Chem 4494B</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 2283G</td>
<td>001</td>
<td>M.A. Kerr</td>
<td>Chem 4494B</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 2374A</td>
<td>001</td>
<td>L. Konermann</td>
<td>Chem 4494B</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 2364B</td>
<td>001</td>
<td>S. Constas</td>
<td>Chem 4494B</td>
<td>001</td>
<td>not offered</td>
</tr>
<tr>
<td>Chem 3300G</td>
<td>001</td>
<td>V.N. Staroverov</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*course coordinator
## 95. TEACHING ASSIGNMENTS — GRADUATE COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Weight</th>
<th>Faculty Member</th>
<th>Area</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 96535</td>
<td>0.25</td>
<td>M.J. Stillman</td>
<td>chembio</td>
<td>Bioorganic Chemistry</td>
</tr>
<tr>
<td>Chem 96535</td>
<td>0.25</td>
<td>M.J. Stillman</td>
<td>chembio</td>
<td>Bioorganic Chemistry-Methods</td>
</tr>
<tr>
<td>Chem 9651T</td>
<td>0.25</td>
<td>R.H. Hudson</td>
<td>chembio</td>
<td>Advanced Nucleic Acids</td>
</tr>
<tr>
<td>Chem 9713Q</td>
<td>0.25</td>
<td>J.B. Giese</td>
<td>mat</td>
<td>Polymers: Synthesis to Function</td>
</tr>
<tr>
<td>Chem 9737B</td>
<td>0.25</td>
<td>R.J. Puddephatt</td>
<td>syn</td>
<td>Organometallic Chemistry for Bond Activation</td>
</tr>
<tr>
<td>Chem 9725A</td>
<td>0.5</td>
<td>L. G. Luyt</td>
<td>chembio</td>
<td>Advanced Medicinal Chemistry</td>
</tr>
<tr>
<td>Chem 9544</td>
<td>0.5</td>
<td>Z. Ding</td>
<td>mat</td>
<td>Spectroelectrochemistry</td>
</tr>
<tr>
<td>Chem 9544A</td>
<td>0.25</td>
<td>I. Konermann</td>
<td>Chembio</td>
<td>Mass Spectrometry</td>
</tr>
<tr>
<td>Chem 9539R</td>
<td>0.25</td>
<td>K.M. Bains</td>
<td>syn</td>
<td>Adv. NMR Spectroscopy</td>
</tr>
<tr>
<td>Chem 9540A</td>
<td>0.25</td>
<td>F. Lapugne-Laborthe</td>
<td>mat</td>
<td>Spectroscopy and Microscopy in Materials</td>
</tr>
<tr>
<td>Chem 9744Q</td>
<td>0.25</td>
<td>M.A. Kerr</td>
<td>syn</td>
<td>Organic Synthesis</td>
</tr>
<tr>
<td>Chem 9744Q</td>
<td>0.6</td>
<td>T.K. Shams</td>
<td>mat</td>
<td>Synthesis: Radical and Materials</td>
</tr>
<tr>
<td>Chem 9733R</td>
<td>0.25</td>
<td>S. Constand</td>
<td>Theo</td>
<td>Electrostatics of chemical systems</td>
</tr>
</tbody>
</table>

Total FCEs
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
96. **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.

96.1. **MEMBERS OF THE SOCIAL COMMITTEE**

- Anna Vandendries-Barr (Chair)
- Rob Harbottle
- Debra Martin
- Taylor Leigh Martino
- Alexandra Hauser-Kawaguchi
- James Stubbs

96.1.1. **GOLF TOURNAMENT**

The golf tournament a four-person team 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.

96.1.2. **PICNIC**

Another social gathering which is family-oriented is the picnic that takes place in a beautiful landscape park and beside a lake in August. 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, Soda, and Coffee. Tickets are available from the Social Committee members. Free transportation is provided.

96.1.3. **OTHER ACTIVITIES**

Some Committee activities include potlucks, and staff appreciation treats. To get into the holiday spirit there is some fun traditions to mark the season or any of the annual holidays, such as, St. Patrick’s Day, Halloween and Christmas Dinner & Dance.
97. **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 (Carson Wagonlit Travel).

98. **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.

98.1. **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.

98.2. **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.

98.3. **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 without 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.
99. **NEW COURIER RATES 2012 - NEW COURIER COMPANY**

A new Courier Selection Guide, recommending couriers to use based on preferential rates offered to Western.

Western University now has the unique opportunity to significantly reduce transportation costs, both domestically and internationally, by using a single carrier, United Parcel Service (UPS).

This is a new agreement which offers a very attractive, heavily discounted, rate structure with excellent service offerings for both domestic and worldwide shipping.

<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. Dynamex Express</td>
</tr>
<tr>
<td>Canada</td>
<td>Next Day, or best service, Ground Service</td>
<td>1. UPS</td>
</tr>
<tr>
<td></td>
<td>Next Day, or best service, Courier - Air</td>
<td>2. Canpar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Loomis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Purolator</td>
</tr>
<tr>
<td>U.S.A</td>
<td>Overnight or Best Service Courier, Air</td>
<td>1. DHL / UPS</td>
</tr>
<tr>
<td></td>
<td>Includes envelopes and packages</td>
<td>2. Canpar*</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</td>
<td>1. UPS</td>
</tr>
<tr>
<td></td>
<td>destination and Customs formalities</td>
<td>2. DHL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Federal Express</td>
</tr>
</tbody>
</table>

Recommendations are based on shipping normal, non hazardous goods using base rates with fuel surcharge.

