UND’s Department of Public Safety Co-Sponsors the 2nd in a Two-Part Series On Sport Event Risk Management and Evacuation Training

The University of North Dakota Department of Public Safety, North Dakota Department of Emergency Services (NDDES), Texas A&M Engineering Extension Service (TEEX), and the National Center for Spectator Sports Safety and Security (NCS4) invite you to join us for a unique training opportunity, funded by FEMA and the Department of Homeland Security (DHS).

Sport & Special Event Evacuation Training (MGT 412)

Date: April 4-5, 2017, 8:00AM – 4:30PM   Continental breakfast provided
Location: Skalicky Tech Incubator, Room 211   (next to Hilton Garden Inn)
For more information please visit http://www.nd.gov/des/events/

How to Register: Register by visiting this link: http://www.ncs4.com/sem
All participants are required to have a FEMA Student ID number (SID) prior to enrolling in this training. To obtain a FEMA SID, visit: https://cdp.dhs.gov/femasid

Back Injury and Lifting Training as well as the Slips, Trip, and Falls Training must be completed on an annual basis.

In order to meet State compliance and receive significant discounts on Risk Management and Worker’s Compensation premiums, all UND employees (full and part time) are required to annually complete the Back Injury and Lifting Training as well as the Slips, Trips, and Falls Training.

All employees, who have not taken the training in 2017, will be receiving a reminder from SafeColleges to complete this training on an annual basis. Even if you completed the training last year, you will be required to take the training again this year.

UND has implemented SafeColleges, an online compliance training software system; it is best to utilize Chrome as the internet browser. To log in, use your IDM userid (firstname.lastname) and password. The URL for the SafeColleges training is: https://und-nd.safecolleges.com/login.

For questions regarding SafeColleges, please contact the Office of Safety at 701-777-3341. For help logging in, please contact the UND Help Desk at 701.777.6305.

Avoid the Dangers of Distracted Driving

It is easy to become distracted while driving these days, especially with cell phones and infotainment systems being built into our vehicles. But driving is a task that requires your full attention. Safe driving practices require you to constantly search the roadway ahead for situations that could require you to take quick action. Distraction comes in many forms, such as:

Manual distraction: causes drivers to take their hands off the wheel, such as talking on a cell phone, caring for a child, eating and grooming.
Visual distraction: causes drivers to take their eyes off the road, such as looking for or at things in the vehicle and looking at things in or outside of the vehicle.
Cognitive distraction: causes drivers to take their mind off the road, such as thinking about what happened at work or talking to others. Unfortunately, we see distracted drivers all too often on the roads.

Here are some common signs of distracted drivers:
• Drives below the posted speed limit
• Appears to be on their cell phone
• Does not stop at a stop sign
• Reaches for something inside the vehicle
• Is eating or drinking while driving
• Pulls out in front of your vehicle
• Is applying make-up while driving

Follow the Focused Driver Checklist
☐ Adjust vehicle controls before you start driving
☐ Plan ahead – determine routes, directions and check traffic conditions before you leave
☐ Do not multitask while driving
☐ Do NOT talk on your cell phone or infotainment system, even hands-free
☐ Do not reach down or behind your seat, pick up items from the floor or clean the inside of the window while driving
☐ Pull over to a safe area to care for a child

It is important to our safety and those we share the roads with to find ways to identify and eliminate distractions that occur while driving.

Information courtesy of NSC Driver Safety Training
Are You Prepared for the Top 5 Laboratory Hazards?

Make sure workers are protected from the top hazards in the laboratory.

- **FIRE/EXPLOSIONS**: In a laboratory, all chemicals and liquids should be treated as if they are as potent as gasoline. Vapors can travel long distances and may ignite if they reach a flame or spark. Be sure to keep a fire extinguisher on hand and ensure each individual in the laboratory knows its exact location to prevent fires from spreading. The appropriate personal protective equipment (PPE) should also be worn.

