Report all incidents, near-miss, and injuries to the Office of Safety

The reminder is a report to all incidents and injuries to the UND Office of Safety within 24 hours. For information regarding the incident reporting policy, please visit [https://und.edu/public-safety/files/docs/incident-reporting-policy-7-15.pdf](https://und.edu/public-safety/files/docs/incident-reporting-policy-7-15.pdf).

Incidents do not need to result in an injury or property damage to be reported. In fact, near-miss/close-call incident reports are critically important in shaping safety efforts and priorities at UND. Additionally, property insurance, liability insurance, or worker’s compensation insurance could be delayed or denied based on improper incident reporting.

Incident reports can be found at [http://und.edu/public-safety/resources/forms.cfm](http://und.edu/public-safety/resources/forms.cfm) and [http://und.edu/public-safety/risk-management.cfm](http://und.edu/public-safety/risk-management.cfm).

It is also important to remember that if you have a workplace injury requiring medical attention, you must receive treatment from UND’s Designated Medical Provider (DMP) unless you have an alternate DMP identified on file at the UND Office Safety. Be sure to keep your DMP form updated with the Office of Safety.

Information on UND’s Designated Medical Provider Program can be found at the above-mentioned links.

Your cooperation and assistance with UND’s Risk Management and Safety Programs is greatly appreciated.

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Going on a Field Trip?

The University of North Dakota purchases insurance for students while on a trip sponsored by the University. This policy covers full-time and part-time University of North Dakota students. This policy provides for Accident Medical Expense - Maximum benefit is $1,000 per person, and Accidental Death and Dismemberment - Principal sum is $10,000.

Premium costs are funded by the Vice President for Finance and Operations Office. Only students listed on a submitted field trip form will be scheduled for this described insurance coverage.

The insurance policy covers injury resulting from an accident which occurs while the student is participating in the covered trip. Some exclusions apply. For example, there is no coverage for field trips that involve high risk activities including, but not limited to, canoeing, rafting, or skiing.

For all field trips, a waiver must be signed. There are two different waiver forms along with instructions available at [http://und.edu/public-safety/public-safety/risk-management.cfm](http://und.edu/public-safety/public-safety/risk-management.cfm). One is for the field trip itself and the other is for times when students would be allowed to do other activities on their own because there is free time.

If you have any questions or concerns regarding this insurance coverage, please contact Office of Safety at 7-3341.

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UND & SafeColleges Training Success Story

The University of North Dakota needed a systematic way to train employees campus-wide and their dilemma only heightened when their insurance carriers implemented new requirements to reduce workers compensation injuries and damages. With approximately 6,000 employees spread across 170+ different areas, finding an online training system that could be customized and would track completions was the administration’s goal.

After reviewing numerous training systems that all had good attributes, but none that met all of the university’s requirements, administrators discovered the SafeColleges Online Training System. According to Terry Wynne, Associate Director for Safety, “SafeColleges Training was exactly what our university needed. And as a bonus, the program was very affordable and worked with our overall system!”

Since implementing the program in January 2016, UND employees have completed over 37,000 safety courses, including Back Injury & Lifting, Slips, Trips & Falls; Campus SaVE Act; Discrimination Awareness, and a number of custom courses that UND administrators created in the SafeColleges Training System.

The system was easy to implement and the customer service team was available any time the university needed help, which was minimal, according to Terry. UND has many subject-matter experts and administrators can take their content and create custom courses in SafeColleges Training quickly and easily. And, best of all, UND administrators no longer have to "guesstimate" who has completed training, they now have concrete data from SafeColleges Training reports that prove that 96% of employees have passed their course work.

Needless to say that UND’s insurance carriers were pleased with their injury-prevention efforts and lowered the university’s insurance premium $500,000 last year!

Fantastic job by Terry Wynne, Linda Olson, Teamie Braaten, UND’s Risk Management office, and others at UND! Not only are they making their university a safer place to work and learn, but they’re also reducing injuries. A win-win!

If you have any questions or concerns with SafeColleges Training, contact Office of Safety at 7-3341.
Ergonomics (from the ND Safety Council)

One-third of all workers’ compensation claims are due to ergonomic issues, according to the U.S. Bureau of Labor Statistics. Ergonomics involves designing and arranging workspaces so people work efficiently and safely, but the study is not limited to the workplace. Ergonomics also touches people in their everyday lives.

