



Schulich

MEDICINE & DENTISTRY

Staff Orientation Guide

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About Western

Our Campus

Considered Canada's most beautiful university, [Western's main campus](#) spans 481.2 hectares of Gothic-style buildings mixed with modern, LEED-certified structures that provide an idyllic environment for our community of scholars.

Our History

Founded in March 7, 1878 by Bishop Isaac Hellmuth (1817-1901) '[The Western University](#) of London Ontario' opened its doors to students for the first time in 1881. Four faculties – Arts, Divinity, Law and Medicine were there at Western's inception. In 1916, the current campus was purchased from the Kingsmill family, and in 1923 the university was renamed The University of Western Ontario.

Since that first class graduated in 1883, the university has become a vibrant centre of learning. Through 12 faculties and three affiliated university colleges, Western today offers its 36,000 students more than 400 specializations, majors and minors.

Land Acknowledgement

Western University is situated on the traditional lands of the Attawandaron (Neutral), Anishinabek, Haundenosaunee, and Leni Lenapawek people. This territory also covers lands connected to the London Township Treaty and Sombra Treaty 1796, and the Dish with One Spoon Wampum.

Facts & Figures

- **President:** Dr. Alan Shepard
- **Operating Revenue:** \$778.2 million
- **Library Book Holdings:** 5.7 million
- **Land Area:** 481.2 hectares

Key Facts:

- Ranked among the top 1% of higher education institutions worldwide
- A founding member of the U15 – Canada's most distinguished research universities
- 40,000 students: more than 5,800 international students from 128 countries
- One of the highest national entrance averages of first-year students at 90.6%
- First to second year retention rate of 93.6% - one of the highest in Canada
- A proud legacy of Rhodes Scholars, with the 24th announced in 2019
- 26 faculty recipients of 3M National Teaching Fellowships – 2nd highest in Canada
- 95.2% employment rate after graduation
- More than 325,000 alumni in 150 countries worldwide

Strategic Plan [Here](#)

Organizational Chart [Here](#)

About the Schulich School of Medicine & Dentistry

About the School

[The Schulich School of Medicine and Dentistry](#) at Western University has a long tradition of excellence, beginning with founding of the medical school in 1881 and continuing with the formation of the dental school in 1964.

Our reputation has been built by dedicated teachers, breakthrough discoveries, our commitment to social responsibility and our affinity for strategic partnerships.

Today, Schulich Medicine and Dentistry is a leading Canadian centre of outstanding education and research shaping health care for the next generation.

Our History

Western's Faculty of Medicine was established in 1881; the Faculty of Dentistry was created in 1964. The two merged to form one Faculty in 1997.

The School was named the [Schulich School of Medicine and Dentistry](#) in 2005 in recognition of a \$26 million donation from Seymour Schulich: the gift largely supports annual scholarships for medicine, dentistry and graduate students in medical science.

Meet the Dean

Dr. John Yoo, MD, FRCS(C), FACS

A renowned surgeon and inspiring leader [Dr. John Yoo](#) is the Dean of the Schulich School of Medicine and Dentistry, Western University. With a passion for teaching, research, and patient care, Dr. Yoo brings the right mix of values, knowledge, experience, energy and vision to effectively lead the school.



Faculty & Staff

Schulich Medicine and Dentistry currently employs more than 2,681 full-and part-time faculty members in clinical and basic medical sciences, dentistry, and Robarts Research Institute. The School has an additional staff complement of more than 1,200 employees.

About the Schulich School of Medicine & Dentistry

Departments

Administration

- [Alumni & Development](#)
- [Clinical Skills Learning Program \(CSLP\)](#)
- [Communications](#)
- [Digital Learning and Simulation \(DLS\)](#)
- [Distributed Education](#)
- [Facilities](#)
- [Finance](#)
- [Office of Faculty Affairs](#)
- [Human Resources](#)
- [Information Services \(IS\)](#)
- [Internationalization](#)
- [Learner Experience](#)
- [Office of Military Academic Medicine](#)
- [Schulich Medicine & Dentistry Research Office](#)

Basic Science Departments

- [Anatomy and Cell Biology](#)
- [Biochemistry](#)
- [Epidemiology and Biostatistics](#)
- [Medical Biophysics](#)
- [Microbiology & Immunology](#)
- [Pathology and Laboratory Medicine](#)
- [Physiology and Pharmacology](#)

Clinical Departments

- [Anesthesia and Perioperative Medicine](#)
- [Clinical Neurological Sciences](#)
- [Dentistry](#)
- [Family Medicine](#)
- [Medical Imaging](#)
- [Medicine](#)
- [Obstetrics and Gynaecology](#)
- [Oncology](#)
- [Ophthalmology](#)
- [Otolaryngology – Head and Neck Surgery](#)
- [Paediatrics](#)
- [Pathology and Laboratory Medicine](#)
- [Physical Medicine and Rehabilitation](#)
- [Psychiatry](#)
- [Surgery](#)

Dentistry

About the Schulich School of Medicine & Dentistry

WE SPEAK Survey

The [WE SPEAK Survey](#) process, held in early 2020, was designed to provide faculty and staff with an opportunity to express their views about their day-to-day work experience at Western University. This was the third survey in the past eight years. The first two surveys completed at Western were in 2012 and 2017.

The input received has helped to identify what is working well, and where there is opportunity for improvement by measuring workplace culture and employee engagement across Western.

Internationalization

[Internationalization](#) increasingly impacts the core academic, research, clinical and service mission of the Schulich School of Medicine & Dentistry. Global communications, economic, social, research, scientific and health-care interdependence and international co-operation have made our engagement at the international level a prerequisite and a responsibility for our success. These trends have brought about changes in how we teach, who we teach, where we teach as well as the nature and focus of our research and scholarship. We seek to be an internationally-engaged school with local relevance and global impact.