* **Based on pricing only. Customs clearance requirements and service level should be taken into consideration.**

Where UPS cannot carry a specific type of material, Federal Express should be used.
DHL cannot carry hazardous goods internationally. Selection should be based on the classes of hazardous material accepted by each carrier.

Rates vary significantly between the first/second preferred carriers, and the balance of listed carriers, for equal service levels. There is no material difference in service levels between the couriers, with the exception of the time of day delivery. UPS Express offers delivery by noon to many North American destinations where most offer by end of business day.

At a glance, an example of pricing difference

London Ontario to New York City, Overnight express

Shipment weighing 0.5 kg with fuel surcharge (as of April 2012)
1. UPS - $14.09
2. DHL - $14.16
3. Federal Express – 18.58

Same destination weighing 7 kg with fuel surcharge (as of April 2012)
1. DHL- $39.72
2. UPS - $42.42
3. Canpar – $58.50
4. Federal Express - $65.86

To access the rates for each courier, simply click on the link contained in this document. You will be directed to a secure site where you will need to enter your system username and password.

All rates are confidential and are not to be disclosed to outside individuals or company representatives.
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.

The photocopier has the following multifunctional operations set-up:

(i) Photocopying  
(ii) Fax Transmission via **ONLY Faculty/ Staff copier**  
(iii) Scanning

100.1. **PHOTOCOPYING**

100.1.1. COPIER CODE NUMBER
You will be assigned a copier code number so that the number copies you make/print will be billed to you.

100.1.2. PRE-ASSIGNED COPIER CODE FOR TEACHING AND ASSIGNMENTS
There are also pre-assigned copier billed to the course budget. Please see either Sherri McPhee or Marylou Hart in ChemBioStores for your copier code.

100.1.3. HOW TO USE A PHOCOPIER AND TRANSPARENCIES
If you don’t know how to use the photocopier and the use of transparencies, please seek assistance from Clara or Debra in Room 119, Main Office.

100.1.4. PROBLEMS WITH PHOTOCOPIER

To clear paper jams, change of staples or toner cartridges — please see the Office Staff in Room ChB 119.
101. FAX TRANSMISSION

The **Faculty/Staff** photocopier is the **ONLY** photocopier set-up for both receiving and transmitting fax.

The Departmental Fax Number is: 519.661.3022

101.1. **BASIC OPERATION INSTRUCTIONS FOR TRANSMITTING FAX**

1. Enter the 5 digits department code, then press [OK]

2. Place document(s) face up on the Feeder, and then press [FAX] button on keypad or control panel.

3. Press the [MONITOR] on the LCD touch panel, and wait for the dial tone, and then [Input the Fax Number] as indicated in the following table for campus, local (London), long distance (USA/Canada) and international calls:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMPUS</strong></td>
<td>5 digits Extension Number Only</td>
</tr>
<tr>
<td><strong>LOCAL</strong></td>
<td>9 + Area Code + Phone Number</td>
</tr>
<tr>
<td><strong>USA/ CANADA</strong></td>
<td>9 + 1 + Area Code + Phone Number</td>
</tr>
<tr>
<td><strong>INTERNATIONAL</strong></td>
<td>9 + 011 + Phone Number (7 digit numbers)</td>
</tr>
</tbody>
</table>

4. **If you need to make a correction**, press [CLEAR] button on the control panel or to delete the entered fax number one number at a time, press [BACK SPACE].

OR to cancel, press [FC] **Function Clear** and begin from #3 (above).

5. When you hear the ringtone, press the [START] button on the control panel, and wait a few seconds for the document(s) to begin advancing document through the feeder, and wait until all the documents have gone through.

6. You need to wait for the [CONFIRMATION REPORT] to be printed in the [OUTPUT TRAY] see label on the photocopier.

7. To make sure the fax was transmitted, check on the right-side of the confirmation, it must read [OK].
102. **SCANNING DOCUMENT(S)**  
Document(s) can be scanned on either photocopier that is available to you. You bring with you a USB device to store the scanned data.

102.1. **BASIC OPERATION INSTRUCTIONS FOR SCANNING DOCUMENTS**

1. Insert [USB device] into the connector on the immediate right-side of the photocopier.

2. Enter the 5 digit department code, and press [ENTER].


4. Place the original documents face-up in the [Automatic Document Feeder].

5. To set file name, press [FILENAME] on touch panel, and then press [CLEAR] on touch panel.

6. Now use the keypad to type the filename, then press [OK], and again press [OK].

   If you have made a **typo error in the filename** — to delete one word at a time, press [BACKSPACE] on the touch panel, or press [CLEAR] on the touch, and then continue with #6 instructions.


<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>FILE NAME</th>
<th>FILE FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB DEVICE</td>
<td>XXXXXXXXXX</td>
<td>PDF Multi</td>
</tr>
</tbody>
</table>

8. As the document(s) is/are scanned, the status line on the touch panel will display either **USB device found**, **Erasing data**, and, then **USB device can be removed**.

9. When you get back to your desk, please check if the data has been stored in your USB device. If not, please repeat all of the above steps.

10. Once the scanning is completed, press button ACCESS to exit.
103. GUIDELINES FOR CHEMISTRY ROOM BOOKINGS

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 by e-mail** and provide sound academic reason for the reservation. Examples include scheduled, 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.

103.1. 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

103.2. 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>Built-in Board Type</th>
<th>Transparency Data Projector</th>
<th>Projector</th>
</tr>
</thead>
<tbody>
<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>Yes</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 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 on the portable cart, please book the projector prior to booking the room.
103.3. **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 meeting can make reservations through the superuser after undergraduate and graduate course offerings have been scheduled at the beginning of each term.