- **THERMAL AND CHEMICAL BURNS**: Many chemicals, both organic and inorganic, may be flammable or corrosive to the skin and eyes. It is important to exercise caution with chemicals to prevent spills and splashes. Additionally, the correct PPE always should be worn, such as lab coats that offer both flame-resistant properties and chemical splash protection.

- **SKIN ABSORPTION OF CHEMICALS**: Keeping chemicals away from direct contact with the skin is fundamental in laboratory safety. Even if chemicals are not corrosive, exposure can cause allergic reactions or other problems if absorbed by the skin.

**NOTE**: Remember that gloves may be permeable to certain chemical reagents – even without visible deterioration – so trade out any gloves that have come into contact with such chemicals for a new pair immediately. Never touch your face or eyes until your hands are clean of all chemicals or solvents. As an extra precaution, wear a chemical splash protection lab coat to prevent chemicals from wicking through fabric to the wearer.

- **Inhalation of Toxic Fumes**: Many common solvents are extremely toxic if inhaled, and inhalation of certain chemicals can severely irritate membranes in the eyes, nose, throat and lungs. In order to reduce the potential for inhalation exposure in the laboratory, researchers should always work in a properly functioning laboratory fume hood and use good techniques. These techniques include keeping the hood free of excess storage and clutter, working at least 6” inside the hood, and keeping the fume hood sash at or below the safe operating level.

- **Cuts to the Skin**: Cuts to the skin are one of the most common types of laboratory accidents. In severe cases, nerves and tendons may be severed. Often, these injuries occur as a result of attempting to force a cork or rubber stopper into a piece of glass tubing, thermometer or distilling flask or working with sharps. To prevent these accidents from occurring, workers should make an effort to follow the standard operating procedures mentioned in the UND sharps policy (https://und.edu/finance-operations/files/docs/6-29-sharps.pdf).

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**Have you updated your Designated Medical Provider Form?**

UND participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensation Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. If you need to seek medical attention due to a work-related injury, you must see a designated medical provider (DMP).

The DMP form must be on file at the Office of Safety prior to any workplace injury, and should be updated often throughout your employment with the University.

If you do not have a DMP form on file, or choose to update your current form, complete the form at https://und.edu/public-safety/files/docs/dmp-form.pdf. Be sure to include ALL medical providers (including vision, dental, and chiropractor) as the updated form replaces all previous versions that are on file with the Office of Safety.

If you have questions, please contact the Office of Safety.
**Do You Drive a State Fleet Vehicle?**

Did you know that it’s State Fleet Policy that if you drive a State Fleet vehicle at least once a month that you must take a National Safety Council (NSC) Defensive Driving Course (DDC) at least every four years?

The UND Office of Safety and University Police Department have four (4) NSC Certified DDC Trainers. We offer Defensive Driving Courses through Learning and Development once a month.

Defensive driving saves lives, time, and money in spite of the conditions and the actions of others. Collisions may be prevented by doing everything reasonable to avoid them. All State Fleet vehicle operators (those who drive monthly, or otherwise designated by State Fleet requirements) are required to complete the four-hour National Safety Council Defensive Driving Course at least every four years.

Employees who wish, however, can seek permission from their supervisor to take it as frequently as every two years. If supervisors are unwilling to give leave time more than once every four years, employees could still choose to take vacation time or attend an evening Defensive Driving Course.

Accidents and traffic violations warrant increased training per ND State Fleet requirements. Any vehicle operator involved in an accident or receiving a traffic citation must demonstrate completion of a Defensive Driving Course within a year. The Office of Safety can provide employee training frequency information to supervisors upon request.

To register for the free DDC, call Learning and Development at 701-777-0762.

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**Recognizing hidden dangers: 25 steps to a safer office**

- Falls are the most common source of injury in an office, although workers also are injured by being struck by or against objects, and suffering ergonomic injuries.
- Some simple changes to the workspace can be effective in eliminating hazards and reducing the number of injuries.
- Administrative interventions such as scheduled walk-throughs and the establishment of a formal reporting system can help protect workers in an office environment.