Awards

- [Awards of Excellence](#)
- [Alumni of Distinction Awards](#)
- [Research Awards](#)
- [Teaching Awards](#)

Partners, Institute & Groups

- [Health Care Partners](#)
- [University Partners](#)
- [Robarts Research Institute](#)
- [Lawson Research Institute](#)
- [Research Centres and Groups](#)

Publications [Weekly, Monthly, Quarterly, and Annual](#)

Inclement Weather Plan [Plan & Communication Guidelines](#)

Facts & Figures [2019-2020 Fact Sheet](#)

Scent Awareness

Western, including Schulich, has adopted a [Scent Awareness Guideline](#) to encourage all those on campus to eliminate the use of scented products whenever possible.

OPTIMIZING LIFE-LONG HEALTH

Strategic Plan 2011 - 2021



VISION

The Schulich School of Medicine & Dentistry will be a global leader in optimizing life-long health through innovations in research, education and active engagement with our communities.

We will lead in:

- Creating knowledge in healthy development and aging across the life span from pre-conception to end-of-life, examining the underlying mechanisms of development and aging and how it is influenced by genetics and environment
- Translating knowledge across the research domains of basic, clinical, health services, policy, and population health and in partnership with the communities of Southwestern Ontario, to benefit global health
- Embedding the science of healthy and successful development and aging into the education curriculum

MISSION

The Schulich School of Medicine & Dentistry provides outstanding education within a research-intensive, distributed learning environment where tomorrow's physicians, dentists, health researchers and other scholars learn to be socially responsible leaders in the advancement of human health locally, regionally and globally.

VALUES

We embrace the following core values:

- Social responsibility and accountability
- Innovation and scientific excellence in all that we do
- Learning experiences which foster academic leadership, critical inquiry and a passion for life-long learning
- Compassionate, patient- and family-centred care
- Diversity
- Collaboration and partnership

Strategic Directions & Goals

1. Create knowledge in the science of health across the life span, and foster a strong culture of research

- Improve the School's research ranking for medical/dental schools in Canada and internationally
- Ensure core research facilities are operating to sound financial principles and meeting the needs of the School's researchers
- Enrich the focus on research across all levels including faculty, graduate students, postdoctoral trainees, and undergraduate and postgraduate medical and dental trainees working in interprofessional environments in the University and hospitals

2. Strengthen research knowledge translation and implementation to achieve health benefits for individuals and populations

- Promote and facilitate interdisciplinary and interprofessional research across the four pillars as defined by the Canadian Institutes of Health Research
- Develop capacity and resources for knowledge translation
- Facilitate connections with affiliated hospital partners and the private sector to translate research findings into improved health products and technologies

3. Excel as a destination of choice for exceptional education and learning

- With our University and hospital partners, promote and provide a learning experience rooted in continuous program improvement
- Develop world-class, socially-responsible undergraduate, graduate, postgraduate and postdoctoral learners who will become global leaders in health-related fields
- Enhance the School's global impact on under-served populations
- Attract top-ranked graduate and undergraduate non-medical and dental students

4. Strengthen and develop sustainable regional and international partnerships and networks

- Enhance our global impact through meaningful and sustainable international partnerships
- Foster an exceptional student experience through intercultural and international learning opportunities to build cultural safety and cultural humility
- Attract and retain global talent
- Leverage existing local and regional partnerships, including with affiliated hospitals, through networks such as the SouthWestern Academic Health Network

5. Foster the growth and success of faculty and staff

- Advance faculty and staff programs with particular focus on developing leadership capacity in health-related fields
- Establish faculty and staff programs designed to recruit, retain, develop and recognize individuals for their valuable contributions
- Enhance the processes and support for adjunct and community faculty
- Foster a culture that actively promotes diversity and well-being

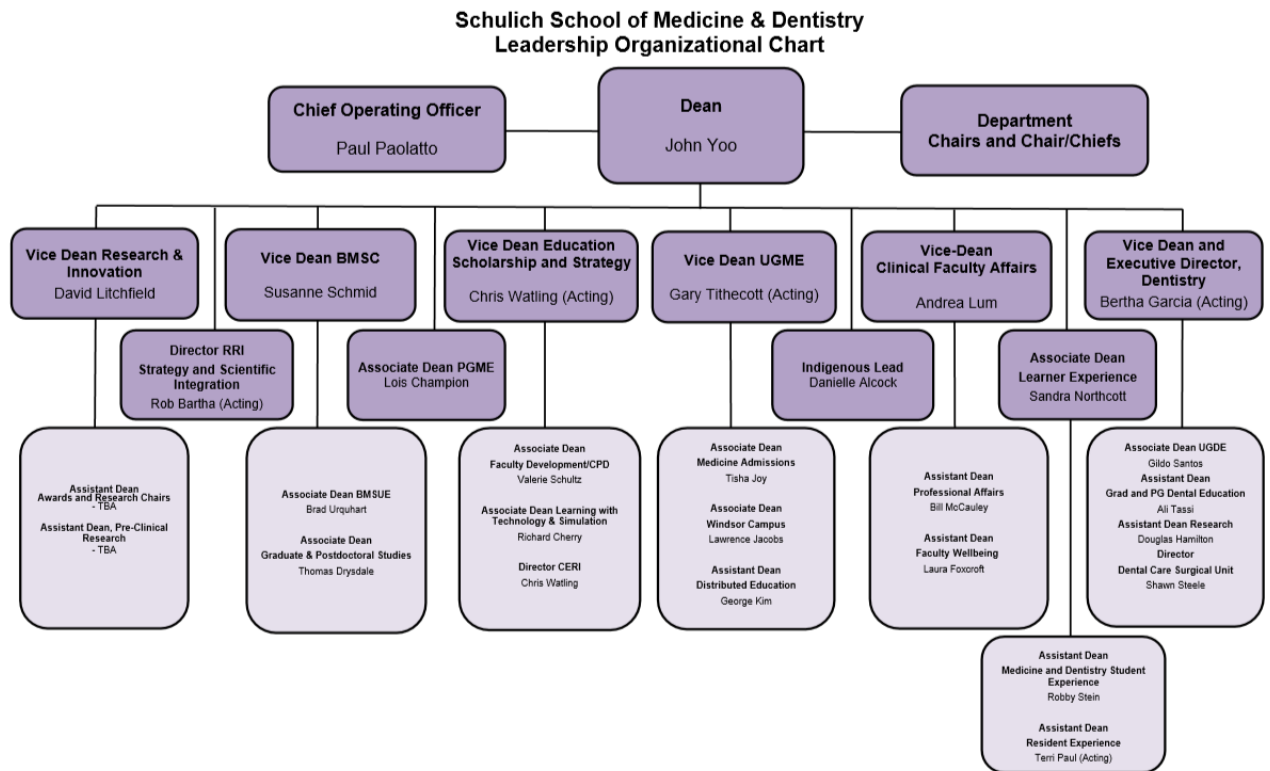
6. Enhance communications, marketing and engagement for greater impact

