SafeCampus

- Preventing violence is a shared responsibility in which everyone at the UW plays a part. The SafeCampus website provides information on counseling and safety resources, University policies, and violence reporting requirements that help us maintain a safe personal, work, and learning environment. [http://www.washington.edu/safecampus/](http://www.washington.edu/safecampus/)
- SafeCampus telephone numbers are answered by staff specially trained to receive reports of potentially violent situations and provide resources and referrals to UW services. The SafeCampus number is available 24 hours/day, 7 days/week: 206-685-SAFE (7233).
- The Violence Prevention and Response Program (VPRP) acts as the central point of communication and coordinates violence mitigation activities across the UW.

**FOR SUPERVISORS/MANAGERS:**

- **Ensure your staff completes the required Workplace Violence Training every two years.** [http://ucs.admin.uw.edu/pod/Course/Details/PSH00](http://ucs.admin.uw.edu/pod/Course/Details/PSH00)

Hazardous Waste

- The University must comply with federal, state, and local hazardous waste regulations. The Washington State Department of Ecology governs chemical waste management. Local city and county governments regulate discharges to the sanitary sewer systems and solid waste landfills. Disposal of hazardous waste in drains, trash cans or by evaporation is a serious violation punishable by fines or imprisonment.
- Employees are expected to follow all instructions on how to handle/dispose chemical and hazardous waste.
- If you have any questions about hazardous waste disposal, contact your supervisor or EH&S.

**FOR SUPERVISORS/MANAGERS:**

- Review procedures for proper disposal of various types of wastes, including chemicals, shop rags, etc. that are applicable to your shop/area. See EH&S web site for additional information: [http://www.ehs.washington.edu/epowaste/index.shtml](http://www.ehs.washington.edu/epowaste/index.shtml).

Hot Work Permits

- Hot Work Permits are required by Fire Code when using portable hot work equipment outside of a welding booth. Examples of work requiring the permit are; brazing, grinding, arc welding, and torch down roofing.
- A trained fire watcher must be on location during work and for 30 minutes after work is completed.
- Training includes EH&S Fire Extinguisher training and knowledge of the safety information on the Hot Work Permit.
- The permit must be on site during work and the subsequent fire checks. The original permit is kept by the Supervisor, with copies sent to the FS Safety Manager and EH&S. See [https://www.washington.edu/facilities/orgrel/safetypractices/hot-work](https://www.washington.edu/facilities/orgrel/safetypractices/hot-work) for more information.

Radio Usage

- Review shop/area procedures for proper radio usage.
- Review radio operations (and locations) with employees who may need to use radios only during emergency operations.
- Refer questions about procedures to the Radio Operations Center, 685-1480.
- Ensure radios assigned are properly working. If experiencing problems, notify your supervisor.
Emergency Contact Update

- Please be sure to keep your contact information up to date.
- It’s important to have current mailing address and home and cell phone numbers for both employees and their emergency contacts.
- Access the “Address” tab on the UW Employee Self-Service (ESS) page: https://prp.admin.uw.edu/ess/uwnetid/home.aspx