103.4. **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.

103.5. **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.

103.6. **MOBILE DATA PROJECTOR**
All rooms have projector screens. If the room does not have a built-in data projector but one is needed, a data projector portable on the cart is available. The data projector on the cart MUST be booked when you booked a room on-line at: [http://www.supersaas.com/schedule/uwochemistry/dataprojector](http://www.supersaas.com/schedule/uwochemistry/dataprojector)

The data projector is stored in Room ChB 107. The key can be obtained from the Main Office, Room 119.
103.7. **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,
103.9. 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 green 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.

103.10. USE OF CHEMISTRY LOUNGE — ROOM CHB 105

In the lounge, there is a calendar pinned on the notice board. 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.

104. GUIDELINES FOR CLAIMING VISITING SPEAKERS AND PHD EXTERNAL EXPENSES

**Dated:** July 12, 2012  
**Revised Date:** 27 July, 2016

104.1. 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 online 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 one 1 lunch, 1 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.

104.2. **PHD EXTERNAL EXAMINERS WHO ARE ALSO VISITING SPEAKERS**

In an effort to ensure that travel expense claims for PhD 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. Clara have been instructed to direct all arrangements for PhD External Examiners to Darlene whether or not they give a seminar in the department.

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 PhD 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 PhD candidate. Furthermore, such dinners are not eligible NSERC expenses.
For PhD External Examiners who do not give a seminar in the department, you are on your own.
105. “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.

105.1. 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 or in Room ChB 119, Main Office at the Reception Desk.

You first must log the details on the white sheet called Record of Chemistry Loading “Bay” Parking (see Page 146) 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.
105.2. **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.

105.3. **RETURN SIGNED-OUT PERMIT FROM MAIN OFFICE**

Faculty member **must** return “Service Vehicle Parking Permit” at the Reception Desk, put the Permit back into the folder, and then log-in date returned in Record of Chemistry Loading “Bay” Parking (see below):

![Record of Chemistry Loading “Bay” Parking](image)

106. **“GENERAL SERVICE VEHICLE” PERMIT PARKING FOR SUPPORT SERVICE BUILDING (SSB)**

Should you plan a visit to the new Support Services Building, a *General Service Vehicle Permit* (below) allows parking ‘free’ if you drive your car — in this case, you must also have a UWO parking permit displayed on the dashboard. You can park at the meters for a maximum of 60 minutes with the permit.

![General Service Vehicle Permit](image)
106.1. **WESTERN LOADING ZONE, RESTRICTED ZONE AND GENERAL SERVICE VEHICLE PERMIT GUIDELINES**

- Only valid for the time limit indicated on the permit
- Not valid in designated reserved spaces, fire routes or handicapped spaces
- Not valid in a space designated for a specific vehicle, i.e., a space marked “Reserved for XXXX Department Vehicle” or “On Call Vehicles Only”.
- Not valid in the University Community Centre Loading Zone.
- Not valid for parking on landscaped areas or sidewalks.

**IMPORTANT**

For audit purposes it is imperative that you please complete and return a list indicating which pass numbers were issued to whom, along with their vehicle license number.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PASS TYPE (GUEST)</th>
<th>PASS NUMBER</th>
<th>HOLDER'S NAME</th>
<th>VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE ONLY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please mail completed form to: Roy Forget at Parking & Visitor Services, Room 4150 Support Services Bldg.
For any questions, I can be reached at Ext 86999

106.2. **SIGN-OUT THE PERMIT**

Please see Staff in the Main Office to sign out the permit and fill the form (sample above) including your vehicle licence number.

106.3. **RETURN OF PARKING PERMIT**

The permit must be returned immediately once the errand is completed.
107. 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

108. 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 ChB12.

X-ray Facility Website at: http://xray.chem.uwo.ca/
109. 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 grated 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
VII. UWO Faculty of Science

110. FACULTY AND STAFF - AVAILABLE AWARDS

110.1. FACULTY ELIGIBLE

110.1.1. AWARDS OFFERED BY THE FACULTY OF SCIENCE
   - The Florence Bucke Science Prize
   - Distinguished Research Professorship
   - Award of Excellence for Undergraduate Teaching
   - Outreach Award

110.1.2. TEACHING AWARDS OFFERED BY WESTERN
   - The Edward G. Pleva Award for Excellence in Teaching
   - The Angela Armitt 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/

110.1.3. 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)
110.2. **STAFF ELIGIBLE**

110.2.1. **AWARDS OFFERED BY THE FACULTY OF SCIENCE**
   - Award of Excellence for Staff (pdf)

110.2.2. **AWARDS OFFERED BY WESTERN**
   - The Western Award of Excellence

110.3. **ALL ELIGIBLE**

110.3.1. **THE WESTERN GREEN AWARDS**

   For more information, please visit the following website:

   [http://www.uwo.ca/sci/about_science/awards/faculty_awards.html](http://www.uwo.ca/sci/about_science/awards/faculty_awards.html)
VIII. 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.

111. 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.

112. 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 Canada 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
NEW WHMIS — TIME TO UPDATE YOUR TRAINING

WHMIS training at Western has changed, and if you work or volunteer at Western, you’ll need to get trained up on the latest.

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 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

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 All 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](#).

More details on WHMIS and other training can be found on the [Required Training webpage](#):
115. GHS - LABEL ELEMENTS

115.1. 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.

---

**Supplier Label**

1. **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.

   - **Workplace Label**
     - **Product K1**
       Fatal if swallowed. Causes skin irritation.
       Wear protective gloves. Wash hands thoroughly after handling. Do not eat, drink or smoke when using this product.

