

# MMT

November 2024

## Monthly Meeting Topics

Read Me Online & Access Links



*Important information you need to know*

### **Winter driving takes extra attention.**

Winter weather means slick roads and less visibility. Be extra cautious when driving on campus these next few months.

Some pro tips: give yourself more travel time so you can go slower; lower the risk of skidding by slowing for turns and stops earlier; A.B.S. brakes work but need more stopping distance; keep headlights clean; and check weather forecasts and road condition reports before setting out. Keep an eye out for pedestrians and bicyclists, who may be harder to see during winter conditions.

And of course, always follow all laws while driving, use your seatbelt, and do not use any electronic device while driving.



### **Retaliation: don't do it.**

University policy prohibits retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation. Retaliation means to take adverse action against an individual because they have exercised their rights protected under this policy.

Per University policy, any member of the University community who violates any aspect of this policy is subject to corrective or disciplinary action, including, but not limited to, termination of employment.

### **Electrical safety is for everyone.**

Electrical safety is for everyone, we all work on, around, or with electrically powered devices.

Before you work on or with electrical equipment, make sure you have the required training and authorization. This includes everyday items like extension cords, surge protectors, Ground Fault Circuit Interrupters (GFCI), etc. Never repair tools you are not authorized to repair.



# MMT

November 2024

Monthly Meeting Topics



*Important information you need to know*

## WORK SAFE, HOME SAFE

**We are all responsible for our own safety and the safety of those around us.**

Making safer choices is about making life better for ourselves, our co-workers, our families and others.

When each of us cares about the people around us, we own our individual safety responsibility to others and ourselves. We can do more than just comply with safety regulations, best practices, and work programs. One tool to help us look out for our co-workers is our UWF Stop Work Authority, which means each of us has the authority to stop any work we believe to be unsafe.

**If you see something you believe is unsafe, you need to say something!**

We recommend using one of the following methods:

### The Direct Approach

Talk to the employee doing the work and share your concern. Start a conversation with them about the issue. Be calm and courteous, and avoid making accusations. If you explain that you are worried for their safety these conversations can be really effective.



### The Chain of Command

We get it—sometimes you might not feel comfortable having a conversation about safety directly. If that's the case, contact the employee's lead, supervisor, or manager and let them know about your concern. If they aren't available reach out to your own supervisor.



### The Referral

If your supervisor or the other employee's supervisor is not available, you can also contact your department's safety staff, who can help find the right people to talk to about the situation.



After discussing your concern with the appropriate folks, if there are questions about the activity or the correct way to conduct it safely, please contact EH&S or the UW Facilities Safety staff for clarification. If the work is being done by a contractor or other non UW employee, contact the relevant maintenance zone, the Project Delivery Group, or Facilities Construction.

**IF THE ACTIVITY OF CONCERN IS IMMEDIATELY DANGEROUS TO LIFE AND HEALTH, ALWAYS ATTEMPT TO STOP THE WORK AND IMMEDIATELY NOTIFY EH&S AT 206-543-7262.**

# Open Enrollment **ENDS EARLY**

October 28th—November 25th

This is the annual opportunity for employees to enroll in or make changes to their benefits including:

- Enrolling in or changing medical, vision and/or dental coverage
- Adding or removing eligible dependents to/from medical, vision and/or dental plans
- Choosing your new vision plan (\*Important Change! See Below)



\*Benefit-eligible employees will now be able to choose between three new standalone vision plans. If you don't act, you and your dependents currently enrolled on your medical plan will be automatically enrolled in the default plan, MetLife Vision.

## Need Help?

UW Benefits team members will be available in-person to provide open enrollment support. No appointment needed!

*\*Employees should ask their supervisor about release time\**

**WHEN:** Wednesday, October 30th

**WHAT TIME:** 8:30am-4:30pm

**WHERE:** UWF Training Center – conference room

### What Should I Bring?

- DUO Two-Factor Authentication (on your smartphone or token) in order to log in to Workday
- Dependent verification documents (have a scan or photo available to attach to your Open Enrollment event in Workday, if needing to add a dependent)

You can always review your **current benefit plans** in Workday by selecting Menu > Apps > Benefits and Pay Resources then, using the menu on the left side of the screen, selecting Benefits > Benefit Elections.

