

MMT

September 2024

Monthly Meeting Topics

Read Me Online & Access Links



Important information you need to know

Campus safety

As Facilities employees, we all play an important role in the security and safety of the University. Because our jobs take us all over the campus, we are often the first to notice people, packages, or circumstances that appear out of place. When we see something, **don't hesitate to call 911** and let your supervisor know as well. And if you call from a cellphone, always ask to be transferred to UW Police for a faster response.

Never let anyone other than authorized UW Facilities employees, or someone you know has authorization, into locked rooms or buildings on campus. Refer people you do not know to UW Police for building access.

Pay attention to increased restrictions on access to certain areas, such as laboratories and other research areas, and always comply with special access instructions.

Remember that UW Facilities employees are issued photo ID badges and are expected to wear their badge while at work.



Maintaining trust with our clients.

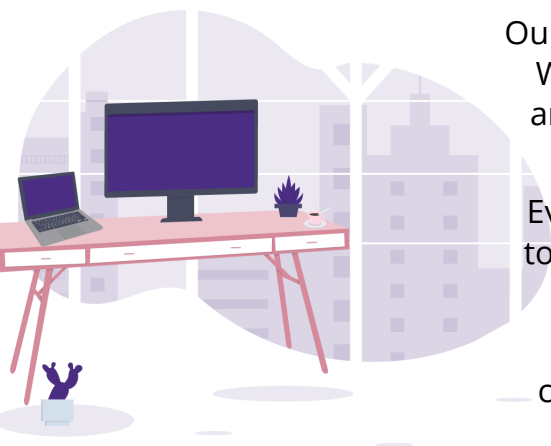
Our clients on campus trust us to work in their personal workspaces. When that trust is broken, we cannot get our work done effectively and achieve our goals. It is up to each of us to be as thoughtful and considerate when working in another's office, lab, or other space.

Even though some items on desktops or in client areas may appear to be trash or recycling, that is not our decision to make. We should only discard items that are in a proper waste receptacle.

We should also never remove items from the garbage or recycle containers for personal use. That is considered theft, and all forms of theft will not be tolerated.

UW Facilities resources, such as tools or equipment, should be disposed of via UW Surplus. Remember that you cannot borrow, loan, or remove UW property or resources for use at home.

If for any reason you have a question if something is considered trash, call your supervisor for clarification before throwing it away.



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Important information you need to know

Take extra care around laboratory equipment & fume hoods

Laboratory workers—not UWF staff—are responsible for preparing their lab equipment for maintenance and repair work. They must also clear the area surrounding the lab equipment to provide safe, unobstructed access. UW Facilities employees are expected to stop work if the lab area and equipment are unclean.

Laboratory workers, not UW Facilities, must complete and post a Laboratory Moveout Form when leaving a laboratory or moving to a new location. This form will document that they have cleaned the area. It is to be posted inside the laboratory near the door. If the form is not posted, the Lead, Supervisor or Project Manager must contact the department to have the area cleaned. Lab equipment designated for removal or demolition must also be cleaned and labeled.

The Laboratory Moveout Form can be found at:

<https://www.ehs.washington.edu/system/files/resources/1800.pdf>



Required safety training

All staff are required to attend and complete their scheduled safety training, including self-paced, online training. Regulatory required safety training is not optional.

Any employee who is out of compliance with any safety training **may not** conduct work covered by that topic. Conducting work while out of compliance with safety training required to perform that work is subject to corrective action, up to and including dismissal.

You can check your training status using the reports on this webpage:

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

You can also reach out to the Training Center for more information.



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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.

Identification and Security

- Employees are issued a UW Facilities photo ID badge upon employment and are expected to wear their ID badge while at work.
- Encourage your team to report out of place people, packages, or circumstances as soon as possible—UW Police would rather hear about a false alarm than let something happen that could have been prevented.