---

*Requirement: may vary – consult your local jurisdiction for their requirements.*

[Logo: CCOHS.ca]

1-800-668-4284  
WHMIS.org

198
116. FACT SHEETS (WHMIS 2015)

116.1. 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 Class 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.

Confidential Business Information – Trade Secrets
There are no significant changes to the trade secrets rules.

Roles, Responsibilities and Duties
The current roles and responsibilities for suppliers, employers and workers remain unchanged in WHMIS 2015.

Suppliers still provide labels and SDSs to customers. See the WHMIS 2015 Information for Suppliers and Importers Fact Sheet for more information.

Employers still ensure that all hazardous products are properly labelled and make up-to-date SDSs readily available to workers. Employers also provide worker education and training and ensure appropriate control measures to protect the health and safety of workers. See the WHMIS 2015 Information for Employers Fact Sheet for more information.

Workers still participate in WHMIS training programs, take necessary steps to protect themselves and their co-workers, and participate in identifying and controlling hazards.

Transition
To allow time for suppliers, employers and workers to adjust to the new system, WHMIS 2015 implementation will take place over a multi-year transition period.

Visit whmis.gc.ca or WHMIS.org for more information.
116.2. 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 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 (MSDS) 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.
116.3. INFORMATION FOR EMPLOYERS

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 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.
- Worksite-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 become 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 have 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

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.

### Pictograms and Their Hazards

<table>
<thead>
<tr>
<th>WHMIS 2015</th>
<th>Types of Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Gas under pressure" /></td>
<td>- Gas under pressure</td>
</tr>
<tr>
<td><img src="image" alt="Flammables" /> (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>- Acute toxicity (fatal or toxic)</td>
</tr>
<tr>
<td><img src="image" alt="Oxidizing" /> (liquids, solids, gases)</td>
<td>- Carcinogenicity, Germ cell mutagenicity, Respiratory sensitization, Reproductive toxicity, Specific target organ toxicity - single exposure, Specific target organ toxicity - repeated exposure, Aspiration hazard</td>
</tr>
<tr>
<td><img src="image" alt="Acute toxicity" /> (harmful), Skin irritation, Eye irritation, Skin sensitization, Specific target organ toxicity - single exposure (respiratory irritation or drowsiness or dizziness)</td>
<td>- Acute toxicity (harmful), Skin irritation, Eye irritation, Skin sensitization, Specific target organ toxicity - single exposure (respiratory irritation or drowsiness or dizziness)</td>
</tr>
<tr>
<td><img src="image" alt="Corrosive to metals, Skin corrosion, Serious eye damage" /></td>
<td>- Corrosive to metals, Skin corrosion, Serious eye damage</td>
</tr>
<tr>
<td><img src="image" alt="Self-reactive substances and mixtures, Organic peroxides" /></td>
<td>- Self-reactive substances and mixtures, Organic peroxides</td>
</tr>
<tr>
<td><img src="image" alt="Biohazardous infectious materials" /></td>
<td>- Biohazardous infectious materials</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><img src="image" alt="Explosives" /></td>
<td>- Explosives</td>
</tr>
<tr>
<td><img src="image" alt="Hazardous to the aquatic environment" /></td>
<td>- Hazardous to the aquatic environment</td>
</tr>
<tr>
<td><img src="image" alt="Hazardous to the ozone layer" /></td>
<td>- Hazardous to the ozone layer</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.

November 2013

© CCOHS 2015

Whmis.org
### Hazard Classes

<table>
<thead>
<tr>
<th>Physical Hazard Classes</th>
<th>Health Hazard Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable Solids</td>
<td>Acute Toxicity</td>
</tr>
<tr>
<td>Gases Under Pressure</td>
<td>Aspiration Hazard</td>
</tr>
<tr>
<td>Combustible Dusts</td>
<td>Biohazardous Infectious Materials</td>
</tr>
<tr>
<td>Corrosive to Metals</td>
<td>Carcinogenicity</td>
</tr>
<tr>
<td>Flammable Aerosols</td>
<td>Germ Cell Mutagenicity</td>
</tr>
<tr>
<td>Flammable Gases</td>
<td>Reproductive Toxicity</td>
</tr>
<tr>
<td>Flammable Liquids</td>
<td>Respiratory or Skin Sensitization</td>
</tr>
<tr>
<td>Flammable Solids</td>
<td>Serious Eye Damage/Eye Irritation</td>
</tr>
<tr>
<td>Organic Peroxides</td>
<td>Skin Corrosion/Irritation</td>
</tr>
<tr>
<td>Oxidizing Gases</td>
<td>Specific Target Organ Toxicity - Repeated Exposure</td>
</tr>
<tr>
<td>Oxidizing Liquids</td>
<td>Specific Target Organ Toxicity - Single Exposure</td>
</tr>
<tr>
<td>Oxidizing Solids</td>
<td>Health Hazards Not Otherwise Classified</td>
</tr>
<tr>
<td>Pyrophoric Gases</td>
<td>Whmis 2015 is based on the 5th revised edition of the GHS. See Whmis.org for more information.</td>
</tr>
<tr>
<td>Pyrophoric Liquids</td>
<td></td>
</tr>
<tr>
<td>Pyrophoric Solids</td>
<td></td>
</tr>
<tr>
<td>Self-Reactive Substances and Mixtures</td>
<td></td>
</tr>
<tr>
<td>Self-Reactive Substances and Mixtures</td>
<td></td>
</tr>
<tr>
<td>Simple Asphyxiants</td>
<td></td>
</tr>
<tr>
<td>Substances and Mixtures Which, in Contact with Water, Emit Flammable Gases</td>
<td></td>
</tr>
<tr>
<td>Physical Hazards Not Otherwise Classified</td>
<td></td>
</tr>
<tr>
<td>WHMIS 2015 does not incorporate the GHS Explosives and Environmental Hazard Classes.</td>
<td></td>
</tr>
<tr>
<td>Explosives</td>
<td>Hazardous to the aquatic environment</td>
</tr>
<tr>
<td>Hazardous to the ozone layer</td>
<td></td>
</tr>
</tbody>
</table>
116.6.  

