Do you drive a State Fleet or UND Leased Vehicles?

All persons driving a State Fleet or UND Leased Vehicle must:

- Maintain a valid driver’s license while operating vehicle
- Conduct only state business while operating vehicle.
- Complete State Fleet Driver Agreement form.
- Complete Defensive Driving Course (DDC) as soon as practical and every four years thereafter as stated in the North Dakota State Fleet Services Policy Manual.
  - To take the DDC online course offered through the Office of Safety, please contact Teamie Braaten Hull (teamie.braaten@und.edu) for more information.
- If a driver is involved in an incident, driver must complete Incident Reporting Form (Property/Vehicles) and UND Motor Vehicle Report (SFN 51301) within 24 hours of the incident if in a State Fleet/UND leased vehicle.
- All State Fleet/UND Leased accidents should be reported to local law enforcement.
- Supervisors must complete the Incident Investigation Forms.

REMINDER: Report All Incidents & Injuries to UND Office of Safety Within 24 Hours

Employees are required to report all incidents, including near-misses, to the Office of Safety within 24 hours (one business day).

Keep in mind that incidents do not need to result in injury or property damage to be reported. In fact, near-miss/close-call incident reports are critically important in shaping the safety efforts and priorities at UND. Additionally, any workers compensation or liability insurance could be delayed or denied based on improper or delayed incident reporting.

UND’s incident reporting process allows the campus community to report incidents online. To submit an incident report, go to Resources and Forms on the Department of Public Safety webpage. Click the drop-down in “Incident Reporting” for the form and instructions, as well as the incident investigation forms. Be sure to see the instructions for creating a digital signature if you do not already have one created.

If you seek medical attention for a workplace injury, you must contact the Office of Safety with your date of birth and social security number, as well as physician information as soon as possible. These are required in order for the Office of Safety to file a workers’ compensation claim. By not providing this critical information, your claim cannot be filed and will ultimately delay the process by Workforce Safety & Insurance to pay for medical services.

For more information, please see the UND Incident Reporting Policy.

Your attention and continued support of UND’s Risk Management and Safety Programs is greatly appreciated.

April is Distracted Driving Awareness Month

Distracted driving is one of the fastest growing safety issues on the roads today. Distracted driving is anything that takes your eyes off the road, your hands off the wheel or your mind off of driving.

As a way to save lives during Distracted Driving Awareness Month, we’re joining the statewide social media campaign #JustDriveND and supporting Vision-ZeroND’s mission of zero fatalities and serious injuries on our roadways.

In 2019, NHTSA reports that 3,142 people lost their lives to distracted driving. These deaths are preventable if we all drive distraction-free. Texting while driving is a behavior that’s so dangerous you are 23 times more at risk of a crash or near-collision. Would you drive the length of a football field with your eyes closed? Of course not. Keep you and your loved ones safe and just drive. Answering a text, Snapchat or email can wait. Follow these tips to avoid using your phone while driving:

- Keep your phone in the glove compartment or trunk.
- If you must respond to a message, pull over to a safe location and park.
- Designate a passenger as the “designated texter.”

Two seconds isn’t worth a life. When it comes to the lives of your family and friends, zero is the only acceptable number.

Fire Extinguisher Training

The Office of Safety offers fire extinguisher and fire safety training to all employees on campus. The fire extinguisher training consists of a classroom portion as well as a practical demonstration of the use of fire extinguishers. The Department of Public Safety now offers the practical portion of the training using either actual fire extinguishers with a real fire in collaboration with the Grand Forks Fire Department, or a digital fire extinguisher training system that allows clean, indoor training.

If your department would like to be trained in the use of fire extinguishers or any other fire safety topics and questions, please contact Daniel Sorensen, UND Physical Infrastructure Safety Officer at 701-777-3341.
**Fire Safety Tips**

1. Remember what to do in case of a fire. If you are aware of a fire occurring, activate the nearest alarm pull station, then evacuate the building in accordance with your building's evacuation plan, and call 911. Only attempt to control the fire with a fire extinguisher if you have been properly trained.

2. Many fires start from electronic devices. Do not plug power strips into extension cords or into other power strips. Anything that heats, cooks, or cools, such as space heaters or refrigerators, must be plugged into a permanent wall outlet.

3. Do not prop open fire doors. These doors are used to contain the fire in the event of an emergency, and may only be held open by magnetic door stops, as these will close the doors if the fire alarm activates.

4. Do not allow clutter to build up in hallways or other routes of egress in your building. Clutter not only makes it more difficult for you to evacuate, it hinders fire fighters who may enter the building during the fire. Smoke lowers visibility and obscures objects such as chairs or push carts, and emergency personnel may trip or be injured by these objects during the fire.

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**Biosecurity Cabinet Training**

Monthly training sessions offered throughout the year review the ins and outs of biosafety cabinets. Learn how they work, proper use, and safety when working in a biosafety cabinet during this hands-on training. This training is recommended for any student, staff, or faculty working in a laboratory.

Keep an eye on the TTADA training calendar for registration details.

