

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

Everyone has to take the following **4** modules:

https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm

- **Western’s Employee Health and Safety Orientation – Work Safely at Western**
- **Workplace Hazardous Materials Information System (WHMIS)**
**** It is a requirement of the Dept of Earth Sciences that everyone has Comprehensive WHMIS ****
- **Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western**
- **Accessibility at Western (AODA)**

Whichever one of the courses below that applies to your personal situation:

- **Accessibility in Service** (for Academic and Administrative Leaders and Staff), or,
- **Accessibility in Teaching** (for Faculty, Graduate Teaching Assistants, Archivists, and Librarians)

How to Access WebCT for the above 4 training sessions.

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

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

Saboor Fazelya in OHS (sfazelya@uwo.ca) or Helpdesk at ext. 83800 or helpdesk@uwo.ca

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

Laboratory Safety - Hazardous Waste http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm

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

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

Thanks

Margaret Moulton
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Dept of Earth Sciences