- Protect, promote and position the Schulich School of Medicine & Dentistry, Western University brand as one of Canada's pre-eminent medical and dental schools with a commitment to academic excellence and a passion for scientific discovery
- Strengthen, diversify and grow School engagement with alumni, community members, stakeholders and strategic partners
- Establish and grow the School's reputation for global excellence with a focus on national and international audiences
- Support the School's strategic directions through an integrated approach to internal communications, as well as through affiliated hospitals

7. Be fiscally responsible, supporting the Vision and Mission of the School

- Ensure the continued financial health of the School in the context of the University's financial plan
- Align funding with the strategic priorities and goals of the School
- Expand revenue generating opportunities to support growth and development
- Mobilize philanthropy to fuel the strategic priorities and goals of the School

Schulich Leadership Organizational Chart



Campus Life

Shopping & Retail

[UCC](#) is a comfortable environment that houses many useful services and retail outlets for students, staff and faculty.

Shop at Western

- [The Bookstore](#)
- [Campus Computer Store](#)
- [Campus Vision](#)
- [The Purple Store](#)

Services

- [Grocery Checkout](#)
- [University Pharmacy](#)
- [Graphic Services](#)

Western Campus Recreation

[Campus Recreation](#) offers staff a wide range of programs and activities geared to all levels and abilities. [Staff Memberships](#)

Arts & Culture

The [arts](#) are right at home at Western! While on campus, take in a live performance in the [Don Wright Faculty of Music](#), a feature film at [Western Film](#) or experience a one-of-a-kind interactive art exhibit at the [McIntosh Gallery](#) or the [ArtLab Gallery](#).

Food & Dining

Western has many places to relax and eat on campus. There are 28 [Campus Eateries](#) in 12 different buildings including 22 coffee shops featuring popular national brands of java. Whether you're looking for something quick on your lunch or a formal atmosphere to take a colleague for a business lunch, you'll find quality food services at Western.

[Campus Eateries](#)
[Great Hall Catering](#)
[Restaurant Ninety One](#)
[Green Leaf Café](#)

[The Grad Club](#)
[The Spoke](#)
[The Wave](#)

Buildings [Building Address Information](#)

Safety & Campus Police (519-661-3300, or ext. 83300)

Safety of staff, faculty, and students is of the utmost importance to Western. Whether it's [Campus Police](#), [Fire Safety](#), the [Student Emergency Response Team](#), or the [Western Foot Patrol](#), Western has services intended to keep campus a safe place to learn, work and play. ***In the case of an emergency, dial 911 from any phone.***

Emergency Notification

[Alert WesternU](#) – powered by Everbridge – is Western's emergency mass notification system. It issues important safety messages in the event of a campus-wide emergency. Please take a moment to [add a mobile number to your account](#).

Western ONE Photo ID

Western ONE Photo ID

Your [Western ONE Photo ID](#) will be used for security to grant building access, to purchase parking, for borrowing from Western libraries, and for general campus identification. It is required to access Campus Recreation and to pick up a parking permit or keys. You can also load meal plan funds onto your card and save 5% at all Hospitality Service eateries on campus.

You may obtain your Western ONE photo ID by emailing photoid@uwo.ca with the following information:

- Government issued photo ID
- Photo for the card
- Your Employee ID number

Once your card is ready you will receive an email with pick up details.

Your name on your photo ID must match the name on your HR account. For name changes please fill out a [Personal Data Form](#).

Photo Guidelines:

Your Photo Must:

- Have you looking straight into the camera (i.e. no tilting of the head or side shots of the face)
- Be from the neck-up only and show your entire face
- Have a neutral or smiling facial expression
- Be in colour
- Be of good quality (i.e. is not blurry, grainy)
- Have NO FILTERS

Your Photo Cannot:

- Contain hats or sunglasses
- Have inappropriate expressions
- Have anything obstructing the view of your face (e.g. no hands on your chin or side of your face)
- Have shadows behind you
- Have glare on prescription glasses
- Be a scan of your driver's license, passport, health card, etc.

Photos should be similar in nature to a passport photo. Western reserves the right to not produce a Western ONE Photo ID where the photo submitted does not meet the above criteria.

Lost or Replacement Cards

If you lose your Western ONE Photo ID, report it lost to any cashier on campus (if it has a balance on it) or to [Student Central](#) and it will immediately be deactivated.

Note: A \$32 fee applies for ALL replacement Western ONE Photo ID cards.

Parking Lots & Permits

Parking Permits

When purchasing a permit through the [Parking Portal](#), full-time staff and faculty are encouraged to use continuous monthly payroll deduction. Permits on payroll deduction will automatically be renewed each month so you will only need to contact the Parking Office to cancel your permit. Your permit will be valid for as long as you would like to have it.

Types of Permits

- **Perimeter Non-Reserved:** The most economically priced parking permit, allows 24-hour access to the [grey and green parking lots](#). Spaces are available on a first come first served basis. The Non-Reserved permit does NOT guarantee a parking space in a specific lot. If a favourite lot is full, permit holders are required to proceed to the next available lot within the authorized zone. [Rates](#).
- **Perimeter Reserved:** Annually from Sept 1 to Aug 31. There are a limited number of Reserved spaces in [perimeter \(grey\) lots](#), however, there may be a waiting list for availability. The Reserved permit guarantees the permit holder a parking space in the specific lot chosen by the permit holder. Inquire at the [Parking Office](#) for availability of reserved parking in the lot of your choice. [Rates](#).
- **Core Non-Reserved:** Annually from Sept 1 to Aug 31. This permit sells out quickly and allows 24-hour access to the [orange, grey and green parking lots](#). Spaces are available on a first come first served basis. The Non-Reserved permit does NOT guarantee a parking space in a specific lot. If a favourite lot is full, permit holders are required to proceed to the next available lot within the authorized zone. Inquire at the [Parking Office](#) for availability of this permit type. [Rates](#).
- **Core Reserved:** Annually from Sept 1 to Aug 31. There are a limited number of reserved spaces in [core \(orange\) lots](#), however, there may be a waiting list for availability. The Reserved permit guarantees the permit holder a parking space in the specific lot chosen by the permit holder. Inquire at the [Parking Office](#) for availability of reserved parking in the lot of your choice. [Rates](#).

