

Monthly Meeting Topics Information Sheet July 2020

Please discuss the following topics with your staff. If there are topics that don't apply to your work group or team then it is not necessary to cover those.

Asbestos Requirements & O&M Manual

- All employees (including hourly employees) must receive Asbestos Awareness information and training when initially hired. This online training can be accessed at: <http://www.ehs.washington.edu/training/asbestos-general-awareness-online>
- Many positions in UW Facilities are required to take the in-person Asbestos Awareness class or <1% Asbestos and Lead Worker class annually. These requirements are listed on the employee's training plan.
- It is important to sign the attendance sheet to assure the training is captured for entry into the TMS training database. The online class attendance is updated electronically.
- **All work must be reviewed--before the work begins--**to ascertain whether there is a potential for workers to encounter asbestos. Refer to SAFETY 01-1 (Rev 6/05), "Asbestos Operations and Maintenance," and SAFETY 93-2, "Safety Hazard Review" at: https://facilities.uw.edu/orgrel/safety/fs_safety_manual
- Testing and remediation (i.e., usually abatement) must be accomplished **before the work begins**.
- All personnel should be aware of the Asbestos Access Report that includes restricted areas. See the Asbestos web page for a link to this report: <https://facilities.uw.edu/catalog/rmo> Copies of the report should be printed from the web periodically, posted in your work unit, and checked when planning work.
- Any concerns regarding building materials, intact or damaged, should be referred to your supervisor.

FOR SUPERVISORS/MANAGERS:

- Ensure your employees are in compliance with this training requirement (the course requirement is determined by job class) and are following proper procedures.
- Resolve any concerns brought to you by your employees.

Lead Requirements

- All affected employees (including hourly employees) must receive Lead Awareness information and training. Online Lead Awareness training may be found at: <https://www.ehs.washington.edu/training/lead-awareness---online>. Lead Worker Training is part of <1% Asbestos and Lead Worker training, and in person class provided by UW Facilities. The UW Facilities Training Center can be contacted for scheduling.
- **All work orders must be reviewed before the work begins to ascertain whether there is a potential for workers to encounter lead.** Requirements can be found at: SAFETY 05-3, "Lead Safety" <https://facilities.uw.edu/orgrel/safetypractices/lead> SAFETY 93-2, "Safety Hazard Review" <https://facilities.uw.edu/orgrel/safetypractices/hazard> **A written work plan must be developed before the work begins**, see the link to Work Plan for Lead Containing Materials at: <https://facilities.uw.edu/files/media/2137a-lcm-template.docx>

FOR SUPERVISORS/MANAGERS:

- Ensure your employees are in compliance with this training requirement (the course requirement is determined by job class) and are following proper procedures.
- Resolve any concerns brought to you by your employees.

UW Vehicle Use

- University vehicles are considered a State resource and are to be used for work purposes only at all times. Staff must not drive University vehicles to and from bus stops on or off campus to catch the bus, which is a personal mode of transportation to and from work. University vehicles should remain in the appropriate designated area, building, and/or shop when not in use.
- University vehicles must only be used for official University business. University vehicles may not be driven to establishments for personal use, including banks and eateries, at meals or at rest periods.

Exceptions to allow for rest and meal periods may be made when extended off campus trips are taken or if you are on call. Except in rare circumstances, University vehicles are not to be driven on walkways or landscaped grounds.

- University vehicles may not be parked at disabled access to buildings nor may they obscure disabled access on pathways, walkways, and sidewalks.
- The employee driving a University vehicle is subject to citation when blocking a fire lane or when parked in spaces designated for wheelchair and disabled parking or reserved parking. Parking tickets and citations for moving violations are the responsibility of the employee.
- Talking or sending text messages while holding a wireless device carries a \$124 fine and you could receive corrective action.
- You must always properly fasten your seatbelt around your body while driving or riding in a University vehicle, even at slow speeds on campus.
- If you operate a State owned vehicle, you must have a valid driver license recognized by Washington State and be familiar with and abide by the Motor Pool Policies (Administrative Policy Statement 53.2), Parking and Traffic Regulations, (WAC 478-116), and State and local laws.
- If your driver license is suspended, revoked or expires you must inform your supervisor immediately.
- Operating a University vehicle without a valid driver license, unsafe driving and/or violations are subject to corrective action, up to and including dismissal.
- Vehicles should never be left unlocked; vehicle keys and key cards to restricted parking areas must be safeguarded.
- The State of Washington and UW Fleet Services have contracted with CEI Group to manage accident reporting and limited collision repair services. Post-accident instructions and a UW insurance liability card is located in the glove box of all University vehicles.
- It is no longer required to fill out a hand-written CEI Accident Report form. However, a blank form is available to use in the glove box of all University vehicles to help remind drivers what information they will need to give CEI when they report a vehicle accident.
- Contact CEI at (877) 443-5777 to report the accident within 24 hours of the accident.
- Here is a link to the UW Vehicle Accident Reporting webpage: <https://facilities.uw.edu/catalog/vehicle-rental/reporting>
- Contact police by calling 911. This is a UW policy requirement for all vehicle accidents, except when a University vehicle is the only property that is damaged; there are no possible injuries and no traffic rules or laws broken.
- Fleet Services, in compliance with state law requires that:
 - The driver and all passengers wear their seat belts at all times. It is the driver's responsibility to ensure compliance with this guideline.
 - A seat belt must be available for all passengers - the number of passengers in a vehicle must not exceed the number of available seat belts.

FOR SUPERVISORS/MANAGERS:

- Ensure your employees have a valid Washington State driver license on an annual basis (at a minimum).
- Notify UW Facilities HR if there is a change in an employee's driver's license status.