

**Good morning, USC!**

**Here are your updates for the week of August 12th-16th**

**Important Dates:**

**August 13th: Healthy Snack in the lunchroom at 2:30 PM!**

**August 23rd: All USC Staff Training**

**Departmental Updates**

**PEOPLE AND DEVELOPMENT**

**Health and Safety**

Upcoming HR Orientation Sessions:

August 23rd (Mustang Lounge) - USC Training Day

September 27th (Room 373)

October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m. except for the August 23rd training day (schedule TBA). Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.



### Health and Safety Tip of the Month - Heat Stress

- Signs of Heat Stress:  
Common symptoms are similar to heat fatigue (loss of concentration, rash, erratic behaviour) but can include diarrhea, nausea, and disorientation.
- Prevention?  
When working or playing in the heat, drink plenty of fluids -water, sports drinks, nonalcoholic and decaffeinated fluids. Take plenty of breaks and limit time in the heat.

### Enviro Program Tip of the Week:

- **Take advantage of natural sunlight as much as possible**
  - Work outside, open your blinds and windows - whatever can be done to limit the use of lights

### FINANCE

July 2019 financial statements to be sent out early this week. Please review. Float or cash requests to be submitted for September. We have been reviewing UWO phone expenses, let us know if you have changes that need to be done. We have a new email address, easy to remember, [finance@westernusc.ca](mailto:finance@westernusc.ca)

### INFORMATION SYSTEMS

Geoff is on vacation - please continue to use [helpdesk@westernusc.ca](mailto:helpdesk@westernusc.ca) or reach out to Noah for your support needs.