Theft & Trust

- Maintaining trust with your clients is critical to the mission & vision of UW Facilities. You are expected to teach and model trustworthy behavior.
- Remind your team that removing items from the trash for personal use is theft and an ethics violation.
- Theft will not be tolerated in UW Facilities, and any employee who is found to have committed theft is subject to corrective action, up to and including dismissal.

Laboratory Equipment / Fume Hood Decontamination

- **IMPORTANT NOTE:** Any shop that provides services to laboratories must review all of the Safety Practice (see link below) information **at least annually** with impacted staff. A written work plan is required any time work is to be done in or around a chemical fume hood or ducts.
- Remind your team that the Laboratory Moveout Form must be posted before working with laboratory equipment.
- UW Facilities employees are expected to stop work if the area is unclean.
- <https://facilities.uw.edu/partner-resources/safety/manual/lab-equipment>

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Supervisor job aid

Safety Training

- All employees are required to attend their scheduled safety training.
- Any employee who is out of compliance with their safety training **may not conduct work related to that topic.**
- You can check the training status of your team using the reports on this webpage: <https://facilities.uw.edu/partner-resources/training/safety-training-reports>
- If you or one of your staff need translation services, please use the vendors listed on the Leader's Toolkit: <https://facilities.uw.edu/partner-resources/human-resources/leaders-toolkit>

UW Required Bulletin Boards

- Federal, state, and UW laws and policies require certain posters and flyers to be printed and posted where employees can see them. Below is a list of what is required, with links to online versions.
- Washington State Posters can be accessed in PDF format at: <https://www.lni.wa.gov/forms-publications/required-workplace-posters>

Emergency Procedures (02/22)

<https://www.washington.edu/uwem/plans-and-procedures/uw-emergency-procedures/>

Equal Employment Opportunity is THE LAW (06/23)

<https://www.eeoc.gov/employers/eeo-law-poster>

Family and Medical Leave Act Poster (US DOL) (04/23)

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Paid Family and Medical Leave Poster (10/23)

<https://paidleave.wa.gov/app/uploads/2023/10/2024-Paid-Leave-Required-Poster.pdf>

Fair Labor Standards Act (FLSA) (2024)

https://www.seattle.gov/documents/Departments/LaborStandards/2024_OLS_MW_WorkplacePoster_web.pdf

UW Hazard Communication Poster

<http://www.ehs.washington.edu/system/files/resources/GHS-pictograms-poster.pdf>

Job Safety and Health Law (07/22)

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<https://lni.wa.gov/forms-publications/F416-081-909.pdf>

Notice to Employees - If an Injury Occurs (12/12)

<https://lni.wa.gov/forms-publications/F242-191-909.pdf>

Preventing Violence [Safe Campus] (2022)

<https://www.washington.edu/safecampus/promotional-materials/>

WA State Minimum Wage [posting recommended by WISHA, not required]

https://lni.wa.gov/workers-rights/_docs/FY24-1412024MinimumWageAnnouncementEnglish.pdf

Your Rights as a Worker in WA (09/23)

<https://lni.wa.gov/forms-publications/F700-074-000.pdf>

EH&S Exposure Response (09/19)

<https://www.ehs.washington.edu/system/files/resources/exposure-response-poster.pdf>

You May be Eligible for Unemployment Benefits If you Lose Your Job (10/17)

<https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/about-employees/ESD-unemployment-benefits-poster.pdf>

The University of Washington Wants Your Help to Stop Sexual Violence (09-08)

<http://www.washington.edu/facilities/orgrel/sites/default/files/documents/resources/stop-sexual-harassment-poster.pdf>

Uniformed Services Employment and Reemployment Rights Act (USERRA) (04/17)

http://www.dol.gov/VETS/programs/userra/USERRA_Private.pdf

WISHA Employee Discrimination Protection (07/22)

<https://lni.wa.gov/forms-publications/F417-188-909.pdf>

Contact Employee Relations if you have any questions or concerns.

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