Ergonomics issues need to be considered around the house, too, in activities ranging from painting and yardwork to knitting and crocheting. Ergonomics is used to evaluate how you do tasks and to identify any risk factors that might lead to injury. Then, once identified, the next step is to find the best solution to eliminate risks or manage hazards. Your individual capabilities and limitations are considered to ensure tasks, equipment and your environment are best-suited to fit your needs.

To help minimize and possibly eliminate ergonomic risk factors, there are some steps you can take:

- Anti-fatigue mats can help if you’re standing for long periods of time, particularly on concrete surfaces.
- Alternating repetitive tasks with non-repetitive tasks at regular intervals or increasing the number of breaks from repetitive work also can reduce or eliminate ergonomic risk factors you may be subjected to in all facets of your life.
- Consider alternating different muscle groups – if you have to manually stack items, alternate with periodic rest breaks or more sedentary tasks like entering shipping data into a computer.
- Increase breaks from repetitive work.
- Become involved identifying problems and solutions.

Improper lifting can cause back injuries. To help prevent strains, dislocations, and muscle tears when lifting:

- Stretch and warm up before you perform any lifting. ergonomics.
- Keep your back straight and bend your knees – remember to never twist or bend your back.
- Stand on solid ground with your feet shoulder-width apart.
- Keep the box or object close to your body.
- Lift with your legs, not your back.
- Limit the amount of weight you carry
- Ask for help to carry heavy, bulky or large loads.
- Keep pathways clear of tripping hazards.

Renting Vehicles within the State of North Dakota

State agencies must use State Fleet vehicles for travel within state or originating within the state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference NDCC § 24-02-03.3)

Approval for renting a vehicle in-state for state business must have prior approval by the State Fleet Director.

Send an e-mail to Robin Rehborg, State Fleet Director at rehborg@nd.gov and copy to Summer Hunke at shunke@nd.gov with the following information:
- Name, department, and phone number.
- Date rental required.
- Document why you will not be using a State Fleet vehicle.
(Robin’s phone # is: (701) 328-2543.)

Any further questions relating to the rental of motor vehicles, please refer to the UND Risk Management and Insurance web site: http://und.edu/public-safety/public-safety/risk-management.cfm

Office of Safety
3851 Campus Rd., Stop 9031
701.777.3341  Fax: 701.777.4132
UND.safety@UND.edu
Severe Weather

Thunderstorms
Before a thunderstorm:
- Help people with special needs to a safe place.
- Stay indoors, do not exit the building or use elevators.
- Remain calm and alert.
- Listen for information and instructions from emergency personnel.

During a thunderstorm:
- Stay indoors. Do not exit buildings or use elevators. You could be trapped in an elevator if power is lost. Locate an interior room.
- Go directly to an enclosed, windowless area in the center of the building. Corners or building support columns are best. Avoid the middle of interior walls.
- Stay away from all windows and large glass objects.
- Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall.
- Remain inside until storm has passed or you are cleared to leave.
- Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks.
- Help direct people with special needs to a safe place, if necessary.

Severe Thunderstorm Watch
A Severe Thunderstorm Watch is issued when conditions are favorable for the development of severe thunderstorms. A severe thunderstorm is defined as a thunderstorm that produces 3/4 inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move a place of safety if threatening weather approaches.

Severe Thunderstorm Warning
A Severe Thunderstorm Warning is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criteria for issuing a severe thunderstorm warning. They are usually issued for a duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect.

High Wind Watch
A High Wind Watch is issued when there is the potential of high wind speeds developing that may pose a hazard or is life threatening.

High Wind Advisory
A High Wind Advisory is issued when high wind speeds may pose a hazard.

High Wind Warning
A High Wind Warning is issued when high wind speeds may pose a hazard or is life threatening.

Tornado Safety
Before a tornado/wind storm:
- Stay informed. Weather radios enable you to monitor weather related forecasts, watches and warnings 24 hours a day direct from the National Weather Service.

During a tornado/wind storm:
If you are indoors:
- Move to lower floors in multistory buildings and away from windows or other objects that could fall. The areas which would be utilized as fallout shelters would provide the best protection. Stay near inside walls when possible.
- Keep calm. Even though a warning has been issued the chance of a tornado striking your building or location is very slight.
- Do not use matches or lighters in case of leaking natural gas pipes or nearby fuel tanks.

If you are outdoors:
- Move into building and avoid downed electric power lines, utility poles and trees.

If you are indoors:
- Pull of the road and stop away from trees. If possible, walk into a safe building. Avoid overpasses, power lines and other hazards.

