

University of Washington
 Facilities Services
 Monthly Meeting Topics – 2012

<p style="text-align: center;">January</p> <p>Safety Hazard Review & Checklist Hospitable Workplace Statement Driver License Verification Identification & Security UW CareLink</p>	<p style="text-align: center;">February</p> <p>Accident Reporting/OARS Ethical Stds for State Employees Reporting Safety Hazards Vehicle Accident Reporting UW Workplace Violence Policy</p>	<p style="text-align: center;">March</p> <p>Family & Medical Leave Act (FMLA) Family Care Leave (FCL) Disability Accommodation Process Lab Equip/Fume Hood Decon. Warning Signs/Labels</p>
<p style="text-align: center;">April</p> <p>Building Evacuation/Assembly Areas Emergency Procedures Leave Requests Personal Protective Equipment Ladder Safety & Fall Protection</p>	<p style="text-align: center;">May</p> <p>Heat Related Illness Hearing Conservation Use of Work Computers UW Smoking Policy Reporting of Outside Work</p>	<p style="text-align: center;">June</p> <p>Eye Protection Hot Work Permits Leave Policies & Procedures Hazard Communication Laboratory Moveout Checklist</p>
<p style="text-align: center;">July</p> <p>Back Protection Job Analyses & Essential Functions Asbestos Requirements Lead Requirements Attendance</p>	<p style="text-align: center;">August</p> <p>L&I Compliance Inspections Lockout/Tagout Safety First Aid Kits Higher Level Duties Keys UW Vehicle Use</p>	<p style="text-align: center;">September</p> <p>New Employee Orientation New Employee Safety Orientation Training UW Benefits & Work/Life UW Required Safety Bulletin Board & Required Posters</p>
<p style="text-align: center;">October</p> <p>Overtime Gossip/Rumors Fire Prevention/Fire Extinguisher Trng Suspended Operations/Temp Closure Hazardous Waste</p>	<p style="text-align: center;">November</p> <p>Alcohol and Drug Policy Electrical Safety Coping with Holiday Stress Managing Safety Winter Driving</p>	<p style="text-align: center;">December</p> <p>Ergonomic Awareness Radio Usage Recycling & Solid Waste Safe Campus</p>

The topics listed above must be addressed in the meeting held each month. 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.