

Good morning, USC!

Here are your updates for the week of Sept 3rd-6th

Important Dates:

USC Day: Sept 10th

Important Updates:

We have had a few more updates to the staff phone list so please check it out [here](#).

****Note phone extension updates. With some of the office changes/moves, please refer to the listing attached for current/new staff extensions.**

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

*Additional Training on September 6th at 10 am in McKellar

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 Sept 6th.. 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:

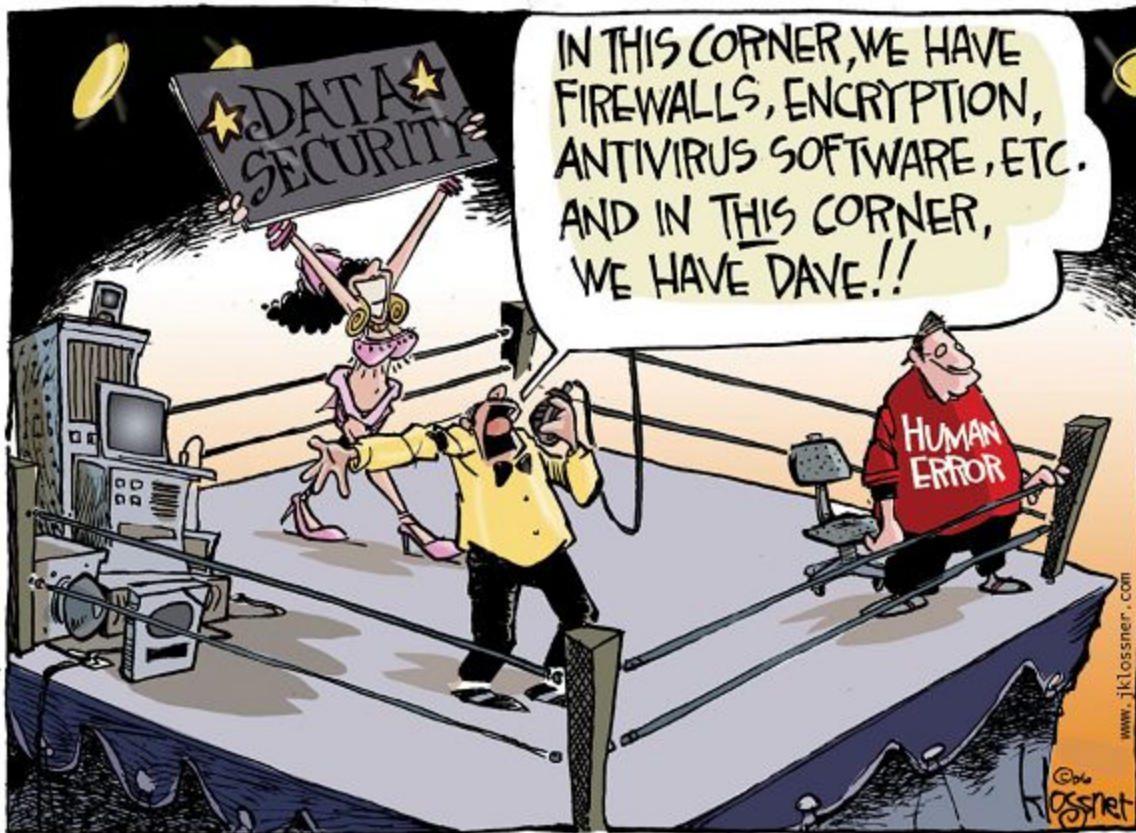
Common symptoms are similar to heat fatigue (loss of concentration, rash, erratic behaviour) but can include diarrhea, nausea, and disorientation.

- 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.

FINANCE

Welcome to September everyone! We need your Aug 2019 documents for month end. Float or cash requests please send an email notice. 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

INFORMATION SYSTEMS



Don't be a Dave. According to several sources ([Global State of IT](#), [Human Factor in IT](#), [Canadian Cybersecurity Survey](#)), between 30% - 40% of reported security incidents resulted from human error. This encompasses everything from falling for a phishing scam, clicking on an unsafe file or link, losing devices or USC drives with confidential information on them, or setting improper permissions on cloud-based shared folders like Google Drive. Remember to be cautious, and call on the IT Department if you are even a little unsure about something.

RESERVATIONS:

Vendors in the Atrium throughout OWeek:

CIBC - Masonville

FaceDrive

Rogers

Bell

Costco

Laundry Boys

Fido

Scotiabank