

MMT

April 2024

Monthly Meeting Topics

Important information you need to know

Read Me Online & Access Links



Evacuating a building

Some emergencies, such as a fire or an earthquake, require that we leave the building. While this seems like a simple thing to do, we can easily become overwhelmed during an emergency. That is why it is critical that you know your building's evacuation procedure and your assembly areas.

Take time to know your building's Emergency Evacuation and Operations plan (EEOP). Find out who your Evacuation Warden is. Explore the posted Safety & Emergency Procedures charts for basic information on building evacuation. Remember to take your keys, coat, and other critical personal belongings. You may not be able to get back into the building right away.

Find your EEOP at: <https://facilities.uw.edu/partner-resources/safety/emergency-evacuation-operation-plans>

Be prepared for emergencies

Emergencies always catch us off guard. But we can be ready. Here's what you need to know to respond in the moment.

Always call 911 during an emergency. And remember to ask to be connected to UW Police if you are on campus. UW Police can usually respond faster on campus.

Take time to remind yourself where fire extinguishers, first aid kits, emergency exits, and other safety gear is located. Review emergency procedures, including the location and operation of alarms.

Best practice is to be prepared to be self-sufficient for a minimum of 72 hours after a major emergency. Basic services such as electricity, water, gas, telecommunications may not be accessible for days, weeks, or longer. A key element of personal preparedness is having a disaster kit in your home, car, and office.

Learn more about **Personal Preparedness** by taking this required course:

<https://uw.bridgeapp.com/learner/courses/65ba7a8b/enroll>

Explore the information and resources offered by Emergency Management:

<http://emergency.uw.edu/>

And sign up for UW Alerts:

<http://www.washington.edu/safety/alert/>

UW SafeCampus has additional resources available:

<https://www.washington.edu/safecampus/>



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Important information you need to know

PPE is for everyone

Always wear the Personal Protective Equipment (PPE) appropriate for the activity you are doing. This is a very important part of doing your work and staying safe.

Supervisors and anyone who assigns work are responsible for assessing the work place and all tasks for hazards using the Hazard Review Checklist, Job Hazard Analysis, or other hazard identification tools and require the use of the appropriate PPE. Employees are responsible for using the PPE that has been assigned, and for identifying unforeseen changes in work that require re-evaluation.

We are all responsible for ensuring our colleagues are wearing the right PPE when we see them doing their work. We encourage everyone to stop unsafe work whenever you see it using the Stop Work or the Husky Pause card.

Learn more about PPE at:

<https://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe>



Wildfire Smoke

Labor and Industries (L&I) has adopted a rule to protect workers who are exposed to wildfire smoke on the job. The rule provides protection for personnel working outdoors who may be reasonably expected to be exposed to wildfire smoke. These workers must be trained if they will continue to work outside during wildfire smoke events with an AQI of 69 or higher.

Learn more at: **<https://www.ehs.washington.edu/environmental/wildfire-smoke>**

**New Training is being developed—we will inform you when it is ready!*

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Important information you need to know

It's getting warm outside

Any employee who works outside for longer than 15 minutes per hour needs to be aware of the factors that can lead to heat-related illness. It's important for you to stay hydrated and know the signs and symptoms of heat-related illness and how to respond.

Warmer air temperatures, higher relative humidity, radiant heat from the sun (or asphalt), conductive heat sources (asphalt, again), intensity of work, or personal protective equipment can all increase susceptibility to heat-related illness. Personal factors such as age, degree of acclimatization, underlying medical conditions like cardiovascular disease or diabetes, use of alcohol, caffeine, or nicotine, and even some prescription medications can all make you more susceptible to heat-related illness.

Learn more at:

<https://facilities.uw.edu/partner-resources/files/media/heat-related-illness.pdf>





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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.

Building Evacuation & Assembly Areas

- Identify your Evacuation Warden.
- Review and discuss your building's EEOP with your staff. Take extra time to plan and document special evacuation needs and plans with any staff who have disabilities.
- Ensure you and your staff know your primary and secondary assembly areas.
- In the event of an evacuation, you must account for all of your employees.
- Review the emergency check-in procedures for staff who may be working on other parts of campus. As the supervisor, you must also be able to indicate which employees are on leave.
- Remind your staff to take personal belongings, such as coats, keys, phones. They may not be able to get back into the building to retrieve them.

Preparing for Emergencies

- Ensure all your employees have taken Intro to Personal Preparedness: <https://uw.bridgeapp.com/learner/courses/65ba7a8b/enroll>
- Identify those on your staff who have been trained in First Aid/CPR and make sure your team knows who they are.
- Ensure all of your team is signed up for UW Alerts: <http://www.washington.edu/safety/alert/>
- Ensure your unit has completed their business continuity planning.
- As a supervisor, make sure your area is stocked with supplies for employees who must stay on campus during an emergency.

Personal Protective Equipment

- As a supervisor or person assigning work, you are responsible to identify and assess the PPE needs of your shop/area employees.



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Supervisor Job Aid

- Hazards may include noise, chemicals, falls, dust, flying particles, slipping, repetitive motion, etc. PPE for these hazards may include earplugs and muffs, gloves, respirators, and non-slip footwear. Reach out to your department Safety staff if you have questions or need help.
- It is your responsibility to ensure all employees wear the appropriate PPE as required.
- You must conduct supervisor site visits regularly to ensure that PPE is being worn.

Wildfire Smoke

- Washington State Department of Labor and Industries (L&I) adopted a permanent rule to protect workers who are exposed to wildfire smoke on the job. The rule provides protection for personnel working outdoors who may be reasonably expected to be exposed to wildfire smoke.
- Make sure your department or shop has a Wildfire Smoke Response Plan before the AQI reaches 69. Use this template: <https://www.ehs.washington.edu/resource/wildfire-smoke-response-plan-template-1423>
- Employees who work outside and may be exposed to an Air Quality Index (AQI) of 69 or greater must take the Wildfire Smoke Training course and be provided respiratory protection for voluntary use.
- At AQI levels of 101, Exposure Controls need to be implemented. You can find the Exposure Controls here: <https://www.ehs.washington.edu/environmental/wildfire-smoke>
- At an AQI of 301 employees working outside must be respirator trained and must use their respirator.
- At an AQI of 500 employees working outside must be provided the appropriate respirator and required to use it.
- The AQI can be found at <https://www.airnow.gov/?city=Seattle&state=WA&country=USA>
- Refer to the Wildfire Smoke webpage for more information and helpful links: <https://www.ehs.washington.edu/environmental/wildfire-smoke>
- Be sure to provide respiratory protection to employees upon request.

Heat-Related Illness

- Supervisors who have employees working outside for more than 15 minutes per hour should review the heat-related illness rule. We recommend printing and posting these links. https://www.osha.gov/SLTC/heatillness/dropin_article_long.html
- Ensure your employees who work in these conditions know the warning signs and symptoms by reviewing the following document with them: <https://facilities.uw.edu/partner-resources/files/media/heat-related-illness.pdf>

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Supervisor Job Aid

- On days when temperatures require preventative measures, employees who work outdoors should have an increased amount of water available to them and make sure that someone can quickly respond to any employee with symptoms. Check in with your employees working outside frequently.
- Additional information regarding heat-related illness can also be found at: The National Institute for Occupational Safety and Health (NIOSH) features a topic page on heat stress at: <http://www.cdc.gov/niosh/topics/heatstress>
- The Occupational Safety and Health Administration (OSHA) also has an information page on heat stress at: <http://www.osha.gov/SLTC/heatstress/index.html>

Contact Partner Resources if you have any questions or concerns.

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