



Working with state & federal health & safety inspectors

Following the standards set by the state is important. To help us do that, regulators from various agencies, like L&I or the Department of Ecology, may drop in for random inspections.

Inspectors must be accompanied by an EH&S escort. If you see an inspector, do not show them around, but rather contact your supervisor. Know that the regulators are here as partners to ensure a safe work environment for everyone.



First Aid Kits need love, too

First Aid Kits need attention from time to time. Have you or someone from your shop checked on your First Aid Kit lately? Do you know where it is?

Make sure you check and refill the contents as needed, and throw away any expired products. Replacement kits are available through UWF Stores. Do you know what your shop's process is for this? Learn more at:

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



Mind the keys

As the keeper of all the keys to the campus, we have extra responsibility to ensure security at all times. All UW keys and key cards should be closely guarded while on duty, and locked away safely at night.

Do not leave any UW keys, Husky cards, or other key cards in a vehicle or unattended. Staff key rings need to be stored in key safes at the end of each work shift and all checked out keys need to be returned the same day they were checked out.

Keys should not be shared or loaned out to anyone, taken home/off campus, and definitely not duplicated. This goes for access codes and electronic keys too. The only key that can be taken off campus is the key that allows access to your office or reporting station (or individual file cabinets/desk drawers).

You must inform your supervisor immediately if a key becomes lost or if you accidentally take keys home with you at the end of a shift.



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Monthly Meeting Topics

Important information you need to know



We got your back

Sometimes the things that seem the least dangerous are very hazardous. Safe lifting is one of those things. Following safe lifting techniques can save your back.

Training provided by EH&S is required every 5 years for anyone who regularly lifts 20 lbs. or more.

Back injuries can happen to those who do not lift heavy weight as well. Folks who sit at a computer and even those who merely push or pull weight can be impacted.

Use proper equipment or team lifts where possible, and always lift with safe and proper technique.

Learn more at: <https://uw.bridgeapp.com/learner/courses/d83670e2/enroll>



Lockout/Tagout: it's more than just electricity

Lockout/Tagout procedures are designed to control hazardous energy in any form, not only electricity. Lockout/Tagout (LOTO) prevents injuries that could happen when stored energy is unexpectedly released, such as mechanical, hydraulic, chemical, thermal, gravitational, and residual energy.

Employees locking out equipment must use locks standardized and designed for LOTO by color, shape, or size. No combination locks are allowed. Work with your supervisor to be issued the appropriate locks for your shop.

To help keep you safe, review the Lockout Safety section of the UW Facilities Safety Practices Manual at:

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

Follow the Husky Pause steps:

Do you know the task you are about to do? Are you aware of all the other activities in the area?

Do you know how to protect yourself and others? Do you have the right PPE and tools for the job? Do you have all the permits and plans necessary? And do you have the training, knowledge, and authority to do this work?

Remember, when it comes to LOTO, it's not just you that could get hurt.



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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.

State & Federal Health & Safety Inspections

- You must explain to employees the expectations about what to do when any inspector arrives on site: contact your supervisor immediately and do not show or discuss anything with the inspector until an EH&S representative arrives.
- **Seattle Fire Department does not require an EH&S escort**; however, staff should not show or discuss anything with them until directed by their supervisor. For all other agencies make sure your team knows the inspector should be accompanied by an EH&S escort.
- If an inspector arrives without an EH&S escort, please contact UW Facilities Safety (206-685-8262 or rfouty@uw.edu) and EH&S (206-543-7262) immediately, and advise the inspector to await the arrival of the EH&S representative.

First Aid Kits

- Ensure all your staff know where the first aid kits are located in your area.
- Please ensure that you or your team are regularly checking and restocking all First Aid Kits. Contents should be listed on the kit. Check kits quarterly at the least, monthly is recommended.
- Refer to the written policy regarding what is allowed in your first aid kit, and make sure to follow this policy. Learn more at: <https://facilities.uw.edu/partner-resources/files/media/first-aid-kit-contents-safety-manual-2019.pdf>
- Here is a link to UWF Safety Manual for First Aid Kits and Training: <https://facilities.uw.edu/partner-resources/safety/manual/first-aid>

Keys (and Husky cards)

- Please emphasize the importance of maintaining key security with your team. All UW Keys, key cards, or any other means of electronic access must be safeguarded while on duty and returned and locked up at the end of the work shift.



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Important information you need to know



- Individual Husky cards with access to campus buildings must be safeguarded at all times. Do not loan or share your Husky card.
- Ensure there is a documented process for tracking, issuing, and safeguarding keys.
- Employees who are subject to recall after hours are allowed to take home only those keys that are necessary to access their shop or office. Most Zone access is now controlled by CAAMS and is assigned to employee Husky cards.
- Keys must be kept on employees at all times, may not be taken home or off campus, loaned to anyone, and never duplicated. Access codes should not be shared with unauthorized persons.
- Remind your team they **must** report any lost keys to you immediately. All keys and electronic access cards should be returned to you immediately upon termination of any employee.
- Do not label keys with any information that would indicate what they open, and do not allow your team to keep and maintain a list indicating what they open.
- Master Keys should not be assigned to employees, but rather checked out on an as needed basis and locked up at the end of each day in a key safe. These keys are primarily for first responders and FOMS, as they control multiple buildings.

Reach out to the Lock Shop for more information: <https://facilities.uw.edu/services/building-access>

Back Protection

- Please ensure all of your team is up to date with the Back Injury and Prevention Training. You can view your team's training status here: <https://facilities.uw.edu/partner-resources/training/safety-training-reports>
- As a supervisor, you have an opportunity to ensure your team is using safe lifting principles by observing their behavior, coaching them when necessary, and modeling safe lifting behavior yourself. We recommend you encourage team lifts and utilizing proper equipment when needed.

Lockout/Tagout (LOTO) Safety

- Please ensure all of your team is up to date with the Lockout/Tagout Safety Training. Employees that are out of compliance with their training may not perform work involving Lockout/Tagout.
- You can view your team's training status here: <https://facilities.uw.edu/partner-resources/training/safety-training-reports>
- As a supervisor, you must complete an annual **Supervisor Lockout/Tagout Authorized Person(s) Periodic Review** for each employee who perform Lockout/Tagout activities.

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However, you should also regularly be in the field observing and ensuring LOTO best practices are followed at all times. You can find the form here:

<https://www.ehs.washington.edu/system/files/resources/lotto-authorized-person-review.docx>

- Please ensure that written procedures are developed for LOTO activities with more than one source of energy, or more than one person. Use the following forms for documentation:

<https://ehs.washington.edu/system/files/resources/LOTOProcedure.PDF>

<https://ehs.washington.edu/system/files/resources/LOTO-Field-Procedure.pdf>

- Lockout/Tagout records must be kept for 6 years.
- You are responsible for issuing the appropriate locks to your employees.
- A form for the development of Standard Operating Procedures can be found here:
<https://facilities.uw.edu/partner-resources/safety/manual/hazard-review>

Contact your Partner Resources if you have any questions or concerns.

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