**SUPPLIER LABELS**

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](http://WHMIS.org) for more information.

## 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.

---

[WHMIS.org](http://WHMIS.org) is based on the 5th revised edition of the GHS. See [WHMIS.org](http://WHMIS.org) for more information.
SAFETY DATA SHEETS

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.

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, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture of 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/ personal protection</td>
<td>Exposure limits, engineering controls, personal protective equipment.</td>
</tr>
<tr>
<td>9 Physical and chemical properties</td>
<td>Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.</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 becomes 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.

WHMIS 2015 is based on the 8th revised edition of the GHS. See WHMIS.org for more information.
116.8. **VARIANCES**

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.

## 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>United States: Labels and SDSs must be in English.</td>
</tr>
<tr>
<td></td>
<td>Canada: A Canadian supplier identifier must appear on the label and SDS. A Canadian distributor may omit the name of the initial supplier if they list 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></td>
<td>United States: The name, address and telephone number of the manufacturer, importer, or other responsible party must appear on the label and SDS. The responsible party need not have a U.S. address; however, the telephone number must be a U.S. number.</td>
</tr>
<tr>
<td><strong>Mixture containing a Category 2 carcinogen at a concentration between 0.1% - 1.0%</strong></td>
<td>Canada: 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>
<tr>
<td></td>
<td>United States: All mixtures containing a carcinogenic ingredient (whether Category 1 or 2) at a concentration of 0.1% or more are required to have an SDS. All mixtures containing a Category 1 carcinogen at a concentration of 0.1% or more, or a Category 2 carcinogen at a concentration of 1% or more must have a label. Mixtures containing a Category 2 carcinogen at a concentration between 0.1% and 1% are not required to have a label, that is, a label warning is optional for each mixture.</td>
</tr>
</tbody>
</table>

November 2015

CCOHS

© CCOHS 2015
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.

## 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>Physical Hazards Not Otherwise Classified (PHNOC) 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 HHNOC 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>Biohazardous Infectious Materials (BIM)</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 biohazardous infectious materials since these materials in the workplace are not regulated by U.S. HCS 2012.</td>
</tr>
<tr>
<td>Water Activated Toxicants</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 toxicants 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 foreseeable emergency.</td>
</tr>
<tr>
<td>Updating of SDS and label information</td>
<td>Suppliers and importers are allowed a period of 90 days to update SDSs with new data and 180 days to update labels. If a hazardous product is sold or imported within 90 days (for SDSs) or 180 days (for labels) after significant new data became available, the new data is not required to be included on the SDS or label so long as a written notice providing the new data and the date upon which it became available is transmitted, obtained or prepared.</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. There is no requirement for a written notice providing the significant new information for importation or sale occurring within the 6 month period.</td>
</tr>
<tr>
<td>Labels on multi-container shipments</td>
<td>For a hazardous product that is packaged in more than one container, each container must be fully labelled, unless: (a) the small capacity container (&gt; 100 mL) exemption applies; or (b) an outer container exemption applies.</td>
<td>Only the innermost container is required to be labelled. The outer container does not need to be labelled.</td>
</tr>
<tr>
<td>Labels on kit outer containers</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>
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 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.

**Repitition 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 5, Exceptions, of the HPR. Visit [WHMIS.org](http://WHMIS.org) for more information.*
117. HELPFUL LINKS

117.1.1. WHMIS 2015 IN ONTARIO
Access link: Read more about WHMIS 2015 in Ontario

117.1.2. WESTERN WORKPLACE LABELS
Access link: Learn more about Western Workplace labels

117.1.3. WHMIS 2015 LABELS
Access link: WHMIS 2015 labels

117.1.4. WHMIS 2015 PICTOGRAMS
Access link: WHMIS 2015 pictograms

117.1.5. MATERIALS SAFETY DATA SHEETS
Access link: Information on Material Safety Data Sheets

118. DATES AND LOCATIONS FOR CLASSROOM TRAINING

For dates and locations of classroom training, please see Upcoming Classroom Training Sessions document. 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 guideline)

For detailed information on a course, click on the specific course title below. Click again to return to the list.

119. 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

120. RECOMMENDED LEARNING

- Mental Health Interactive Learning Module

121. 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

122. REQUIRED TRAINING FOR SPECIFIC DUTIES

- First Aid/CPR Certification
123. RESOURCES

123.1. MANUALS AVAILABLE

- Biosafety 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
- X-Ray Safety Manual

Website: http://www.uwo.ca/hr/safety/resources/manuals.html
124. RISK MANAGEMENT POLICY FOR THE DEPARTMENT OF CHEMISTRY
UWO

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

124.1. 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

124.2. 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.
124.3. **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.

124.4. **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*

124.5. **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**
124.6. 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.

124.7. 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.
124.8. **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.

124.9. **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.

124.10. **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.

124.11. **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.