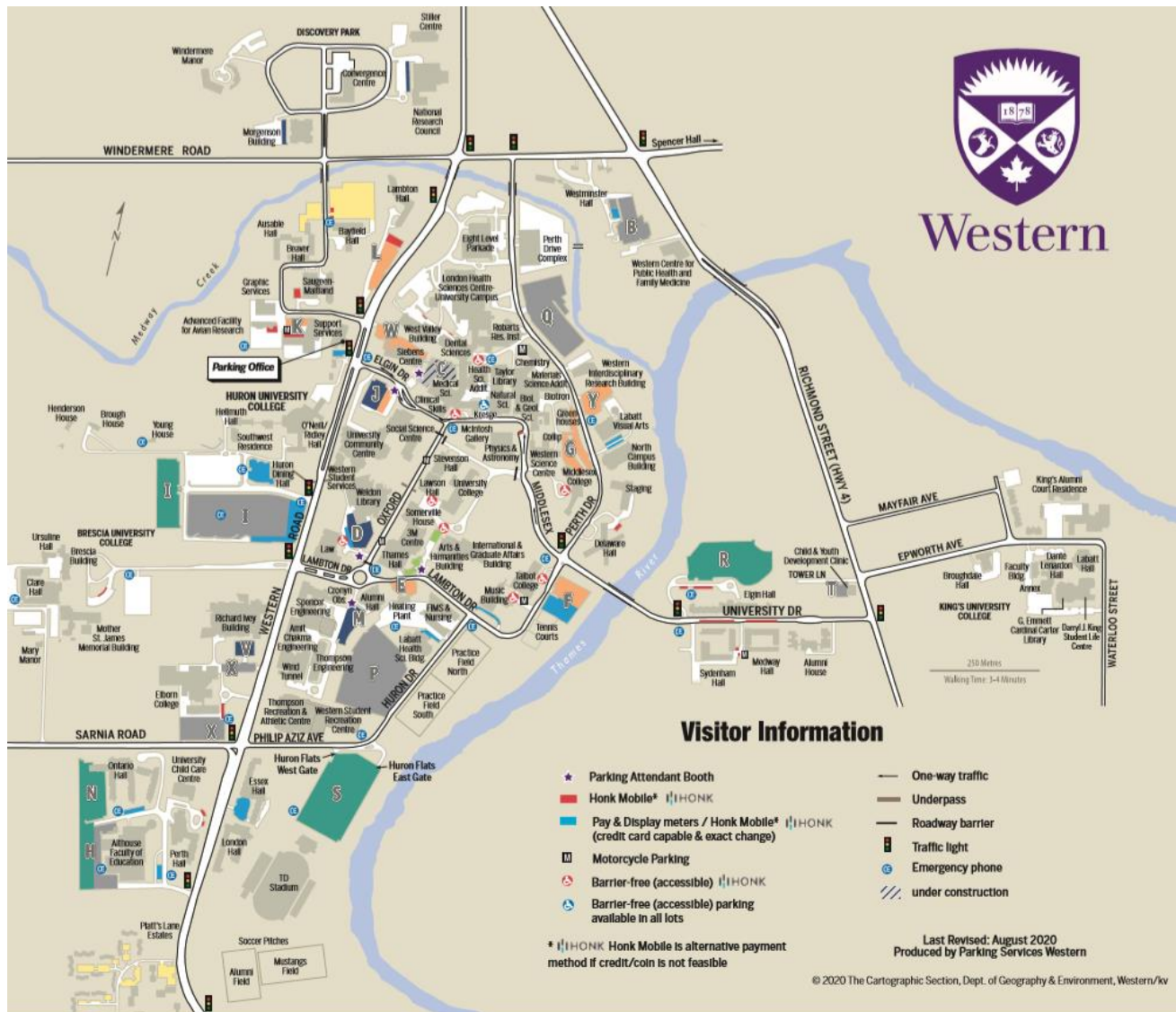
Flexible Parking Option

In support of faculty and staff working virtually and only on-campus from time to time, daily rate maximums are \$8.00 at select 'pay & display' lots for the 2020-21 academic year.

Lot areas offering this discounted \$8.00 daily rate are:

- Huron Flats Lot
- Medway Lot
- Althouse-Student Lot
- Westminster Honk and Pay and Display area
- Springett Honk and Pay and Display area

Western Parking Map



[Download Parking Map](#)

Western Technology Services

About Your Western Identity

Your Western Identity is your key to central services at Western and consists of your User ID and Password. This identity is assigned 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: [My Human Resources](#), [Pension](#), [Office 365](#), [OWL](#), [Western Financials](#), [Western Libraries](#), [Wireless](#), etc.

In order to use your identity, you must activate your Western Identity.

Activating Your Western Identity

In order to get your Western User ID and Password if you don't already have it, you will need your Western ID Number (provided by your supervisor). Then, contact the [Computer Accounts Office](#).

Wireless

Access to Western [Wireless](#) is available to students, faculty and staff of the University who have a valid Western Identity.

Schulich Information Services

[Schulich Information Services \(IS\)](#) provides high quality Information Technology and Management services to the School of Medicine & Dentistry.

Schulich Helpdesk

Schulich Helpdesk provides first level technical support and customer service. For all inquiries, services and support requests, please visit [Service Desk Jira Portal](#).

- New Schulich IT Services Employee Account
- New Schulich IT Services Employee Orientation
- Equipment and Software Procurement
- Equipment Move
- Network Folder Access Request
- New Print Toner Order Request
- New Folder/Storage Request
- Microsoft Office Support
- Create a Service Desk Ticket

How do I...

