

ASSIGNED DESK/WORKSPACE POLICY**I. PURPOSE AND SCOPE**

This policy outlines the responsibilities of individuals assigned a desk and/or workspace. Assigned workspace is a limited University resource that must be managed responsibly to ensure workplace health, safety, and cleanliness. The Department of Mechanical and Materials Engineering is committed to maintaining a professional and safe work environment for everyone.

II. RESPONSIBILITIES OF INDIVIDUALS ASSIGNED DESK/WORKSPACE**1. Health and Safety Training Completion**

- Individuals must complete all **seven (7)** Western University [Required Training](#) courses, **plus** any [Required Training Based on Work/Study Area](#) before being granted a key/door code/Western ONECard access
- Ensure that any previously completed Western University required training certificates are still valid (e.g., WHMIS certificates expire after three years)

2. Room Access

- Individuals must read, sign, and agree to the terms as outlined in the Assigned Desk/Workspace Policy
- Do not share your workspace key/door code/Western ONECard access with anyone
- Use your desk/workspace for work-related activities only - No overnight stays permitted

3. Cleanliness and Maintenance

- Keep your work area clean, organized, and free of clutter
- Dispose of any waste and recyclables in the appropriate bins
- Do not store items on desks or use desks that appear empty or are not your assigned desk space

4. Scent-Free

- Western University requires a [Scent-Free working environment](#)
- Avoid the use of scented personal hygiene products, including perfumes and colognes

5. Communication and Respect:

- Please be respectful of others in the workplace and do not talk loudly or talk across the room
- When listening to music, use headphones at a level that cannot be heard by others

6. Food and Drinks

- Food and drinks are permitted in the workspace only while the individual is working
- Do not store any food or drinks in your desk space or the general office space areas
- Any old food items, old drinks, used food packaging, etc. must be discarded daily
- No dirty dishes, containers, or cups can be kept in the workspace/room, including on desks

7. Small Appliances/Use of Electrical Wall Outlets

- Small appliances are permitted in the workspace but must be kept clean and in good working order
- All small appliances must be plugged directly into a [wall outlet](#)
- Extension Cords and/or power bars cannot be used with small appliances
- Space heaters must be unplugged when not in use
- Care must be taken to avoid overloading of electrical circuits and tripping of breakers
- International plug adapters are not allowed as they are not CSA-approved

8. Concerns/Issues

- Politely communicate with each other to resolve any concerns or issues
- For unresolved concerns, please contact the Graduate Associate Chair or Department Administrative Officer
- To ensure safe daytime or evening travel, consider the [Work Safe Program](#) and the [Western Foot Patrol](#)

9. Inspections

- Regular inspections to ensure cleanliness and compliance with health and safety protocols will be conducted by designated members of the Department of Mechanical and Materials Engineering
- Adherence to cleanliness standards, proper waste disposal, overall tidiness, and general health and safety protocols as outlined within this policy will be assessed
- Violations will be immediately reported to the Facilities Manager, Faculty of Engineering

10. End of Your Term/Appointment

- Return your workspace key to the [Client Services Office](#) in SSB, Rm. 1315 and collect your deposit (*if applicable*)
- Clear out and clean your desk space. Leave nothing behind but a clean desk space
- Complete the [MME Role Transition - Key & Desk Clearance Form](#) in Kulai to be granted Final Clearance Approval

III. AGREEMENT

By accepting an assigned desk/workspace, you agree to the terms and conditions associated within the Assigned Desk/Workspace Policy as outlined above. By working together and taking collective responsibility for the health, safety, and cleanliness of our work environments, we can ensure that our assigned spaces remain pleasant and efficient places to work for everyone.