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**Vector Solutions (SafeColleges)**

**Did you know...**

- **Departments can have access to run reports in Vector Solutions (SafeColleges) for their designated areas?!** Check employees' completions/outstanding/past due trainings anytime to ensure compliance with mandatory trainings. To request access for an administrative assistant/secretary/manager/training coordinator/etc., please complete in full the VectorSolutions Admin Access Request Form, obtain the appropriate signatures, and send to UND Safety. When approved and processed, information and instructions will be sent to the employee gaining reporting access.

- **Departments can request trainings to be assigned to their employees in groups or individually?!** Departments, supervisors, etc., can request to have either existing or custom trainings assigned to their employees. The Office of Safety does not create training, though we will upload your created training into Vector for assignment. For more information, please review the VectorSolutions Training Request Form, and contact the Office of Safety to discuss available options.

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**Need to rent a vehicle for UND Business?**

If traveling out-of-state requires a vehicle rental at your destination, the State Cooperative Contract through Enterprise Rent-A-Car/ National Car Rental and Hertz Corporation must be used.

Vehicles rented through these contracts have discounted rates as well as Full Coverage Damage Waiver and Liability Coverage up to $1 million without additional fees or paperwork. The following link contains details with account numbers and PINs for renting a vehicle with the State Cooperative Contract: [https://campus.und.edu/safety/_files/docs/quick-reference-rental-reservations-2013.pdf](https://campus.und.edu/safety/_files/docs/quick-reference-rental-reservations-2013.pdf).

If a rental vehicle is needed for in-state travel, a one-time written approval must be received from the State Fleet Director, as State Fleet vehicles must be used for travel within the state or originating within the state (NDCC 24-02-03.03).

If Enterprise/National and Hertz are not available in the area you are traveling, be sure to purchase comprehensive, collision, and liability coverages. Failure to use the state contracts or purchase the necessary coverages could leave the department or the employee personally responsible for damages.

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**UNIVERSITY OF NORTH DAKOTA**

Office of Safety
3851 Campus Rd., Stop 9031
701.777.3341  Fax: 701.777.4132
UND.safety@UND.edu
What’s In Your Chemical Cabinet?

Chemical inventory is one of the most important parts of managing a laboratory but can be time-consuming to maintain. Did you know that UND has an online chemical inventory system readily available? The UND COMS site is accessible via Jaggaer E-Pro. If you order laboratory chemicals, your inventory is already accessible in COMS. This site not only houses chemical inventory but also contains the associated SDS library and can be used for chemical ordering from multiple vendors. Accurate chemical inventory is not only a requirement by state and federal regulations but is critical to laboratory safety. It is the responsibility of lab personnel to update their inventory and understand the lab hazards. UND COMS facilitates this with inventory control, monitoring options, and hazard identification.

To gain access, complete training, or for more information, contact Heather Vinson (Biological Safety Officer).

Activity/Events

UND recognizes the positive impact of social engagement and participation in campus activities. UND will strive to provide students, faculty, staff and campus visitors with opportunities to engage in campus events outside the classroom. Campus events include all group activities, public lectures, symposiums, workshops, trainings, conferences, concerts, orientations, internships/co-ops, and other campus activities held on-campus.

Event request forms are reviewed no earlier than one month prior to the event date, no matter how early they are submitted. Once the committee reviews the form, additional information may be required prior to final approval. This could include certificates of insurance, permits, licenses, certifications, etc.

Activity/Event approval or denial will be communicated via email to the contact person provided. The Office of Safety reserves the right to deny requests not received two weeks in advance.

A location must be reserved prior to submission of the form in order for any review to occur. The preferred location for events is the Memorial Union. University members may also consider other non-academic spaces. The space within academic and administrative buildings is prioritized for the departments within their units. Areas outside of these spaces are only to be considered when the Memorial Union or other appropriate space is not available.

If the requested event is outside of normal business hours (Monday-Friday, 8:00am - 4:30pm), it is the responsibility of the building contact to schedule building access. It is then the responsibility of the event sponsor/contact to ensure the building contact has requested EDA and/or key access scheduling. Otherwise, the building will remain locked and access for the event will not be granted.

If the event is approved and outside of normal business hours (Monday-Friday, 8:00am - 4:30pm), there may be a requirement to have a UND staff/faculty member present at the time of the event. The Office of Safety will state if this is a requirement at the time of review/approval.

As a reminder, please submit the Event Approval Form at least two (2) weeks prior to event date. Ensure all fields are completed, as they apply to the event. Please keep in mind that plans may need to be adjusted as conditions change to support the health and safety of the campus community.

Distracted Driving

- UND has approximately 80 AEDs spread throughout buildings on campus?
- The Office of Safety provides training to ensure that departments understand how to operate these lifesaving tools?
- Help save a life of someone in your office and contact Terry Wynne at 701-777-3341 to train your department in the use of AEDs.

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Drivecam

Tablet

Passengers

Cellphone

Texting

Drinking

Fatigue

Navigation

Eating

Radio

It’s gonna be May