- [Email Support](#)
- [Mobile Support](#)
- [Print & Scan](#)
- [Remote Access](#)
- [Request Access](#)

Technology & Systems

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.

You can [login](#) to OWL using your Western ID and password.

Zoom

[Zoom](#) video communications software can be used to:

- Schedule a Meeting or Attend a Meeting
- Teach a Class or Attend a Class/Training

To activate your Zoom account:

- Open your web browser and go to <https://zoom.uwo.ca>
- Click Sign In and login with your Western ID and password

WROAMS and Pulse Secure

[Western Remote Office Access Management](#) (WROAMS) provides secure remote access to resources on campus via the Internet.

[Pulse Secure](#) provides a VPN user experience. The Pulse Secure client offers a more convenient way to establish a connection from off-campus to Western's network.

Financial Systems

[Financial Systems](#) supports Western's research, teaching and administrative functions by maintaining and developing the University's enterprise financial software.

Financial Systems is pleased to [assist new employees in obtaining access](#) to Western Financials, and provide support to ensure that individuals are able to login and access the necessary financial information to perform their responsibilities.

Mustang Market

[Mustang Market](#) is Western's web-based eProcurement solution for sourcing and purchasing items. Using Mustang Market, you can search and buy many products such as:

- Office Supplies
- Electronics
- Maintenance, Repair, Operations
- Scientific Supplies

My Human Resources

My Human Resources

[My Human Resources](#) is a secure online application where Western faculty and staff may view earnings statements and benefit information, enter direct banking information for pay, update important contact information, view career opportunities, participate in employment surveys and enroll in training. Special access is also available to some students.

To learn how to view/edit your personal information, please click [here](#).

Help with My HR

- If you are having password or User ID trouble contact the [Western Technology Services Help Desk](#) by web form or by telephone at 519-661-3800 (ext. 83800)
- If you have questions or problems after you have logged in to My Human Resources, please email the [Human Resources Communication Centre](#) or call 519-661-2194 (ext. 82194)

How Do I...

Learn how to view/edit your personal information:

- [Navigate My Human Resources](#)
- [Determine my User ID and Password](#)
- [Get help with My HR](#)
- [Protect your private information](#)
- [View earnings statements](#)
- [Enter direct deposit information for your pay](#)
- [Opt to have earning statements mailed to you](#)
- [Complete your tax credit form – TD1/TD1ON](#)
- [View/print T4/T4A slips](#)
- [Provide or change consent to receive T4/T4A electronically](#)
- [Update your personal details such as address](#)
- [Register for a training course](#)
- [View my training records](#)
- [View or apply for a position on Working at Western](#)

Contact Schulich HR

[Human Resources](#)

Clinical Skills Building, Room 3700
London, Ontario, Canada, N6A 5C1
Tel: 519-661-3459
staff.appointments@schulich.uwo.ca

Administrator, Leader & Researcher Toolboxes

Administrator Toolbox

The Administrator Toolbox is an area designed to be used by people with accountability for Human Resource administration in departments and faculties at Western. In the Administrator Toolbox menu you will find all the documents and forms you require to access Human Resource data, seek appropriate approvals, make staff appointments, administer pay, etc. The Working at Western link offers resources for our new online recruitment process for part-time staff and faculty, including a training guide.

In the [Administrator Toolbox](#) you will find:

- Working at Western: Part-time Recruitment Training Guide, FAQ, and Support
- Security and Approvals
- Appointment Administration
- Pay Administration
- Registering an Associated Person
- Special Taxes
- Resources and Guides
- Training Records on My Human Resources
- Forms and Documents

Leader Toolbox

The Leader Toolbox area is designed to be used by Academic and Administrative Leaders at Western with accountability for leading others including hiring, safety, and performance management.

In the [Leader Toolbox](#) you will find:

- Leadership Development
- WE SPEAK 2020 Leader Guide
- Recruiting Administrative Staff and Leaders
- Orientation to Western and Key Resources for Leaders
- Agreements, Policies and Legal Responsibilities
- Performance Feedback and Attendance
- Forms & Documents

Researcher Toolbox

Having the right people on your research team has a significant impact on your ability to be successful in your research – and once they are hired, fulfilling your responsibilities as a supervisor will help your team work together safely and effectively to achieve that success.

In the [Researcher Toolbox](#) you will find:

- Hiring and Appointing Roles to Your Research Team
- Budgeting for Research Roles
- Supervising Others – What You Need to Know

Training & Development

Training

Human Resources Services provide a range of [health and safety courses](#). Some courses are mandatory for all faculty, staff and volunteers. 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](#).

Required Training

All staff are required to complete the following online training programs using OWL:

- [COVID-19: Return to Campus Essentials](#)
- [Supervisor Health & Safety Awareness](#) OR [Worker Health & Safety Awareness](#)
- [WHIMIS – Workplace Hazardous Information System](#)
- [Western Safety Campus Community](#)
- [AODA – Accessibility in Service](#)

Recommended Learning

- [Mental Health Interactive Learning Module](#)

Training Requirements Matrix

Please refer to the [Training Requirements Matrix](#) for a complete list of all required health and safety training by role.

Register for Training

[Register](#) for training sessions at Western using “My Human Resources”

1. Sign into “[My Human Resources](#)”
2. Select **Training**
3. Select **Enroll in Internal Training Courses**
4. Search by **Course Name** (e.g. Radiation Safety – Nuclear)
5. Find your course and **View Available Sessions**
6. Click on the session you plan to attend
7. Click **Continue**
8. **Submit** your registration
9. **Print** the confirmation for your records

Staff Development at Western

Western values its staff and is committed to supporting your life-long learning. Whether you prefer to learn through workshops or courses, or through online or self-directed methods, there are plenty of options for you to choose. [Get started](#).

Policies & Procedures

The policies and procedures provided [here](#) are the most recent versions approved by the Board of Governors or on behalf of the Board under delegated authority.

Requests for revisions to these policies must be directed to the University Secretary.

