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- **WHMIS - Workplace Hazardous Materials. Information System.** Occupational Health and Safety offers two versions of WHMIS training for Western Employees – **Comprehensive** and **Basic**.  
[https://www.uwo.ca/humanresources/facultystaff/h\\_and\\_s/training/access\\_to\\_online\\_training.htm](https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/access_to_online_training.htm)
  - **AODA - Accessibility in Service,**
  - **Health and Safety Orientation** Working Safely at Western.
  - **Safe Campus Community: Preventing Harassment, Violence and Domestic Violence at Western,** and
  - **Laboratory Safety Hazardous Waste** – if working in a lab

Note: Access to the above courses will be available on your webCT account at <http://webct.uwo.ca/> a few days after your completed contract has been submitted to the Administrative Officer of the Department of Chemistry.

## 2. **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/>

You and your supervisor must also review the operation of the fume hoods and all other instrumentation you may need to operate. The supervisor and volunteer MUST complete the orientation checklist and file in the Lab Safety Binder in laboratory.

## Volunteer Duties (Supervisor to describe briefly)

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### Program Duties and Expectations

1. While volunteering with the Department of Chemistry, I will:
  - respect and follow the authority of my supervisor,
  - competently and efficiently carry out the duties and expectations assigned, and bring any problems or questions to my supervisor,
  - represent Western's Volunteer Program and Western through conduct in accordance with professional standards,
  - participate in further position-related training that my supervisor requests, within the time commitment of the position,
  - observe workplace specific and procedural safety standards as outlined by my supervisor (if applicable), and
  - respect differences of gender, ethnic origin, race, religious affiliations, sexual orientation, and those with disabilities.
2. I will arrive on time and fulfill the weekly time commitment agreed upon with my supervisor. If I must cancel a shift, I will notify my supervisor as soon as I become aware of the conflict and make arrangements to re-schedule missed time.
3. I will not arrive for a shift under the influence of alcohol or any illegal drug or substance.
4. As a registered volunteer, you are insured under the University's general liability insurance policy. This means that while properly carrying out your volunteer responsibilities, you are insured against liability claims from third parties. You are not insured for personal injury to yourself, accident or sickness.
- 5.

In consideration of my volunteer work as outlined above, I understand that I am not entering into an employment relationship with Western University and that I am not entitled to receive monetary compensation or any employee benefits including workers' compensation. I understand that either the University or myself may end 704 Tm( )TETBT1 01 439E