FIRST AID INFORMATION

First Aiders

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROOM</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broderick, Lauren</td>
<td>TC 1209</td>
<td>35926</td>
</tr>
<tr>
<td>Brunet, Andrew</td>
<td>TC 2223</td>
<td>37924</td>
</tr>
<tr>
<td>Bruschke, Kira</td>
<td>TC 2226</td>
<td>30275</td>
</tr>
<tr>
<td>Gaunt, Jennifer</td>
<td>EC 2003</td>
<td>30275</td>
</tr>
<tr>
<td>McKenzie-Yorke, Gillian</td>
<td>TC 1216</td>
<td>30424</td>
</tr>
<tr>
<td>Noori, Annie</td>
<td>TC 1203</td>
<td>84017</td>
</tr>
<tr>
<td>O’Connor, Anita</td>
<td>TC 2102</td>
<td>38327</td>
</tr>
<tr>
<td>O’Connor, Emily</td>
<td>TC 1203</td>
<td>84016</td>
</tr>
<tr>
<td>Sprayson, Sean</td>
<td>TC 3102</td>
<td>33357</td>
</tr>
</tbody>
</table>

First Aid Stations

<table>
<thead>
<tr>
<th>FLOOR 1</th>
<th>1203 – Information Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOR 2</td>
<td>2811 – Mailbox Station</td>
</tr>
<tr>
<td>FLOOR 3</td>
<td>3201 – Staff Lounge</td>
</tr>
</tbody>
</table>

Each first aid location has an up-to-date list of first aiders.
**TO-DO LIST**

**GETTING STARTED WITH YOUR FIRST WEEK**

- Receive laptop and computer login
- Create standard email signature
- Set up phone message (if applicable)
- Building tour with supervisor
- Review important links and visit department websites
- Complete mandatory training

**DISCUSS WITH YOUR SUPERVISOR**

- Goals and expectations
- Typical work hours
- Pay days, sick days, vacations and paid holidays
- Keys and security codes
- Dress code and other policies
- Business cards (if applicable)
- Schedule regular 1:1 meetings

**CO-OP STUDENTS**

- Work term consultation with student advisor (eCheckIn)
- Midterm evaluation with supervisor (8 weeks)
- End-of-term presentation (last month of term)
- Exit interview (last month of term)
- Final evaluation with supervisor (end of term)

**TRAINING**

All staff working in paid or unpaid positions at the University of Waterloo must complete the following mandatory training modules. Your completion of these training modules can be tracked in your myHRinfo training record.

**EMAIL SETUP**

All email correspondences should be in Georgia font, 11 point font size and black font colour. Please also use the following email signature template to help Waterloo present a consistent, on-brand message.

Your Name
Your Title
Your Department
University of Waterloo
519-888-4567, ext. xxxx

**DRESS CODE/PROFESSIONALISM**

The dress code is business casual. What you wear should not distract others, make them feel uncomfortable, or portray an unprofessional image.

The following are not considered appropriate for the business casual workplace:
- Muscle shirts
- Low cut shirts
- Any clothing that exposes the midriff
- Clothing with offensive language or pictures
- Clothing that is too short, tight, sheer or torn

Other helpful reminders:
- Business-style knee-length shorts are acceptable for the workplace
- Skirts and dresses should be a length at which you can sit comfortably in public
- Leggings worn as pants are not acceptable; leggings may be worn under long (at least mid-thigh length) tops
- Our workplace extends to our meeting rooms, front lobby, parking lot and offsite meetings – all locations where we may encounter an unexpected guest or customer
- While you may not be directly facing customers, your team members might interact with customers in your work area.
- Additionally, as you travel through the building, you will be seen by customers
- Business casual is not the same as weekend or sportswear
- Impromptu and unscheduled activities can and do occur and we can never relax our standards
- On Fridays, you may wear jeans for Jeans Day. All other aspects of the business casual dress code still apply on these days
- See your manager for any dress code or footwear guidelines based on health and safety requirements

How we are attired, how we behave and how we express ourselves is a reflection on our department. It is important that we dress for our roles and present a professional image at all times. Please check with your supervisor if you’re unsure how to dress for your role.

**MANDATORY TRAINING**

- Employee safety orientation
- Workplace violence awareness
- WHMIS 2015
- Supervisor’s safety awareness (mandatory for all supervisors)
- Accessible customer service training

**ADDITIONAL TRAINING**

- OHD Core Development Workshops (Principles of Leadership, Principles of Inclusivity, Integrity Matters, Exceptional Service)
- First week Webinar (Business Tools and Communications)
- First week Department Overview and Team Building for Co-op Students
- Interview Days Services (IDS) – announced in Operational Matters

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**TELEPHONE SETUP**

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Standard recording example
“Hello, this is [your name] of [your department] at the University of Waterloo. I’m sorry I missed your call. Please leave a message and I will return your call as soon as possible. Thank you for calling.

Vacation recording example
“Hello, this is [your name] of [your department] at the University of Waterloo. I am away from the office until [date of return]. If you require immediate assistance, please contact [backup name] at extension xxxxx. Thank you.”

Remember to also set your out of office message on Outlook while you are away.