**Distracted Driving Tips:**

Safe driving is serious business. According to the National Highway Traffic Safety Administration (NHTSA), 3,477 people died in 2015 in crashes involving distracted drivers, and 14% of these crashes were reported to have involved cell phone use as a distraction.

Nearly everyone drives. It is the responsibility of every driver to operate a motor vehicle safely. The task of driving requires full attention and focus. Drivers should resist engaging in any activity that takes their eyes and attention off the road. In some circumstances even a second or two can make all the difference in a driver being able to avoid a crash. Getting there safely is everyone's responsibility. The safest course of action is to refrain from using a cell phone while driving, which includes talking, dialing, and texting.

The following tips are to help you drive focused. Drive smart. Get home safely.

1. **Avoid Temptation**– turn your cell phone or device off while driving or place it in the glove box where it is out of sight.
2. **Keep your Eyes Moving**– Make a full mirror sweep with your eyes every 5-6 seconds to stay alert and ward off allowing your mind to wander.
3. **Keep a Safe Following Distance**– Driver training experts suggest a following distance of 3-4 seconds in good weather–more in in Clement weather. The 3-4 second following rule increase visibility and gives more time to react to what’s happening in front of you, reducing risk to you and your passengers.
4. **Have a Plan**– Don’t wait until you are driving to plan and become familiar with your route. Use navigation devices with voice directions and set them prior to driving.
5. **Help Others Help Themselves** – Make it a practice when you call someone’s cell phone to ask if they are driving. If the answer is “yes,” take it upon yourself to call back later or ask them to return your call when they’ve reached their destination. And never text someone you know to be driving.

**UND Launches New WorkAlone Feature within the Emergency Management Mobile App SafeCampus**

SafeCampus is an essential tool to enhance your safety at the University of North Dakota. The app will send you important safety alerts and provide instant access to campus safety resources. SafeCampus is the official mobile safety app of UND and is available now.

Besides offering benefits such as sending safety alerts and notifications, being a Mobile Bluelight and offering the Friend Walk feature, SafeCampus now offers the WorkAlone feature. WorkAlone will do a push notification to employees to check in at predetermined times (set by the employee) to check on the employee’s safety. Failure to respond to the notification will then generate a phone call to the employee to check on the employee. If the attempt is still not successful in contacting the employee, the feature will contact the predetermined contact to have them attempt to contact the employee.

SafeCampus is available for download from the Apple Store and Google Play today and is also integrated within the UND mobile app.

**Volunteer Worker’s Compensation**

The University of North Dakota (UND) enrolled in workers compensation coverage with Workforce Safety & Insurance (WSI) for those individuals who work at the University in a volunteer capacity. The primary reason that UND has secured this coverage is for those volunteers that perform tasks that are normally done by UND faculty/staff. Coverage is required for tasks of a hazardous nature (ie. working with hazardous materials, driving, operating equipment, exposed to the outdoor elements, etc.). If a department uses the same volunteer on a frequent basis, they should secure coverage for them.

If a department has volunteers performing routine, short term, or non-hazardous tasks, coverage would not be needed but a waiver must be signed by the volunteer. Waiver forms are available at [http://und.edu/public-safety/public-safety/risk-management.cfm](http://und.edu/public-safety/public-safety/risk-management.cfm).

If the volunteer is injured while working for the University, notify the Office of Safety and a claim will be filed for them online with WSI.

If a department has filled out a form and then finds out that the volunteer can no longer work for the University, the department must contact the Office of Safety at 7-3341 so coverage can be discontinued.
**UN Department of Public Safety Classes**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defensive Driving</td>
<td>Nov 15, 12:30pm-4:30pm</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>Dec 13, 8:30am-12:30pm</td>
</tr>
</tbody>
</table>

Not able to make it to class? Online DDC is also offered through the Office of Safety/NDUS-contact Teamnie Braaten Hull (tearnie.braaten@und.edu) for more information.

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**Out of State Worker’s Compensation**

The University of North Dakota is required to procure alternative workers compensation for employees working outside of the state of North Dakota. This coverage must be in place at the time the employee begins his or her duties.

The Risk Management Workers Compensation Program coordinates the purchase of this required coverage for all state agencies through its broker. Part-time employees, adjunct faculty, etc. must also be considered. Coverage needs to be in place prior to the employee beginning their employment with the University. The Out of State Workers Compensation Coverage Form needs to be completed by the department, not the employee. This form is located on the UND Public Safety web page: [http://und.edu/public-safety/public-safety/risk-management.cfm](http://und.edu/public-safety/public-safety/risk-management.cfm)

Send the completed information to Stop 9031 or e-mail it to: [UND.safety@UND.edu](mailto:UND.safety@UND.edu). The information will be forwarded to Risk Management to obtain the coverage. If you have any questions or concerns, feel free to contact the Teamnie Braaten Hull at 701.777.3226, [tearnie.braaten@UND.edu](mailto:tearnie.braaten@UND.edu), or [UND.safety@UND.edu](mailto:UND.safety@UND.edu).

