

# MMT

May 2024

Monthly Meeting Topics

Read Me Online & Access Links



*Important information you need to know*

## **Don't do drugs.**

For us, UW is an employer, so it is easy to forget that it is also a school for young adults, and we need to keep the campus environment free of illegal drugs, marijuana, and alcohol. Drug and alcohol use, even when legal, is still prohibited at work.

Violating the University's drug and alcohol policy, including use of drugs or alcohol in the workplace or showing up to work under the influence, is strictly prohibited and may be grounds for corrective action, up to and including termination.

Even legal prescription drugs and over-the-counter medications can impair judgment and skill and increase the risk of accidents. Inform your supervisor when taking such medications so any necessary temporary changes can be made to your work.

We encourage employees who may have drug or alcohol abuse problems to seek help. Free, confidential, expert help is available from the UW EAP 24-hour hotline: **1-866-598-3978**

## **Violence in the Workplace**

We are committed to providing a safe, healthy workplace that is free from violence or threats of violence. The University does not tolerate behavior that is violent, threatens violence, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment or the University's ability to provide service to the public.

Individuals who engage in violent or prohibited behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest, and/or criminal prosecution.

All employees are expected to report violent or harassing behaviors. If you observe any of the behaviors listed above, inform your supervisor immediately or call UW SafeCampus at 206-685-7233.

In the event of an emergency, always call 911 first.

All employees are expected to complete the Title IX: Husky Prevention & Response training and learn to recognize the signs and intervention strategies of sex & gender based violence. Use the link below to complete this required course:

**<https://www.washington.edu/titleix/title-ix-education-and-outreach/>**

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### Laboratory Moving Out Checklist

Whenever we are helping a Laboratory move equipment or furniture, or performing maintenance & construction within a lab, a **Laboratory Moving Out Checklist** should be posted on or near the door (or one door in the case of multiple entrances) in laboratories that have been vacated. UW Facilities employees should never clean a lab or lab equipment, with the exception of regularly assigned custodial duties.

If a laboratory has not been properly cleaned prior to UW Facilities employees working in the space, the supervisor or Project Manager/Building Coordinator should contact the requestor to ask that they contact the previous occupants/department to have the area cleaned. EH&S can provide assistance (methods for cleaning, site inspection, and names of qualified contractors for clean up, if necessary) to the department responsible for the clean up.

The Laboratory Moving Out Checklist can be found here:

<http://www.ehs.washington.edu/resource/laboratory-safety-manual-510>



### Reporting outside work

Having a second job or side hustle is great, but we all need to be careful not to inadvertently violate State Ethics laws by creating a conflict of interest. The easy way to avoid this is to report all work outside of your job at UW.

All employees who have other employment, own a business, and even volunteer work, are required to complete the UWF Request for Approval of Outside Work Form:

<https://facilities.uw.edu/partner-resources/files/media/outside-work-form.pdf>

Failure to report outside work and/or personal business may result in a Washington State Ethics violation and/or corrective action. Reach out to your Employee Relations Manager if you have questions or concerns.

### Hazard Communication

The UW Hazard Communication/Globally Harmonized System Program helps you know and identify the products you are working with. The program includes: container labeling and other forms of warning, Safety Data Sheets (SDS), and employee training. Learn more at:

<http://www.washington.edu/admin/rules/policies/APS/12.05.html>

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### *Supervisor Job Aid*

*UWF Leadership requires you to cover all relevant topics with your employees.*

*Talking points and notes to help you lead this discussion with your team. Please print & post or hand out the other attached document labeled 'Flyer'. Use this as your guide for the following topics.*



Do not forget to start your team meetings off with a **Safety Moment**. What's a Safety Moment? It's an opportunity to talk about safety—something that went right, or something we could be doing better, or a hazard to watch out for. Anything to get your team thinking and talking about safety.

### **Alcohol and Drug Policy**

- Ensure your team understands that drug and alcohol use while working is prohibited, including showing up to work under the influence of drugs or alcohol.
- If you suspect an employee is under the influence of alcohol and/or drugs in the workplace, you must contact your manager and Employee Relations Manager immediately.
- Ensure your team is aware that all UW employees have access to free, confidential, expert help for drug and alcohol problems via UW EAP at 1-866-598-3978.
- As a supervisor, ensure you have reviewed the University Alcohol and Drug Abuse Policy, Administrative Policy Statements, 13.7 located at: <http://www.washington.edu/admin/rules/policies/APS/13.07.html>

### **UW Workplace Violence Policy**

- As a supervisor, you are expected to know and recognize the warning signs of workplace violence and to report them to your manager, Employee Relations Manager, and UW SafeCampus (**1-866-598-3978**). In emergencies, call 911 first.
- As a supervisor, you are expected to report all alleged incidents of violence, regardless of whether you witnessed them directly.
- You are required to ensure you and your employees complete the Title IX: Husky Prevention & Response training, and that all new employees complete it during onboarding: <https://www.washington.edu/titleix/title-ix-education-and-outreach/>
- Learn more about the University's workplace violence policy at: <https://hr.uw.edu/policies/workplace-violence/>

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### *Supervisor Job Aid*

#### **Laboratory Moving Out Checklist**

- If an employee raises a safety concern related to lab cleanliness, you must ensure that the worksite has been cleaned by the laboratory occupants prior to work being done and that all safety concerns are addressed.
- Do not allow UW Facilities employees to clean contaminated (leftover chemicals, unknown liquids or residue, etc.) lab spaces or equipment.

#### **Reporting Outside Work**

- UW Facilities employees who have other employment or own a business in addition to their University employment must secure advance review and approval for outside work. Complete the UWF Request for Approval of Outside Work Form available at: <https://facilities.uw.edu/partner-resources/files/media/outsidework-form.pdf>
- The UW Facilities policy on Outside Work is available at: <https://facilities.uw.edu/partner-resources/files/media/outsidework.pdf>
- All completed Outside Work forms must be submitted to your department Director for review and approval. Signed forms should be kept in the department's employee file.

#### **Hazard Communication**

- We are required by law to provide employees with information about the potential of hazardous chemical exposure under normal use conditions or in a foreseeable emergency.
- Ensure your employees attend the UW Facilities Safety HazCom/GHS class, which is designed to teach your staff how to read an SDS so that employees understand the hazards of the products they may be around and/or work with.
- Supervisors must also explain where the SDS for products used by the shop are located (MyChem is the official repository for SDS), and review the PPE needed for safe use of products.
- Supervisors should routinely review their MyChem inventories and dispose of products that are no longer used by submitting a request in MyChem or completing the EH&S Chemical Collection Request form, found here: <https://chemwaste.ehs.washington.edu/>

Contact your Employee Relations Manager if you have any questions or concerns.

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