

University of Washington

UW Facilities

Monthly Meeting Topics

The topics listed below must be addressed in the meeting held each month. Monthly topics related to safety that are not applicable to any of your employees do not need to be covered.

Record the meeting, its topics, and attendance on the meeting sign-in sheet. Be sure that names are legible, that the sign-in sheet includes the topics covered, and who facilitated the meeting. **Sign in sheets must be retained by the department for six years from the date of the meeting.**

January	February	March
Hospitable Workplace Accident Reporting/OARS Driver License Verification Family & Medical Leave Act (FMLA) Paid Family Medical Leave (PFML)	Ethical Standards for State Employees Conflicts of Interest Using State Resources - Work Computers Safety Hazard Review (HRCs/JHAs) Reporting Safety Hazards Vehicle Accident Reporting	Overtime & Compensation (Comp) Time Disability Accommodation Process Washington Employee Assistance Program (WA EAP) Warning Signs/Labels Ladder Safety & Fall Protection
April	May	June
Building Evacuation/Assembly Areas What to do in an Emergency Personal Protective Equipment Wild Fire Smoke	Alcohol & Drug Policy UW Workplace Violence Policy Lab Equip/Fume Hood Decontamination Reporting of Outside Work Hazard Communication Heat Related Illness	Attendance Leave Policies Eye Protection Hearing Conservation Preventing Sexual Discrimination and Sexual Harassment in the Work Environment
July	August	September
UW Vehicle Use Hospitable Workplace Asbestos Requirements & O&M Manual Lead Requirements Employee Recognition	Compliance Inspections (L&I, EPA, etc.) First Aid Kits Keys Back Protection Lockout/Tagout (LOTO) Safety	Identification and Security Theft & Trust Laboratory Moving Out Checklist Required Safety Training UW Required Bulletin Boards
October	November	December
Open Enrollment Update Emergency Contacts in Workday Fire Prevention Month Inclement Weather/Suspended Operations High Wind Warnings Weapons on Campus Gifts	Winter Driving Retaliation Electrical Safety Safety Responsibilities Open Enrollment	Safe Campus Hazardous Waste Hot Work Permits Radio Frequency Safety Radio Usage