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**Renting Vehicles within the State of North Dakota**

State agencies shall use State Fleet vehicles for travel within the state or originating within the state whenever possible. 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 Linda Olson, Risk Management Officer at [lindaolson@und.edu](mailto:lindaolson@und.edu) with the following information:

- Name, department, and phone number.
- Date rental required.
- Document why you will not be using a State Fleet vehicle.


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**UN Department of Public Safety Classes**

The University of North Dakota has been selected to participate in a series of virtual tabletop exercises hosted by the Department of Homeland Security’s FEMA Emergency Management Institute. The Virtual Tabletop Exercise (VTTX) program is a series of discussion-based exercises offered by the Emergency Management Institute (EMI). In FY 2016, the VTTX program collaborated with over 400 community-based groups to train over 5,000 participants through these four-hour training events. The sites are limited to 10-15 across the nation per topic. The dates and topics are:

- November 9, 2017 – Workplace Active Shooter
- December 7, 2017 – Civil Unrest
- December 14, 2017 – Cyber Incident

These exercises last from 11:00 a.m. until 3:00 p.m. on the above listed dates. The location for all exercises is the Gustafson Hall conference room (basement level). If you would like to participate in one or more of these tabletops, please contact the Office of Emergency Management at your earliest convenience. Seating is limited and participation will be on a first come, first served basis.

The Office of Emergency Management is also hosting FEMA MGT 452 “Physical and Cybersecurity for Critical Infrastructure” on December 1. See description below and details will follow at a later date.

“The national and economic security of the United States depends on the reliable functioning of critical infrastructure. This course encourages collaboration efforts among individuals and organizations responsible for both physical and cybersecurity toward development of integrated risk management strategies that lead to enhanced capabilities necessary for the protection of our Nation’s critical infrastructure.

Participants will identify physical and cybersecurity concerns impacting overall infrastructure security posture, examine integrated physical and cybersecurity incidents and the evolving risks and impacts they pose to critical infrastructure, and explore resources that can be applied to improve security within an organization, business, or government entity.”

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**Office of Safety**

3851 Campus Rd., Stop 9031
701.777.3341 Fax: 701.777.4132
[UND.safety@UND.edu](mailto:UND.safety@UND.edu)
Risk Management Workers Compensation Program (RMWCP) Premium Discount

The RMWCP Premium Reduction Program is designed to assist State Agencies in developing and improving current safety/loss control management systems. The state agency has the option of choosing the program(s) that will be most beneficial to their agency in reducing losses. State agencies can receive up to a maximum of a 15% premium discount by choosing to participate in an assortment of premium reduction programs that can each provide a 3% discount.

Workers Compensation Premiums

<table>
<thead>
<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium</td>
<td>$1,007,560.38</td>
<td>$947,336.96</td>
</tr>
<tr>
<td>RMWCP Discount</td>
<td>15% -$144,926.60</td>
<td>15% -$156,691.65</td>
</tr>
<tr>
<td>% of WSI RM WC Dividend</td>
<td>14.35% -$202,230.44</td>
<td>15.36% -$253,076.82</td>
</tr>
<tr>
<td>RMWCP Dividend Discount</td>
<td>10% -$96,617.73</td>
<td>7% -$73,122.77</td>
</tr>
<tr>
<td>Less RM Dividend Plus</td>
<td>-$48,308.87</td>
<td></td>
</tr>
<tr>
<td>Less RM Seminar Discount</td>
<td></td>
<td>-$52,230.55</td>
</tr>
<tr>
<td>Balance Due</td>
<td>FY17</td>
<td>FY18</td>
</tr>
<tr>
<td></td>
<td>$312,213.17</td>
<td></td>
</tr>
</tbody>
</table>

RMWCP WSI Dividend Discount

This discount is based on the premium dividend WSI has issued to North Dakota Policyholders. The RMWCP account has received a premium dividend credit in the amount of 50% of the 2016-17 actual premiums. The credit was applied towards the 2017-18 policy renewal. This premium dividend credit amount has been returned to state entities based on the percent of their 2016-17 net actual premium paid.