After a tornado/wind storm:
- Check yourself and those around you for injuries.
- Evacuate damaged buildings. Do not re-enter until declared safe by authorities.
- Call 9-1-1 (or 777-3491 from a campus phone) only to report a life threatening emergency.
- If you smell gas or hear a hissing sound indoors, open windows and leave the building. Turn off the gas source and call your gas company. Do not use matches, candles, open flames or electric switches indoors.
- Monitor your portable or weather radio for instructions or an official all clear notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations, and the extent of damage.

Tornado Watch
A Tornado Watch is issued when conditions are favorable for the development of tornadoes in and close to the watching area. Watches are usually issued for a duration of 4 to 8 hours, and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

Tornado Warning
A Tornado Warning is issued when a tornado is indicated by radar or sighted by spotters. People in the affected area should seek safe shelter immediately.
CHEMICAL AND BIOLOGICAL SAFETY:
ENGINEERING CONTROLS AND RESPIRATORY PROTECTION

There are many key factors that one needs to take into account when working safely in a laboratory. Many of these are directly related to the actual work itself; for example, knowing the hazards of the materials that we work with, compatibility of materials, storage, hazard communication to those working around us, etc... just to name a few.

At times, even if we are working as prudently as possible, we still need to rely on additional safety features that offer us enhanced protection while completing our tasks. The first line of defense that we always look toward in working safely with a hazardous material are ‘engineered ventilation controls’. Essentially, this is any type of ventilation control that is going to be suitable enough to remove or minimize the hazards of the material(s) that we are working around. Engineered ventilation controls can be found in laboratories in various styles including (but not limited) to the following:

- Chemical Fume hoods
- Walk in / Floor mounted Fume Hood
- Biological Safety Cabinets (only traps airborne particles and contaminants)
- Downdraft Tables
- Glove Boxes

The type of appropriate engineered control will be dictated by the scope of work being conducted. At times, it is appropriate to have the entire process enclosed within a hood, while other times it may be adequate to have a ‘point source’ control, depending on the work. The bottom line is that if work is being conducted in a laboratory and hazards exist that warrant engineered ventilation controls, effort should be made to ensure that the work related to this process is taking place within the effective capture zone of the engineered control.

Most of the time, engineered ventilation controls take care of the hazard entirely, however there may be times when an engineered control is not available, out of commission, or simply not effective enough. In these cases, one may need to wear a respirator as additional PPE (personal protective equipment) to whatever other PPE is required in the space. One of the following types of respirators may need to be worn in order to conduct the work safely, depending on the type of work:

- N-95/N-100
- ½ face, air purifying respirator
- Full face, air purifying respirator
- Powered Air Purifying Respirator (PAPR)
- Self-Contained Breathing Apparatus (SCBA)

At UND you need to be enrolled in the Respiratory Protection Program if your work requires you to wear a respirator: (http://und.edu/finance-operations/_files/docs/8-30-respiratory-protection-program.pdf).

The University of North Dakota’s respiratory protection program provides acceptable employee protection against inhalation of respirable dusts, toxins, vapors, fumes, mists, and radioactive air contaminants and oxygen deficiency when engineering controls are not adequate, feasible, or applicable. Additionally, the program helps prevent employee overexposure to hazardous substances or atmospheres that may adversely affect an employee’s health or safety, and further establishes procedures for respirator selection, maintenance, and inspection.

If you’re unsure about the best way to handle existing hazards in the work place, whether it be engineered ventilation or using a respirator, contact the Office of Safety (7-3341) to conduct a hazard assessment, which will help you gain a better understanding of what you may need for additional protection.

When taking/sending UND property off campus

You must verify with the supervisor that the UND equipment can be taken from the premises of UND. The department needs to verify with the department’s asset management contact the location code of the equipment in the asset management records. If equipment is being taken off campus for less than seven consecutive days, the location code in the department’s asset management records does not need to be changed. If the item is already coded OFF CAMPUS, it is covered under the Inland Marine policy. If equipment is taken off campus temporarily for more than the seven consecutive days, email Linda Olson at UND Risk Management: lindaolson@und.edu, to ensure proper insurance coverage is obtained. If the equipment will be off campus for an extended amount of time, contact UND Asset Management to have the location code changed to OFF CAMPUS, and also contact UND Risk Management. Major or minor equipment that is consistently being taken off campus needs to have a location code of OFF CAMPUS in the asset management PeopleSoft system at all times.