124.12. **EARLY AND SAFE RETURN TO WORK**

a) 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)

b) Supervisors should be aware of the return to work process

125. **CAMPUS ALCOHOL POLICY FORM**

Classification: General
Effective Date: June 20, 2013
Supersedes: April 28, 2005

125.1. **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.

125.2. **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)

125.3. **ALCOHOL POLICY FORM**
This form is available at the Western Housing website indicated below:
[http://housing.uwo.ca/alcoholpolicy/](http://housing.uwo.ca/alcoholpolicy/)
126. SAFETY PROCEDURE — ACCIDENT / INCIDENT INVESTIGATION

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

EFFECTIVE DATE: March 1, 2007

126.1. 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.

126.2. SCOPE

126.2.1. REVIEW REGULARLY REPORTS OF THE FOLLOWING INJURY / INCIDENT TYPES TO DETERMINE ANY INVESTIGATION NEEDS:

- First Aid
- Health Care
- Near Miss

126.2.2. 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.

126.2.3. 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.

### 126.3. 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:

#### 126.3.1. 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
126.3.2. 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.

126.4. ROLES & RESPONSIBILITIES

126.4.1. 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 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.

- 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)
(ii) Record on Action Plan section of the Investigation Report form
(iii) Detail what has been done, who has completed the actions and when the actions were completed
(iv) 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.

126.4.2. 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.

126.4.3. 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.

126.4.4. 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.

### 126.4.5. 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.

### 126.4.6. 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.
126.4.7. 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.

126.5. 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.

126.6. EVALUATION

This procedure will be reviewed on an annual basis or if an investigation identifies revisions are required by OHS.

127. ACCIDENT/INCIDENT REPORTING

Just a reminder if there any accident and/or incidents while you are at work ... PLEASE READ BELOW.

127.1. 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.
127.2. **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.

127.3. **ACCIDENT/INCIDENT REPORTING FORM**

The Accident/Incident Reporting Form and Investigation Report is available online through Safety & Wellness website at: [http://www.uwo.ca/hr/safety/topics/accident.html](http://www.uwo.ca/hr/safety/topics/accident.html)

127.4. **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](http://www.uwo.ca/hr/form_doc/health_safety/doc/procedures/air_inv.pdf)

(ii) **SAFETY PROCEDURE – INJURY & ILLNESS REPORTING**

**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.
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.

128.1. 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
- 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.

128.2. REGULAR EMAIL

128.2.1. 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.
128.2.2. 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.
128.2.3. 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

128.3. 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
128.4. **NOTES ON MMS: TO DOWNLOAD MMS**

[http://www.ssc.uwo.ca/ssnds/softwaredownloads.html](http://www.ssc.uwo.ca/ssnds/softwaredownloads.html)

**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/](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.”

129. **RUNNING YOUR LAB**

129.1. **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.

129.2. **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](http://www.uwo.ca/hr/learning/required/index.html)
129.3. **GARBAGE**
You must remove all of your garbage from your office and lab. There are recycling bins on every floor.

129.4. **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).

129.5. **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.
129.5.1. 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

129.6. 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

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.

129.6.1. 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

129.6.2. LINK FOR VARIOUS OTHER SAFETY FORMS

http://www.uwo.ca/hr/safety/forms.html
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 (former Chair)
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.
132. UNDERGRADUATE PROGRAMS AND MODULES

132.1. 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
- Major in Chemistry
- Specialization in Chemistry
- Minor in Chemistry

132.2. ADVANCED MINORS
The following are Minors in advanced areas of Chemistry, which may only be taken in combination with the Specialization in Chemistry, the Honors Specialization in Chemistry, and the Honors Specialization in Biochemistry and Chemistry modules. 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
- Minor in Physical, Theoretical and Analytical Chemistry
- Minor in Materials Chemistry
- Minor in Inorganic and Analytical Chemistry
- Minor in Inorganic and Organic Chemistry
132.3. **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](http://www.uwo.ca/chem/undergraduates/index.htm)

All Chemistry Undergraduate Courses are listed in the Western’s Academic Calendar at: [http://www.westerncalendar.uwo.ca/2015/pg895.html](http://www.westerncalendar.uwo.ca/2015/pg895.html).

133. **WELCOME TO "ASK WESTERN"**
[http://askwestern.uwo.ca/](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 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](http://www.westerncalendar.uwo.ca)
134. 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.

134.1. 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

134.2. 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.

134.3. GUIDELINES ON MENTORING
Can be found on the graduate studies website at:
http://www.grad.uwo.ca/

135. RESEARCH SUPPORT

135.1. 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
135.2. **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

135.3. **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
136. THE UNIVERSITY OF WESTERN ONTARIO — RESEARCH DEVELOPMENT & SERVICES - POLICIES & PROCEDURES

136.1. ELIGIBILITY TO HOLD A RESEARCH ACCOUNT AT THE UNIVERSITY OF WESTERN ONTARIO

136.1.1. 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.

136.1.2. FUNDING AGENCY
Ensure that the Funding Agency’s specific Eligibility Requirements are met.

136.1.3. 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)
  • 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
  o 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
  o 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
  o 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
  o 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
  o 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
IX. ORGANIZING AND TEACHING COURSES

137. 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/

138. BOOK REPRESENTATIVES OF PUBLISHING COMPANIES

138.1. 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.
138.2. COURSE ADOPTIONS

138.2.1. 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

139. 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.

