

MMT

December 2024

Monthly Meeting Topics

Important information you need to know

Read Me Online & Access Links



SafeCampus—you are not alone.

We all play a part in recognizing and preventing violence at UW.

SafeCampus—a UW specific violence prevention and response program—is available to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus is staffed by professionals trained to provide guidance and tailored plans to you or others experiencing threats, violence, sexual harassment, relationship violence, and more.

Call SafeCampus at **206-685-7233**

Learn more at: <https://www.washington.edu/safecampus/>



Hazardous Waste.

Our role as Facilities staff sometimes requires us to handle or dispose of hazardous chemicals or waste. We must comply with federal, state, and local hazardous waste regulations at all times.

Disposal of hazardous waste in drains, trash cans, or by evaporation is a serious violation punishable by fines. All staff are expected to follow all instructions on how to handle or dispose of chemical and hazardous waste. Do not dump items at the Environmental Safety Storage Building (ESSB). If you have any questions about hazardous waste disposal, contact your supervisor or EH&S.

Don't forget the permits.

Hot Work Permits are required by Fire Code when using portable hot work equipment outside of a welding booth. Examples include brazing, arc welding, and torch down roofing.

A trained fire watcher must be on location during the work, and for 30 minutes after the work is completed. The Hot Work Permit must also be on site during work and subsequent fire checks.

To become a trained fire watcher requires EH&S Fire Extinguisher training and knowledge of the safety information for Hot Work Permits.

Hot Work Permits are obtained through AiM.



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Safely working around Radio Frequency Devices.

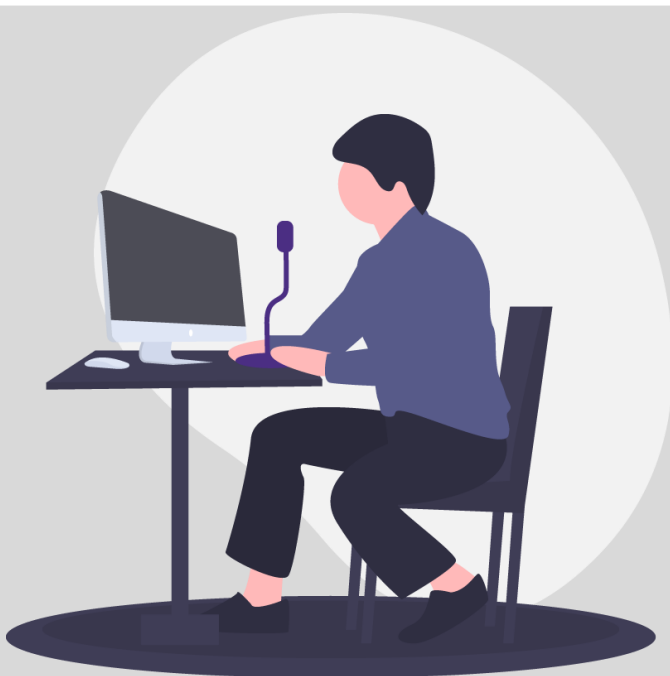
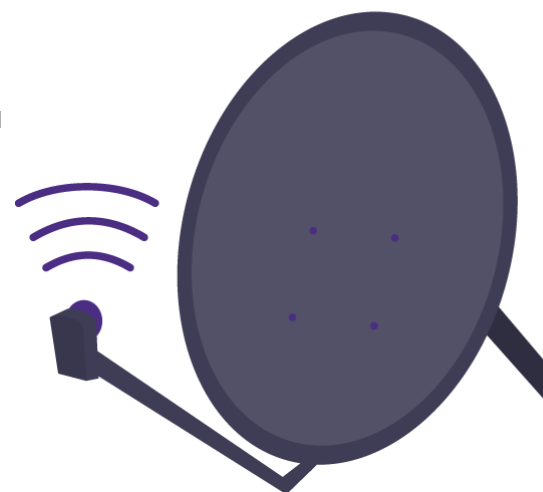
The UW campus is big. A big campus means we have telecommunication devices that generate radiofrequency (RF) radiation. Here is what you need to know to stay safe.

Wireless antennas, including cell towers, produce RF radiation, and have been installed on various campus rooftops. These antennas may have posted warning signs with restricted access. You must have RF Safety Awareness Training, and may need authorization from EH&S before entering one of these areas.

Any time you need to work near a designated cell tower or antenna, you must obtain authorization from your supervisor. You are required to follow all training and safe work practices outlined in the Radio Frequency Safety Exposure Categorization info sheet: https://www.ehs.washington.edu/system/files/resources/RF_Safety_Exposure_Categorization.pdf

Some areas may require a monitor be worn by the employee working closest to the RF designated exposure area. Always check and comply with all posted requirements.

For more information, contact your supervisor or the Radiation Safety Office (206-543-0463).



Using Radios

All staff who use radios need to review their shop/area's procedures for proper radio use. This includes staff who might only use radios during emergency operations.

Always ensure your assigned radio is working properly, and notify your supervisor if you are experiencing any problems with your radio.

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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.

SafeCampus

- As a supervisor, we strongly encourage you to learn the warning signs that one of your staff may be experiencing workplace or personal violence and to contact SafeCampus when you see concerning behaviors in another person. Learn more at: <https://www.washington.edu/safecampus/>

Hazardous Waste

- Review procedures for proper disposal of various types of wastes, including chemicals, shop rags, etc. that are applicable to your shop/area. See EH&S web site for additional information: <http://www.ehs.washington.edu/epowaste/index.shtm>
- Inform your employees that they are not to drop items off at the Environmental Safety Storage Building (ESSB) without proper labeling, paperwork, and notification.
- The Chemical Waste Guide for UW Facilities can be found here: <http://www.ehs.washington.edu/system/files/resources/chemical-waste-guide-facilities.pdf>
- The Washington State Department of Ecology governs chemical waste management. Local city and county governments regulate discharges to the sanitary sewer systems and solid waste landfills.

Hot Work Permits

- As a supervisor it is your responsibility to ensure that Hot Work Permits for work that your team does are completed in AiM.
- The AiM Hot Work Permits are to be used by UWF employees for UW Facilities work only (not for contractors).
- The UWF Hot Work Program can be found at <https://facilities.uw.edu/partner-resources/safety/manual/hot-work>

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Supervisor Job Aid

Radio Frequency Safety

- Ensure your team has attended RF Safety Awareness training prior to assigning any work near RF generating devices. Reach out to the Training Center for help scheduling this training.
- Before assigning work, ensure that that all appropriate signage is posted and that barrier or restriction lines are clearly indicated. If signage is missing, contact the Radiation Safety Office at 206-543-0463.
- You are also required to ensure that any contractor or visitor under your authority is aware of these hazards before entering these areas.

Radio Use

- Ensure your staff regularly reviews proper radio operations and model this behavior yourself.
- Refer questions about radio procedures to the Radio Operations Center at 206-685-1480.

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

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