Policies & Procedures for All Staff

- [Health & Safety Policy](#)
- [Employment Equity Policy](#)
- [Conflicts of Interest](#)
- [Service Recognition](#)
- [Deaths](#)
- [Personnel File Access](#)
- [Employee Assistance Program](#)
- [Powers, Responsibilities, and Duties of Acting Ranks](#)
- [The Western Award of Excellence](#)
- [The Use of Cannabis, Alcohol and other Substances](#)

General

- [General Policies & Procedures](#)

Financial

- [Financial Policies & Procedures](#)

Academic Staff

- [Academic Staff Policies & Procedures](#)

Administrative Staff

- [Administrative Staff Policies & Procedures](#)

Research

- [Research Staff Policies & Procedures](#)

Collective Agreements

- [Employee Groups & Collective Agreements](#)

Code of Conduct

- [Scuhlich School of Medicine & Dentistry Code of Conduct](#)

Ergonomics

Ergonomics Program

The Ergonomics Program at Western was developed to assist staff and faculty to work safely, efficiently and optimize their comfort. Workers across Western perform a variety of jobs with different physical and cognitive demands. Western's Ergonomics Program can help by evaluating and providing solutions to different work-related problems.

The ergonomics website was designed to help Western's employees modify their own work areas with the goal of improved safety, comfort and efficiency. To achieve this, practical ergonomics information is provided including ergo tips, general exercises and step-by-step assistance with office workstation set-up. Employees are invited to review the website and call us with questions or request a free ergonomics consultation.

The [Ergonomics Program](#) includes:

- Work Site Assessment
- Design Consultation
- Physical Demands Descriptions
- Coaching and Return to Work Assessments

MSD Prevention Program

Musculoskeletal Disorders (MSDs) are injuries to the muscles, tendons, ligaments and nerves that may develop in workers from ergonomic risk factors such as repetitive, forceful or awkward movements.

Western's Ergonomics Program has begun implementing a prevention-based system using the Occupational Health and Safety Council of Ontario (OHSCO) guidelines. This program's goal is to increase ergonomic awareness through educating our Western community on better and healthier work techniques. By identifying risks with regular workplace inspections and worker feedback, the hope to decrease MSDs, their risk factors and eliminate ergonomic related injury costs while increasing worker performance and satisfaction.

The [MSD Prevention Program](#) provides the information and tools for reducing the risk of MSDs within the workplace. The MSD Prevention Program includes:

- [MSD Guidelines](#)
- [Signs and Symptoms](#)
- [Hazards and Solutions](#)

Manual Materials Handling Guide

- [Lifting/Lowering](#)
- [Carrying](#)
- [Pushing/Pulling](#)
- [Workstation Design & General Suggestions](#)

Office & Laboratory Ergonomics

Office Ergonomics

To assess ergonomics in the [office](#) you must look at many different areas such as computer and paperwork, telephone use, lighting, working posture, and work demands.

If you are concerned about the current set-up of your office workstation or if you have just received a new workstation and want some adjustment help, give this [step by step guide](#) a try.

Take the test and see if you have your workstation properly adjusted. A consistent 'yes' answer means you are in good shape and can skip to Step 3. Answering 'no' to any of the questions means you should take a closer look by moving to Step 2.

Workstation Setup

[Workstation Setup Guide](#)

[Choosing the Proper Chair](#)

[Laptop Setup](#)

[Computer Work Tips & Myths](#)

Lab Ergonomics

Laboratory activities typically involved either highly repetitive movements (example: pipetting) or prolonged static postures (example: using a microscope, cell counting, etc.), sometimes both. These types of activities pose ergonomic risk because there is little variety in the muscles being used and long task durations. There is also often limited storage space in laboratories, as table tops and workstations need to remain uncluttered, mainly frequently used items are stored on overhead shelves or cabinets. This typical laboratory environment results in awkward postures and frequent reaches.

- [General Recommendations](#)
- [Laboratory Ergonomic Checklist](#)
- [Laboratory Ergonomic Tips](#)
- [Maintaining Proper Posture in the Lab](#)
- [Pipetting](#)
- [Using a Microscope](#)
- [Biosafety Cabinets, Fumehoods, Gloveboxes](#)
- [Microtomes & Cryostats](#)
- [Cell Counters](#)
- [Micromanipulation and Fine Motor Skills](#)

General Exercises

As part of Western's Healthy Workplace Initiative, Rehabilitation Services would like to remind you to stretch! Below are some stretches that can be performed throughout the day at your work station.



Shoulder Shrugs

- Raise shoulders towards ears
- Hold
- Relax downward to a normal position



Upper Back Stretch

- Interlace fingers behind head with elbows out
- Pull shoulder blades together
- Hold 5 seconds, then relax



Neck Tilts

- Keep shoulders relaxed and arms hanging loosely
- Tilt head sideways, first to one side, then the other
- Hold 5 seconds on each side



Wrist/Forearm Stretch

- Place hands palm to palm
- Move hands downward, keeping palms together and elbows even
- Hold 5-8 seconds



Wrist/Forearm Stretch

- Place hands palm to palm
- Rotate palms around until they face downward keeping elbows even
- Hold 5-8 seconds



Hand/Finger Stretch

- Separate and straighten fingers
- Hold 10 Seconds
- Bend fingers at knuckle and hold 10 seconds
- Separate and straighten again



Back and Hip Stretch

- Bend left leg over right leg and look over left shoulder
- Place right hand on left thigh and apply pressure
- Repeat for right side



Back Stretch

- Lean forward
- Keep head down and neck relaxed
- Hold 10-20 seconds
- Use hands to push yourself back up



Upper Body Stretch

- Interlace fingers, turn palms upward and straighten arms above head
- Elongate arms to stretch through upper sides of your rib cage
- Hold 10-15 seconds
- Breathe deeply



Side Stretch

- Hold left elbow with right hand
- Gently pull your elbow behind your head to feel stretch in shoulder or back of upper arm
- Hold 10 seconds
- Don't overstretch or hold breath
- Repeat on right side



Hamstring Stretch

- Sitting, hold onto upper left leg just above and behind the knee
- Gently pull bent knee toward chest
- Hold 15-20 seconds
- Repeat on right leg



Neck Stretch

- Sit or stand with arms hanging loosely
- Gently tilt head forward
- Keep shoulders relaxed and downward
- Hold 5 seconds

THIS IS A GUIDE ONLY!