139.1. TEXTBOOK PUBLISHER QUICK LINKS

- McGraw Hill Ryerson
- Nelson Education
- Oxford University Press
- Pearson Education Canada
- J. Wiley
- W W Norton
- Harper Collins Canada
- Penguin Random House Canada
- University of Toronto Press
- Canadian Scholars' Press
139.1.1. MCGRAW HILL RYERSON
Main site: http://www.mheducation.ca/highereducation/
Request a desk copy: https://www.mheducation.ca/highereducation/academic-review-copy/
Sales Representative: http://www.mheducation.ca/highereducation/find-your-rep/

139.1.2. NELSON EDUCATION
Main site: http://www.nelson.com
Request a desk copy: http://hed.nelson.com/nelsonhed/requestReviewForm.do
Sales Representative: http://replocator.nelson.com/

139.1.3. OXFORD UNIVERSITY PRESS
Main site: http://www.oup.com/ca
Request a desk copy: http://www.oupcanada.com/request.php/
Sales Representative: http://www.oupcanada.com/higher_education/contacts_and_resources.html#reps

139.1.4. 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/replocator/

139.1.5. J. WILEY
Main site: http://www.wiley.ca
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

139.1.6. W W NORTON
Main site: http://www.wwnorton.com
Sales Representative: http://books.wwnorton.com/books/find-your-rep/
139.1.7. HARPER COLLINS CANADA
Main site: http://www.harpercollins.ca
Request a desk copy: http://www.harpercollins.ca/services/desk-review-copies

139.1.8. PENGUIN RANDOM HOUSE CANADA (PENGUIN, VINTAGE, NEW AMERICAN LIBRARY, KNOPF, RANDOM HOUSE)
Main site: http://penguinrandomhouse.ca/
Request a desk copy: https://www.randomhouseacademic.com/canada-desk-copies

139.1.9. 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

139.1.10. CANADIAN SCHOLARS' PRESS
Main site: http://www.cspi.org
Request a desk copy: https://www.cspi.org/request-a-desk-copy

140. ORDERING SUPPLIES FOR YOUR COURSE(S)
Order your necessary supplies through ChemBioStores.

141. 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).

142. 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.
143. LECTURE TIMETABLES
The website for UWO registrar’s office is indicated below:
http://www.registrar.uwo.ca/course_enrollment/timetables.html
This website enlists 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.

144. 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 data projector through either Clara Fernandes or Sara Alfred.

145. 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/

145.1. COURSE NOTES
The main science library is the Allyn and Betty Taylor library (located in the Natural Science Building). The circulation and reference staffs 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.

145.2. 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.

145.3. **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.

145.4. **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/ library staff will tailor an instructional course for any term projects you assign. This gives the students a head start when searching for references.

146. **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

147. **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
148. REGULATIONS, POLICIES, AND GUIDELINES FOR UWO COURSES

148.1. HANDBOOK OF ACADEMIC AND SCHOLARSHIP POLICY

Is available on the website at:  
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/. 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.

148.2. ACADEMIC CONCERNS

The Office of the Ombudsperson is an additional resource for graduate students concerned about their academic career. While the Graduate Regulations site should always be referenced for concerns regarding graduate studies, 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:

a. About Grades, Grading, Grade Appeals  
   b. Student-Instructor Relations (Handling Issues Fairly)  
   c. About Cheating, Plagiarism, Fraud and Computer Mischief  
   d. About Academic Appeals  
   e. About the Senate Review Board Academic (SRBA)

148.3. 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
149. POLICY AND GUIDELINES FOR FACULTY MEMBERS IN EMPLOYMENT AND/OR SUPERVISORY RELATIONSHIPS WITH GRADUATE RESEARCH ASSISTANTS, POST-DOCTORAL FELLOWS AND OTHER RESEARCH COLLABORATORS

149.1. 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.

149.2. 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 Occupational Health and Safety Act ([http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm](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.

149.3. 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:
149.4. **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.

149.5. **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.

149.6. **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.
150. 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 x84622) offers assistance to faculty who want to improve teaching or class management techniques.

151. EXAMS: SCANTRON SHEETS, EXAM BOOKLETS, AND SERVICES

151.1. 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.

151.2. 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).

151.3. 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.

Information 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).

151.4. 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

Inputting of marks for the Department of Chemistry, please see Clara Fernandes.

152. ALTERNATE EXAM DATES

152.1. 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 forward this form to the Associate Chair of the Department of Chemistry.

153. TIMING OF SUBMISSION OF FINAL GRADES - INFORMATING STUDENTS OF GRADES

153.1. 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.

153.2. **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).
153.3. **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).

153.4. **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.

154. ACADEMIC HANDBOOK NOTES

154.1. TIMING OF SUBMISSION OF FINAL GRADES – INFORMING STUDENTS OF GRADES (HANDBOOK ISSUED: 2009 04)

Timing of Submission of Final Grades – Informing Students of Grades
http://www.uwo.ca/univsec/pdf/academic_policies/exam/finalgrades.pdf

154.2. COURSE NUMBERING POLICY, ESSAY COURSES, HOURS OF INSTRUCTION (HANDBOOK ISSUED: 2012 04)

Course Numbering Policy for Graduate and Undergraduate Courses
http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf

154.3. 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
154.4. **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.

155. **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
156. 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.

156.1. WESTERNS RETENTION AND DISPOSAL SCHEDULES: 07 - TEACHING

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).

156.2. 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 key.
157. PUBLIC SAFETY AND EMERGENCY PREPAREDNESS CANADA

157.1. 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.

157.2. **EMERGENCIES AND DISASTER – 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](http://www.london.ca/residents/Emergency-Information/Emergency-Preparedness/Pages/default.aspx)
X. A SAFE RESPECTFUL CAMPUS

158. 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.

159. 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:

159.1. 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.