RMWCP Dividend Discount

This discount is awarded as a part of the RMWCP Dividend Program. At the time of premium renewal, the Risk Management Division determines each agency’s dividend by dividing the cost of that entity’s premium for a period of 3 years by the entity’s total losses for that same period (the incurred loss ratio). The incurred loss ratio will determine the dividend based on the following chart:

<table>
<thead>
<tr>
<th>Incurred Loss Ratio</th>
<th>Premium Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0 to $25,000</td>
</tr>
<tr>
<td>0% - 5%</td>
<td>14%</td>
</tr>
<tr>
<td>5.1% - 10%</td>
<td>10%</td>
</tr>
<tr>
<td>10.1% - 15%</td>
<td>8%</td>
</tr>
<tr>
<td>15.1% - 20%</td>
<td>6%</td>
</tr>
<tr>
<td>20.1% - 25%</td>
<td>4%</td>
</tr>
<tr>
<td>25.1% - 30%</td>
<td>3%</td>
</tr>
<tr>
<td>30.1% - 35%</td>
<td>0%</td>
</tr>
<tr>
<td>35.1% - 40%</td>
<td>0%</td>
</tr>
<tr>
<td>40.1% - 45%</td>
<td>0%</td>
</tr>
<tr>
<td>45.1% or &gt;</td>
<td>0%</td>
</tr>
</tbody>
</table>

RMWCP Dividend Plus - Seminar attendance this year

State Agency participation in the Discount and Dividend programs along with proactive claims management has resulted in a reduction in the amount of indemnity paid as well as a reduction in paid medical costs. These reductions have had a positive impact on individual State Agency experience ratings, ultimately reducing workers compensations costs. Therefore, the RMWCP fund was able to provide an additional 5% premium dividend to State Agencies for attending Ergonomics Training.
OSHA’s Bloodborne Pathogens regulation has been around for decades, yet preventable needlestick and other sharps injuries continue to happen. These injuries are a serious hazard in any work setting. Contact with contaminated needles, scalpels, broken glass, and other sharps may expose healthcare workers/researchers to bloodborne pathogens that can cause serious or fatal infections. The pathogens that pose the most serious health risks include:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human immunodeficiency virus (HIV)

Who is at Risk?
Any employee who may come in contact with needles or other sharps is at risk, including custodians, nursing staff, patient care staff, laboratory staff, and physicians.

Taking a closer look:
- A study that focused exclusively on registered nurses caring for patients with diabetes estimates the number of needlestick incidents may be as high as 450 per 1,000 nurses each year.
- Estimates indicate that 600,000 to 800,000 needlestick injuries occur each year. Unfortunately, about half of these injuries are not reported.

What Can be Done to Prevent Sharps Injuries?
Studies have shown that needlestick injuries are often associated with 3 primary work practices, including recapping needles, transferring a body fluid between containers, and failing to dispose of used needles properly in puncture-resistant sharps containers.

Sharps injury prevention programs that effectively reduce the incidents of sticks include:

- **An awareness campaign** – Reducing sharps injuries requires that healthcare workers have a full understanding of the magnitude of the issue. An awareness campaign can serve to prepare and motivate healthcare workers to make the changes needed to reduce sharps injuries.
- **A stewardship program** – Establishing a sharps stewardship program provides employees the opportunity to be directly involved in the injury reduction efforts by creating a system for reporting sharps injury risks and selecting safe devices.
- **Investigations** – Incident investigations are a critical part of any successful injury prevention program. Comprehensive investigations and documentation can provide valuable information for determining trends in sharps injuries, which allows for focused, efficient efforts to reduce the number of injuries from the use of needles and other sharps.
- **Training** – Training must effectively deliver prevention information to facilitate proper work practices.

UND has a Sharps Policy ([https://und.edu/finance-operations/_files/docs/6-29-sharps.pdf](https://und.edu/finance-operations/_files/docs/6-29-sharps.pdf)) which addresses all the sharps injury prevention program requirements.

What you can do:
Avoid the use of needles where safe and effective alternatives are available. Select devices with safety features that reduce the risk of needlestick injury.

1. Do not recap needles.
2. Plan for the safe handling and disposal of needles and other sharps before using them.
3. Promptly dispose of used needles in appropriate sharps disposal containers.
4. Report all needlestick and sharps-related injuries promptly to ensure that you receive appropriate follow-up care.
5. Report any needlestick hazards you observe in your area.
6. Be knowledgeable; participate in training related to infection prevention.
7. Get a Hepatitis B vaccination.

A Sharps Stick Requires Prompt Action!
If you get stuck, don’t panic. The first thing you’ll need to do is cleanse the wound. According to the U.S. Public Health Service (USPHS) guidelines, you need only wash the area with soap and water. Do not pinch or squeeze blood out of the wound or douse the injured area in bleach.

Following the immediate aftermath of the stick, it is essential that you report the incident promptly to ensure that you receive the appropriate follow-up care.