If you feel: -Pain -Discomfort -Numbness -Tenderness -Tingling -Clumsiness -Loss of Strength & Flexibility
STOP EXERCISING AND CONTACT A HEALTH PROFESSIONAL

Accidents, Illness, & Incident Reporting

Accident/Illness/Incident Reporting Steps

Personal injury accidents, occupational illness, property damage over \$250 and close calls which in another set of circumstances would result in personal injury, must be reported.

Priority Steps:

1. Medical assistance and first aid are your priority.
2. The accident/incident scene must be secured and made safe to prevent further accidents until investigation is completed.

Supervisor Steps:

1. The supervisor conducts the investigation and completes the [Accident/Illness/Incident Report Form](#). Complete the upper part of the form, working with the person(s) involved. If there is a dispute separate reports may be filed.
2. Analyze contributing factors and from these determine the corrective actions needed. Indicate these on the form.
3. Sign off on the form once completed and fax to Rehabilitation Services at 519-661-3420 or 83420.
4. Distribute copies of the Accident/Illness/Incident Report as [required](#).

Critical Injury Steps

If a workplace injury meets the [definition of a critical injury](#), take the following steps:

1. Ensure the accident victim has received proper first aid, then:
2. Immediately secure the accident scene and prevent any evidence from being removed prior to the completion of an investigation
3. Contact Occupational Health and Safety by calling Tony Hammoud at ext 88730 and contact Campus Police at 911.

Definition of Occupational Illness

An occupational illness is defined in the Occupational Health and Safety Act (section 1 (1)) is “a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.”

Procedures, Forms & Documents

[Accident/Illness/Incident Reporting Form](#)

[Safety Procedure – Accident & Illness Reporting](#)

[Safety Procedure – Accident/Illness Investigation](#)

Working from Home

Working from Home

Western Human Resources has developed resources that may be helpful to those who are working from home.

[Tips for Working from Home](#)

[Tips for Working from Home with Kids](#)

[Workstation Setup Guide](#)

[Work from Home Self-Help Guide by CBI Workplace Solutions](#)

Leading Virtual Meetings

[Leading Virtual Meetings](#)

[Project Check-In Meeting Agenda Template](#)

[Team Check-In Meeting Agenda Template](#)

Western Technology Services Resources

[Zoom at Western](#)

[Zoom Privacy Considerations](#)

[Microsoft Teams at Western](#)

[Blackboard Collaborate at Western](#)

[WTS Helpdesk](#)

Take Care Western

COVID-19 Information & Resources for Staff

The uncertainty of the COVID-19 pandemic has presented Western, and our people, with unprecedented challenges. As we navigate these uncharted waters together, there are a number of [resources](#) available for you. The Western [COVID-19 website](#) is updated regularly as the situation continues to evolve.



Our shared responsibility
to prevent the spread
of COVID-19

Take Care of Yourself



- Monitor for symptoms of COVID-19 and report to a medical professional if you experience a fever of 37.5 C or higher, fatigue or muscle aches, loss of taste or smell, chills, or new/worsening respiratory illness symptoms such as cough, shortness of breath, sore throat, runny nose or difficulty swallowing
- Wash your hands thoroughly and often and avoid touching your face
- Use hand sanitizer when you're unable to wash your hands
- Get vaccinated for the flu
- Modify your actions and encourage others to do the same as guidelines and recommendations adapt over time

Take Care of Each Other



- Practice physical distancing, and when possible, stay two metres apart from others
- Wear a face covering and other protective gear when in the presence of others and in common and shared spaces on campus
- Stay home if you feel ill or after exposure to someone who is ill or has tested positive for COVID-19
- Be positive, attentive, and helpful to anyone around you who may be in need of support

Take Care of Our Community



- Keep your clothing, belongings, study area, personal spaces, and shared common spaces clean
- Adhere to capacity limits as indicated by signage and government regulations
- Carefully observe instructional signs and follow directions
- Complete the Campus Questionnaire before each class, work shift, or visit to campus

WORKING TOGETHER FOR A SAFER CAMPUS COMMUNITY

Western is committed to a safe campus for all those who work and study here. As we gradually transition back to campus, you will receive information from your supervisor on when you will be required to return to work on site.

Before returning to work on campus, employees must: _____



- View the eight-minute [COVID-19 training module video](#) on OWL.



- Complete the '[Return to Campus](#)' questionnaire (accessed via My Human Resources) before each work shift/visit to campus.



- Stay home if you are feeling unwell. Complete the [Absence Notification Tool](#) and notify your supervisor.

Once on campus: _____



- Practice [physical distancing](#). When possible, stay two metres apart.



- Wear a non-medical mask/face covering. This is required when in the presence of others and in common and shared spaces on campus. Western is supplying all employees with three washable masks.



- [Wash hands](#) thoroughly and often and avoid touching your face.



- Disinfect your desk, work area, computer equipment and tools frequently.

Health & safety measures:

As always, the health and safety of our campus community remains Western's top priority.

As you return to campus, you will notice many changes such as how you move through buildings, how you enter/exit meeting rooms and classrooms, where you can sit, floor markings, signage, sparse furniture, and reduced occupancy limits.

In preparation for your return, buildings have been deep cleaned by Facilities Management and there is ongoing, daily enhanced cleaning of common touchpoints such as door handles and elevator buttons.

Building ventilation and humidity has been optimized and hand sanitizer and disinfectant wipes have been provided to units. Please contact the designated requisitioner for your faculty or unit to order additional pandemic supplies such as disinfectant wipes, hand sanitizer, gloves and masks.



Western requires the use of [non-medical masks/face coverings](#) in the presence of others and in common and shared spaces on campus. Employees will be supplied with three when returning to campus.

Resources and Contacts:

- Health-related inquiries: Contact your family doctor, Telehealth Ontario at 1-866-797-0000, or [Workplace Health at Western](#) at 519-661-2047
- Safety-related inquiries: cstutt@uwo.ca or 519-661-2111 (x81135)
- General inquiries: Human Resources at hrhelp@uwo.ca
- [Faculty & Staff Resources](#) including [FAQs](#)
- [Research Recovery Plan](#)

Western Wellness

Living Well @ Western

[Living Well @ Western](#) is Western's premier wellness program, designed to encourage and promote a wide variety of physical, cultural, and intellectual activities to improve health and wellness at Western. Staff are invited to participate in free activities including Zumba, yoga, meditation, walking tours and more.