159.2. 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,

159.3.

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).
160. RIGHTS AND RESPONSIBILITIES

160.1. 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.

161. RESPONSIBILITIES OF WESTERN AS EMPLOYER

161.1. 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.
161.2. **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

- 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.

161.3. **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.
162. 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.

163. FOR ASSISTANCE

163.1. 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

163.2. 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

163.3. 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
163.4. **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/)

164. **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/)

165. **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.”

166. **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.”
167. THE WORKPLACE VIOLENCE CONTINUUM

167.1. A – ALERT

Risk Low: Creates Anxiety

Behaviours of Concern:
- Bullying, Verbal Abuse
- Disruptive & Aggressive
- Harassing Conduct
- Emotionally Abusive

167.1.1. 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.

167.1.2. 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

167.1.3. 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.

167.2. B – CAUTION

Risk Low to Moderate: Personal Safety Concerns

 Threatening Behaviour:
- Hostile, Intimidating, Frightening
- Aggressive outbursts
- Threats, either verbal or written

167.2.1. 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.

167.2.2. 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

167.2.3. 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.
167.3. **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

167.3.1. **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.

167.3.2. **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.

167.3.3. **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

167.4. **D - EMERGENCY**

**Risk Imminent: Immediate Danger**

- Potential Death
- Shooting
- Stabbing
- Beating
- Choking
- Use of Weapon
- Threat to kill

167.4.1. **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

167.4.2. **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’

167.4.3. **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.
XI. 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 area 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.
168. 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.

168.1. 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.

168.2. 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.

168.3. 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.

168.4. **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

168.5. **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
168.6. **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.

168.7. **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
## Index

1. Access to and Retention of Examination Papers and Other Work (Handbook: Issued 2009 01) ................................................................. 257
1.35 Non-Discrimination / Harassment Policy ........................................ 57
1.45 Safe Campus Community ............................................................. 108
1.47 Accessibility at Western ............................................................... 101
1.48 Health and Safety Policy ............................................................... 60
2.1 A SAFE RESPECTFUL CAMPUS .............................................. 261
2.1 A V Equipment in Classrooms ....................................................... 39
2.1 Academic Handbook NOTES ......................................................... 256
4.1 Faculty Research Areas/Research Themes ......................................... 154
4.2 Family Services Employee Assistance Programs (FSEAP) .......... 42
4.3 Fax Transmission ........................................................................ 180
4.4 Finding a Place to Live ................................................................. 180
4.4 FIPPA - Some Basics for Western Faculty and Staff .............. 140
4.4 first aid kits and responders ......................................................... 130
4.4 For Assistance ............................................................................ 265
4.4 For More About London, Here are a Few Other Resources ......... 23
4.4 General Service Vehicle Permit Parking for Support .............. 190
4.4 Getting Around London ............................................................... 19
4.4 GHS – Label Elements ................................................................. 198
4.4 Graduate Students ................................................................... 237
4.4 Graduate Students, Researchers, Postdoctoral, Staff, Summer Students and Volunteers ..................................................... 35
4.4 Graduate Teaching Assistant Union (GTA Union) and Postdocs at Western University .......................................................... 125
4.4 Guidelines for Chemistry Room Bookings ................................ 182
4.4 Guidelines for Claiming Visiting Speakers and PhD Externals Examiners Expenses (July 12, 2012) .................................................. 132
4.4 GUIDELINES FOR CLAIMING VISITING SPEAKERS AND PHD EXTERNAL EXPENSES .................................................. 186
4.4 Health Care ............................................................................... 15
4.4 Helpfulness: Links ..................................................................... 74
4.4 Helpfulness: Network of supporters .......................................... 210
4.4 Hospitality Services ................................................................... 99
4.4 Hospitality Services Site .............................................................. 99
4.4 Human Resources (HR) ............................................................... 40
4.4 Identification Cards (UWO ID) ..................................................... 26
4.4 Improving Your Teaching Style ................................................... 251
4.4 Information for New Staff ........................................................... 25
4.4 Information Technology Services (ITS) ...................................... 111
4.4 Instructions for Accessing the Secure Area ............................... 133
4.4 International Students ................................................................. 3
4.4 Key Requisition Process ............................................................... 32
4.4 Keys for Students Enrolled in Class Chemistry 4491E ... 35
4.4 Keys Project (Enhancements Made With You in Mind) - Facilities Management .......................................................... 30
4.4 Keys Project Updated May 2013 - Facilities Management (FM) .......................................................... 31
4.4 Lecture Room and Laboratory Bookings .................................... 245
4.4 Lecture Timetables ..................................................................... 246
4.4 List of Acronyms - Department of Chemistry ......................... 166
4.4 Living in Canada, Ontario and London ....................................... 2
4.4 Locked Out of the Office ............................................................. 35
4.4 London, Canada ......................................................................... 2
4.4 Mail Box .................................................................................. 43
4.4 Memorandum—Prevention of Theft on Campus ...................... 269
4.4 Mental Health - Resources Summary .......................................... 78
4.4 Mental Health at Western ............................................................ 104
4.4 Message from the Chair – Professor Yining Huang .......... 1
4.4 Moving into a New Place ............................................................. 20
4.4 New Courier Rates 2012 - New Courier Company .............. 177
4.4 New Legislation On Workplace Harassment, Violence and Domestic Violence (Bill 168) .................................................. 261
4.4 New WHMIS — Time to Update Your Training ..................... 197
4.4 New WHMIS Training Requirements ......................................... 196
4.4 Note on Confidentiality ............................................................. 266
4.4 Note on Policy .......................................................................... 266