Monthly Meeting Topics Information Sheet
April 2016

Payroll Notice
- In connection with the transition to Workday, the new payroll system, the UW will be standardizing the work week across the entire campus to Monday – Sunday. Effective Monday, April 18, 2016, Facilities Services’ work week will be changed to Monday through Sunday from the current Sunday through Saturday.
- This change will not impact employees or employees’ pay.
- If you have any questions, please contact your supervisor.

Employee Self Service
- Employee Self-Service (ESS), is a web based resource where employees can view their personal payroll, including earnings, deductions, insurance, and taxes; benefits and leave information. In ESS, employees also have the ability to update or change personal information such as direct deposit, W-4, emergency contact, and home address/personal contact information. You can enroll to receive your annual W-2 form electronically by mid-January, rather than wait until the end of January for the paper form.
- To log on to the ESS secured website, users must have a UW NetID and password.
- Start by logging into MyUW at: http://myuw.washington.edu/
- On the right hand side of the page you will see Quick Links. Click on Employee Self-Service and enter your password again. Or you can access a direct login to ESS from the Central Payroll website at: https://f2.washington.edu/fm/payroll/payroll/ESS
- FOR SUPERVISORS/MANAGERS:
  - There is a sample view of ESS located at the bottom of the Central Payroll website (see link above).

Building Evacuation/Assembly Areas
- Review building evacuation procedures and assembly areas (primary and secondary) for the building(s) to which your employees are assigned.
- Know who your Evacuation Warden is.
- Review emergency check-in procedures (radio/telephone/in-person) for personnel who may be working in various locations on any given day.
- Refer to Emergency Evacuation and Operations Plan (EEOP) for evacuation plans in case of fire or major disaster. All FS EEOP plans can be found on the FES webpage: http://www.washington.edu/facilities/orgrel/eeop
- The Facilities Services “Safety & Emergency Procedures” flip chart (posted in FS units) provides basic information on building evacuation, as well as procedures for various kinds of emergencies.
- FOR SUPERVISORS/MANAGERS:
  - Identify your Evacuation Warden(s).
  - Identify and discuss EEOP with employees including special evacuation needs and plans with disabled employees.
  - In the event of a building evacuation supervisors must account for their personnel.

What To Do In An Emergency
- Review basic procedures, including location and operation of alarm signals, and telephone numbers. Call 911 for police/fire/medical emergencies. Important Note: if you call 911 from a cell phone, be sure to tell the operator to connect you with the UW Police.
- Remind employees regarding the location of first aid kits, fire extinguishers, and other safety gear, and identify first aid/CPR trained personnel in the unit.
- We all need to prepare to be self-sufficient for a minimum 72 hours after a major emergency. Following a disaster, basic services such as electricity, gas, water, sewage treatment, telephones and transportation routes may be cut off for days, weeks or even longer. A key element of personal preparedness is the creation of a disaster supplies kit.
Sources of information during an emergency: UW information hotlines (206-UWS-INFO and 1-866-UWS-INFO) and “Red Alerts” on the UW home page, UWIN, and MyUW, and UW Emergency Information web page: http://emergency.uw.edu/

All Facilities Services employees must sign up for UW Alerts: http://www.washington.edu/alert/index.php

Personal Protective Equipment

- Supervisors and Managers must assess the work place and the job for hazards using the Hazard Review Checklist (HRC) that might require the use of personal protective equipment (PPE). Hazards may include noise, chemicals, falls, dust, flying particles, slipping, repetitive motion, etc. PPE for these hazards may include earplugs and muffins, gloves, respirators, and non-slip footwear. See EH&S web site for additional information on PPE requirements: http://www.ehs.washington.edu/rbsresplan/ppe.shtm
- If PPE has to be used, Supervisors must select the proper equipment and require its use.
- Wear PPE appropriate for the activity and keep it in good condition.

FOR SUPERVISORS/Managers:

- Identify and assess the PPE needs of your shop/area employees.
- It is the supervisor’s responsibility to ensure employees wear appropriate PPE as directed and expected, which should include supervisor site visits.
- It is the supervisor’s responsibility to document the outcome of these site visits.

Ladder Safety & Fall Protection

- In Washington State, fall protection of some type is required when employees work at a height of 4 feet or more. Most situations are covered by the “4 foot rule” although there are some exceptions. See typical Fall Protection requirements available at: http://www.washington.edu/facilities/orgrel/files/documents/safety/fall_requirements.pdf
- “Fall Protection” means either guard rails on elevated work surfaces or personal fall protection equipment worn by employees.
- A site specific Fall Protection Work Plan must be developed whenever work will occur in the presence of a fall hazard of 10 feet or more. A work plan form is available on line at: http://www.ehs.washington.edu/forms/ohs/fallplan.pdf Supervisors are responsible for ensuring that their employees comply with this requirement.
- Ladder Safety training is available online at: http://www.ehs.washington.edu/psotrain/factrain.shtm
- Additional information and training on ladder use and selection is available at the American Ladder Institute http://www.laddersafetytraining.org/ and Werner Ladders http://www.wernerco.com/us/en/support/online-safety-training. These online training courses DO NOT replace the “Ladder Safety” course offered by EH&S, but are intended to provide additional information and reinforce knowledge.
- Ladders must be inspected prior to each use.
- FS employees may not borrow ladders from other UW departments, contractors, or any other non FS entity. This does not apply to ladders borrowed from a ladder manufacturer/vendor for trial purposes.
- Use of three legged ladders is prohibited, with the exception of the gardeners who may use orchard ladders as necessary.