Employee Assistance Plan

[EFAP](#) services with Morneau Shepell are available to you and your family. Counsellors are available to provide support through telephone, videoconferencing, secure email and chat. If you or a family member are looking for support, EFAP is ready to help.

Schulich Wellness Committee

The Schulich School of Medicine and Dentistry has established a new [Wellness Committee](#) to support the overall Wellness interests of faculty and staff.

GoodLife Fitness Corporate Memberships

The Schulich School of Medicine and Dentistry now has [corporate membership rates](#) available to all full-time and part-time faculty and staff. All corporate memberships will need a [unique identifier](#) and also the [login link](#).

Walking Routes

Need a break from your desk? Check out the [Walking Routes](#) on Main Campus and Victoria Hospital.

Wellness Links

- [Mental Health @ Western](#) – information and resources for mental health
- [Health Services](#) – Provides on campus health care to Western staff and their families
- [Workplace Health](#) – Offers an Occupational Health Nurse who can provide employee focused, holistic health services to all staff and faculty at Western
- [Rehabilitation Services](#) – Promotes employee health and wellness and strives to minimize the impact associated with disability
- [Physiotherapy](#) – Assessment and treatment available on a part-time basis
- [Massage Therapy](#) – Registered Massage Therapist (RMT) is available by appointment
- [Women's Safety Committee](#) – Committed to the safety of women who are members of the Western community.
- [Gender-Based Violence and Survivor Support](#) – Preventing and responding to gender-based and sexual violence is a top priority for Western University.
- [Let's Clear the Air Here](#) – Western provides a smoke-free environment
- [Equity & Human Rights Services](#) – Supports Western's respectful and inclusive working and learning environment

Helpful Links

Western University

[Website](#)

Schulich School of Medicine & Dentistry

[Website](#)

Western Campus Links

[Maps & Directions](#)

[Payroll & Benefits Information](#)

[Holiday Schedule](#)

[Research Western](#)

[Financial Services](#)

[Western Libraries](#)

Human Resources

[My Human Resources](#)

[Schulich Human Resources](#)

[Western Human Resources](#)

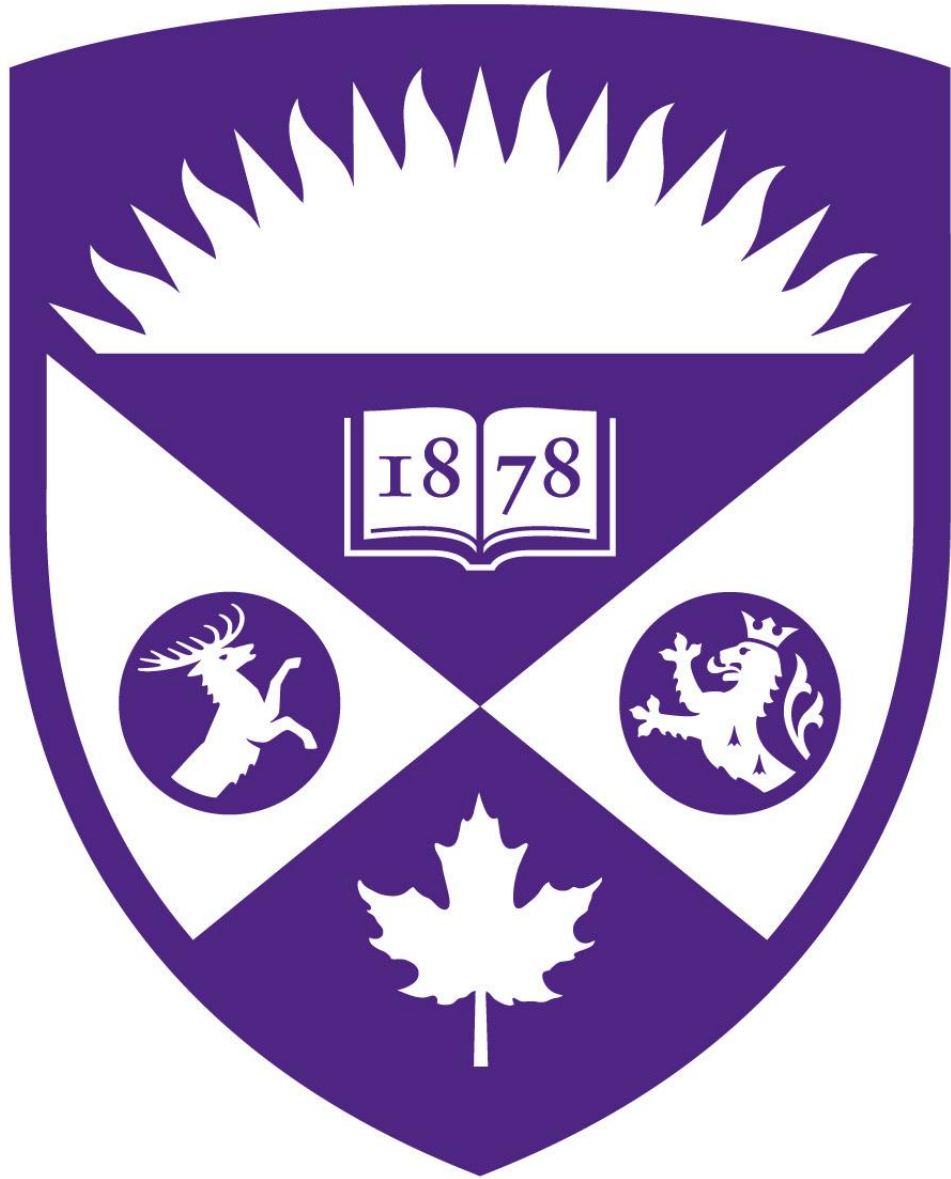
Information Services

[Schulich Information Services](#)

[Western Technology Services](#)

[Schulich Medicine & Dentistry Hub Login](#)

[Office 365](#)



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