

MMT

July 2024

Monthly Meeting Topics



Important information you need to know

Using UW Vehicles

UW Vehicles are state resources, and must be used only for work purposes.

UW vehicles may not be used by staff for personal use, such as banks, restaurants, or to bus stations on or off campus. This sort of use is prohibited, even during meals or rest periods, or after hours. All keys and vehicles should be returned to their designated area, building, or shop immediately after use or at the end of a shift.

Vehicles should never be left unlocked; vehicle keys and key cards must be safeguarded.

UW vehicles should not be driven on pathways, walkways, or sidewalks. All laws must be followed while driving UW vehicles, including use of seatbelts, and no staff member may text or make calls while driving. A vehicle may not carry more people than the number of seatbelts available, and all passengers must wear a seatbelt.

If you break a law while driving, you are responsible for any and all fines. The department will not pay for your tickets. You may also be subject to corrective action.

Operating a UW vehicle without a valid driver license is subject to corrective action, up to and including dismissal. If your license becomes suspended, expired, or revoked, you must inform your supervisor immediately.

If you are in an accident that results in injuries or damage to another vehicle, call 911 immediately. Police must be contacted 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. All accidents must be reported to the CEI Group at 877-443-5777 within 24 hours.

Bottom line: use UW vehicles for work purposes only, and follow all state and local laws while driving.



Building a hospitable workplace, together.

Our workplace should be a respectful, courteous, and a safe place for all of us. It is up to each of us to make this possible, by refraining from verbal or physical conduct that is threatening, demeaning, or intimidating.

Conflict sometimes happens at work, and that's okay. We encourage you to give people the benefit of the doubt. Listen with positive intent. Be kind to those around you. Help us make UW Facilities a better place to work by going out of your way to respect those around you. Learn more at:

<https://facilities.uw.edu/partner-resources/files/media/hospitable-workplace.pdf>



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Monthly Meeting Topics

Read Me Online & Access Links



Important information you need to know

Asbestos Requirements and O&M Manual

Asbestos is a potentially dangerous material to work with, and it is important that we keep ourselves and each other safe.

All work that impacts building materials must be reviewed—**before the work begins**—to determine whether there is a potential for workers to encounter asbestos. Refer to the Safety manual to make sure this is done properly:

<https://facilities.uw.edu/partner-resources/safety/manual>

Testing and remediation or abatement must be completed **before the work begins**.

All employees need to complete their designated Asbestos training before you are assigned work. Check with your supervisor to ensure you are up to date on this required training.

All employees should be aware of the Asbestos Restricted Access Report. This report should be checked regularly when planning work. You can find the report here:

<https://facilities.uw.edu/catalog/rmo>

If you have any concerns about building materials, contact your supervisor.



Lead Requirements

Lead is also a potentially dangerous material to work with and around.

All work that impacts building materials must be reviewed - **before the work begins** - to discover if there is a potential for workers to encounter lead. Refer to the Safety manual to make sure this done is properly:

<https://facilities.uw.edu/partner-resources/safety/manual>

A written work plan must be developed **before the work begins**. Follow this link to the Work Plan for Lead Containing Materials template:

<https://facilities.uw.edu/files/media/2137a-lcm-template.docx>

All employees need to complete their designated Lead training before being assigned work. Check with your supervisor to ensure you are up to date on this required training.

Recognize your colleagues!

Recognizing our colleagues is everyone's job. It only takes a moment to acknowledge the good work of your co-workers, teammates, and others you work with, but it can be incredibly meaningful. **Bottom line: take a moment to say thanks!**

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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.

UW Vehicle Use

- Remind your team that UW vehicles are for work use only. Vehicles may not be used for personal trips, including on an employee's break time.
- Visually check that your employees have a valid Washington State driver license on an annual basis (at a minimum).
- If a change in an employee's driver license status impacts their essential job duties, notify UW Facilities HR, and update the employee's department file.
- 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 the CEI Group when they report a vehicle accident.
- UW Vehicle Accident Reporting webpage can be found here: <https://facilities.uw.edu/catalog/vehicle-rental/reporting>
- Ensure your team understands that police must be contacted for all vehicle accidents, except when a University vehicle is the only property that is damaged and there are no possible injuries and no traffic rules or laws broken.
- Employees must not take vehicle keys home with them after their shift. All keys and vehicles must be returned to their designated area, building, or shop.

Hospitable Workplace

- We recommend starting this discussion by sharing with your team why it is important to you that we make UW Facilities a better place to work for everyone, regardless of who they are. For example, you might say:

"I think it's really important that we are all comfortable coming to work every day, because we spend a lot of time together and I want us to enjoy being here."

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Supervisor Job Aid

- After informing your team how important this topic is and what it means to you, please read aloud to your team the Hospitable Workplace statement located in the Employee Handbook and at <https://facilities.uw.edu/partner-resources/files/media/hospitable-workplace.pdf>
- Please make sure the Hospitable Workplace statement is posted in a visible location within your shop or area.
- Provide time for any questions your team may have.
- Remind your team that by working at UW Facilities they have committed to creating an open and hospitable work environment for all.
- If you are unfamiliar with this topic or need more information, contact your UWF Employee Relations Manager.

Asbestos Requirements and O&M Manual

- Ensure your team is up to date on all required Asbestos training. Contact the Training Center if you have questions. You can quickly see the status of your team's safety training using reports located on the TC's webpage: <https://facilities.uw.edu/partner-resources/training/safety-training-reports>
- Ensure your team is determining whether there is a potential for workers to encounter asbestos, and that this is being done before any work that impacts building materials begins.
- Employees must be trained before they perform any work that impacts less than 1% asbestos material.
- Report any unanticipated disturbances of building materials to the Regulated Materials Office (asbestos@uw.edu or 206-910-5781). Reach out to your safety staff or representative if you have any questions or concerns.

Lead Requirements

- Ensure your team is up to date on all required Lead training. Contact the Training Center if you have questions. You can quickly see the status of your team's safety training using reports located on the TC's webpage: <https://facilities.uw.edu/partner-resources/training/safety-training-reports>
- Ensure your team is determining whether there is a potential for workers to encounter lead, and that this is being done before the work begins.
- Report any unanticipated disturbances of building materials to the Regulated Materials Office (asbestos@uw.edu or 206-910-5781).
- Reach out to your safety staff or representative if you have any questions or concerns.

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Supervisor Job Aid

Employee Recognition

- Recognizing your staff is an important part of your role as a supervisor and is expected of all supervisors. **These meetings are a great opportunity to recognize your colleagues.**
- There are many ways to recognize the achievements and contributions of your employees. You can get some ideas and learn more at: <https://facilities.uw.edu/partner-resources/human-resources/employee-recognition>
- Employees prefer to be recognized in different ways. Be sure to get to know how each of your team members prefers to be recognized. This will help you avoid putting individuals in the spotlight if they are uncomfortable with that type of recognition.
- If you would like guidance on how to recognize your team in a genuine and authentic manner, reach out to your fellow leaders for help. Find out what other leaders are doing and what works well for their teams.

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

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