Be Safe on ice! Walk like a Penguin

When things get cold and icy stay safe and walk like a penguin.
To avoid slipping and falling:
- Keep your knees loose
- Extend arms to the side to keep your balance
- Keep your hands out of your pockets
- Spread your feet out slightly to increase stability
- Keep your center of gravity over front leg
- Take short steps or shuffle
- If falling backwards, make an effort to tuck your chin (so your head won’t hit the ground)

Designated Medical Provider (DMP)

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 work-related injury, you must see a designated medical provider (DMP). Altru Occupational Health/Employer Health Solutions has been selected because it has an occupational health services department with an occupational health physician as the attending physician. An occupational health physician specializes in work-related injuries/illnesses.

Employees intending to see a medical provider other than the University’s DMP must designate this in writing on the DMP form. The form must be on file at the Office of Safety prior to the injury. This includes chiropractors, dentists, and optometrists/opthalmologists. The form is available on the Department of Public Safety webpage.

If your job should require you to be out-of-town for a short period, you are urged to seek an After-Hour Clinic or an Urgent Care/Emergency facility.

Please be sure to follow the Incident Reporting Policy. Information is needed in a timely manner to report any worker’s compensation claims to WSI. This includes doctor’s report of injury/workability so that the proper information is relayed from the Office of Safety to WSI.

Remainder:

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 dropdown 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.

Work travel outside of the U.S.?

If your job will require you to be out-of-country for any amount of time, you must fill out the Travel Outside the U.S. form and the Notification of Out-of-Country form (if near-to or more than 30 days of travel). The form(s) must be submitted at least 3 weeks prior to travel. Submit the completed form(s) to: Office of Safety at UND.safety@UND.edu or Stop 9031.

Instructions are located at Resources and Forms on the Department of Public Safety webpage listed under “Travel Outside of the United States Workers Compensation”.

Fire Extinguishers 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. If your department would like to be trained in the use of fire extinguishers or any other fire safety topics, please contact the Office of Safety to set up the training.

If you have any questions about fire safety at UND, please contact: Daniel Sorensen
UND Physical Infrastructure Safety Officer
701-777-3341 daniel.sorensfen@UND.edu
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 heat, 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.

Employees approved to work outside the state of North Dakota?

The University of North Dakota is required to procure alternative workers compensation for employees working outside of the state of North Dakota. Part-time employees, adjunct faculty, etc. must also be considered. This coverage MUST be in place at the time the employee begins his or her duties.

If a remote work site location has been approved for near-to or over 30 days, the department must complete and submit the Out-of-State Workers Compensation Coverage Form.

Submit the completed form(s) to the Office of Safety at UND.safety@UND.edu or Stop 9031. Instructions are located at Resources and Forms on the Department of Public Safety webpage listed under “Out of State Workers Compensation”.

Winter driving tips: Staying Safe on the Roads — Here are some things to remember:

- Before you travel, be sure your vehicle is equipped with a winter survival kit and ensure your vehicle always has plenty of gas in case you become stranded.

Winter survival kits can be purchased commercially, or you can build your own. Some items to place in the kit include a blanket, extra clothes, hand warmers, a flash light, extra batteries, a shovel, sand and high energy foods such as nuts, candy bars and raisins.

- Always let someone know your travel plans, and check the latest weather forecasts and road conditions before you leave.

- NEVER USE CRUISE CONTROL ON SLIPPERY WINTER ROADS!!

- No Travel Advisories: issued when conditions warrant no travel but not a road closure. No Travel Advisories have the potential to change to a Road Closure if conditions deteriorate. No Travel Advisories are issued for public safety to encourage motorists not to venture out onto the roads.

- Anyone who knowingly proceeds past a road closure device is in violation of state law carrying a $250 fine. This action also puts the lives of emergency response personnel in danger should they have to rescue you.

- DON’T CROWD THE PLOW! Remember to stay well back of plows (at least 5 car lengths) to avoid blind spots, sand and white out conditions caused by plowed snow. Never assume that you will have good traction - even if the road has just been sanded.

- DON’T GO FAR.....STAY WITH THE CAR! If you become stranded, do not leave your vehicle, wait for help to come to you. It is possible to become quickly disoriented in blinding snow and blizzard conditions and overcome by bitterly cold temperatures. It is often difficult to correctly judge distances, and a farmstead that appears to be close may be miles away, a walk you are not prepared for in a winter storm.

Does your license fly?
Time to get a REAL-ID

The North Dakota Department of Transportation would like to remind North Dakota citizens that the deadline for obtaining a REAL-ID is drawing near.

Beginning in October of 2020, you will be required to present a REAL-ID compliant identification or another acceptable form of identification such as a valid passport, to fly within the United States.

REAL-ID is a federal mandate to improve the reliability and accuracy of driver licenses and identification cards. REAL-ID compliant licenses are marked by a star on the top of the card and allows a North Dakota resident to use their driver’s license as a form of identification to complete domestic airline travel and access a federal facility such as a federal courthouse or airbase.

To get a REAL-ID, citizens must visit a North Dakota Driver’s License office in person. When getting a REAL-ID, you will need to bring specific documents to prove residency, identification, and Social Security. More information about REAL-ID, along with a list of acceptable documents, is available at dot.nd.gov.

Please note that if your current name is different from the name on your identity document, you will need to bring additional proof of your legal name.

There is an Opt-Out feature that allows you a choice in obtaining a REAL-ID driver’s license or not. Remember if you Opt-Out you will not be able to fly domestically as of October 2020.

People are encouraged to make an online appointment at dot.nd.gov for their REAL-ID Driver’s License to avoid waiting in line. If you have questions about REAL-ID, please visit the website at dot.nd.gov or call NDDOT toll free at 1-855-NDROADS (637-6237).

Upcoming EM Training

UND Office of Emergency Management has the following upcoming FEMA trainings:

- 2/27/2020 – AWR-219 – Site Protection through Observational Techniques
  Register at: https://teex.org/Pages/class-calendar.aspx
  Register at: https://teex.org/Pages/class-calendar.aspx

If you would like to register, please email Jen Berger or follow the link provided.