*\*The Benefits Office is NOT authorized to assist with questions specific to benefit plans or provide advice.*

Learn More at:

<https://hr.uw.edu/benefits/openenrollment2025/overview/>



# MMT

November 2024

## Monthly Meeting Topics



### *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.

### **Winter Driving**

- Driving on campus is always hazardous, but even more so during winter months.
- Remind staff to follow the campus speed limit (20 mph) and to drive cautiously at all times.
- Emphasize the importance of keeping an eye out for pedestrians and bicyclists, who may be harder to see during winter conditions.
- Make sure University vehicles are properly equipped for winter conditions. Work with UWF Fleet Services as needed.
- Review Fleet Services information on winter driving at: <https://facilities.uw.edu/catalog/vehicle-rental/safety>

### **Retaliation**

- Retaliation is never acceptable.
- Please ensure that UW Executive Order 31 is printed and posted in your shop area. You can find it at: <https://www.washington.edu/admin/rules/policies/PO/EO31.html>
- If you or your employees have concerns about retaliation in the workplace, please contact UW Facilities HR immediately.

### **Electrical Safety**

- Please review the information on the following links and share with your staff. Do not assume that they already know this information.
- Electrical Hazards <http://facilities.uw.edu/partner-resources/files/media/electrical-hazards.pdf>
- Ground Fault Circuit Interrupters (GFCIs) <http://facilities.uw.edu/partner-resources/files/media/gfci.pdf>

# MMT

November 2024

## Monthly Meeting Topics

Read Me Online & Access Links



### *Supervisor job aid*

- Extension Cords <http://facilities.uw.edu/partner-resources/files/media/extension-cords.pdf>
- Ensure that new employees review the information in the links above.
- We recommend posting copies of the documents linked above in the shop so they are readily available.
- Supervisors should review the electrical safety training requirements for the job titles that report to them to assure employees are enrolled in and are current (pun intended) for the level of electrical safety training required for their position.
- If you supervise staff who work with electricity, you must cover the linked items below with your team:
  - UWF Energized Electrical Work Practice: <https://facilities.uw.edu/partner-resources/files/media/electrical-energized-workpractice.pdf>
  - Required Daily Fire Rated Clothing policy: <https://facilities.uw.edu/partner-resources/files/media/arc-rated-clothing.pdf>
  - Energized Electrical Work Permit: <https://facilities.uw.edu/partner-resources/safety/manual/electrical-safety>

### **Safety Responsibilities**

- Each of us is responsible for the safety of the people we work with.
- We encourage you to lead a discussion with your team about how to use the **Stop Work** program respectfully.
- As a supervisor, you have additional responsibilities. You have the greatest opportunity to influence the safety of your team. Helping others understand why and how to work safely and educating those you work with about safe work practices is an important part of your role. Make sure your team has attended the training they need before assigning them work, and they apply what they learn. Ensure they are using their PPE.
- Coaching your team and modeling good safety behaviors are keys to your success.
- When using your Stop Work authority, remember to be respectful and courteous with the people you are helping. When you do this you show the team that you value their safety and well-being and will help teach them to respectfully engage their co-workers.

### **Open Enrollment**

- Open Enrollment (**October 28th—November 25th**) is a once-a-year opportunity for PEBB benefits-eligible employees to enroll in or make changes to their health plan elections or enroll in a Flexible Spending Arrangement (FSA) or the Dependent Care Assistance Program (DCAP).
- **IMPORTANT!** Remind your staff that Open Enrollment ends earlier than normal this year. Open Enrollment ends on November 25th. **IMPORTANT!**

# MMT

November 2024

## Monthly Meeting Topics

Read Me Online & Access Links



### *Supervisor job aid*

- Open Enrollment changes are made in Workday and go into effect the following January 1.
- Remind your staff that they must select a vision plan during this year's Open Enrollment. If an employee forgets to select a vision plan during Open Enrollment, they will be automatically enrolled in the MetLife Vision plan.
- The Benefit's Office will be at the Training Center Conference Room on October 30th from 830am—430pm to assist staff with making Open Enrollment changes.
- Please note that the Benefit's Office is NOT authorized to provide advice. They are there to help staff navigate Workday.
- Please allow your staff release time to attend the Benefit's Office session on October 30th if they request it. Employees should arrange this time with their supervisor in advance.
- Staff can find benefit comparison information at the following links:

#### ***Health Plans***

<https://hr.uw.edu/benefits/insurance/health/compare-plans/plan-costs-premiums-deductibles/>

#### ***Vision Plans***

<https://www.hca.wa.gov/assets/pebb/50-0108-pebb-vision-benefits-at-a-glance-2025.pdf>

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

**Anne Marie Marshall**

206-221-4349

maxmarsh@uw.edu

**Leah Quezada**

206-221-4350

quezadal@uw.edu