

# WorkSafe at Western Chemical Inventory Delegate Access Form

PI Information				
First Name	Last Name	Western <u>USER ID</u> (without the @uwo.ca)	Building and Room Number of Chemical Location (e.g. CHB 040)	
Research Staff Information				
First Name	Last Name	Western <u>USER ID</u> (without the @uwo.ca)	Permission Access (Read Only, Edit)	Remove Access
			Read Only      Edit	Remove
			Read Only      Edit	Remove
			Read Only      Edit	Remove
			Read Only      Edit	Remove
			Read Only      Edit	Remove
			Read Only      Edit	Remove
			Read Only      Edit	Remove

Notes:

- Read Only access allows to view PI's inventory in all locations.
- Edit access allows to view, update, request a transfer, and dispose PI's inventory in all locations.
- Please ensure that your list of delegates remains up-to-date including removing delegates who no longer work in your locations.
- PIs/Delegates User Guide is available on WorkSafe at Western main page.
- Please send the completed form to [worksafe@uwo.ca](mailto:worksafe@uwo.ca).

By sending this request, you are in agreement that the noted research staff are delegated accountability to update, transfer, and dispose of chemicals that are required to be tracked in the laboratories at Western University.

I agree to the statement above.      Date: