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/NDUS, please contact Tearnie Braaten Hull (tearnie.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 an 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 Incident Reporting 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 to be completed by the supervisor. 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 process the claim/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.

Emergency Management Announcements

- UND Department of Public Safety will continue to provide COVID-19 related supplies such as hand sanitizer, disposable masks, fabric facial coverings, gloves, disinfectant wipes, Lysol spray, alcohol wipes, goggles, face shields, KN95 masks, and tissues. These items will be available through the fall semester and can be ordered from the area representative who normally approves orders in Jaggaer. Appropriate cleaning and disinfection procedures, compliant with CDC guidelines, will continue to be followed.

- The Operations Center has recently hired new employee, Linda Grinde. She will begin her duties on June 14th, 2021.

- UND is conducting a search for its next AVP for Public Safety and Chief of Police. UND has enlisted the services of Spelman Johnson to conduct the search for this position. They began accepting applications the week of May 24.

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, 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 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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**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://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.do](https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.do).

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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**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 accessed 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 get more information, contact Heather Vinson, UND Biological Safety Officer at 701-777-3341.

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**NEW! Biosafety Cabinet Training**

Monthly training sessions will start this fall covering 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.

Upcoming dates: Aug 18, Sept 15, Oct 13, Nov 17, and Dec 15.

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**Distracted Driving Tips:**

Safe driving is serious business. 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.

**Dangers of distracted driving:**

- Distracted driving crashes killed more than 3,000 people and caused more than 1 million accidents in 2019.
- Reaction time is delayed for a driver talking on a cell phone as much as it is for a driver who is legally drunk.
- People who use their cell phones to talk or text while driving are by far the most common reason for distracted driving accidents. In fact, the National Safety Council estimates that 26% of all car crashes involve cell phones.
- People under the age of 20 are involved in more fatal crashes due to distractions than any other age group.
- Studies show that drivers who send or receive text messages focus their attention away from the road for an average of 4.6 seconds. At 55 mph, this is equivalent to driving the length of a football field blindfolded!
The key to injury prevention in all situations is the human factor. Pay attention to the workspace you have set up - not only for remote use, but your regular on-campus work area as well. Be sure to move, stretch, and be in the best postures to avoid undue stresses to the body. Static postures, even ergonomically correct postures, can eventually lead to musculoskeletal disorders (such as carpal tunnel, tendinitis, rotator cuff injuries, elbow injuries [epicondylitis], trigger finger, and muscle strains).

Take regular breaks and move around often; if you are moving, there’s a lot less stress on your muscles and joints.

When using a laptop - be sure to use your laptop on stable base, such as desk or table – NOT on your lap. Sit with good posture – feet firm on the floor, elbows slightly above the desk/table surface, and back straight and supported.

Use a riser; a book, ream of paper, binder, or something similarly sturdy to raise the laptop to reduce neck strain. Angle the laptop screen so that you can see it with the least amount of neck deviation as possible. Use external keyboard and mouse whenever possible to keep arms at near 90° bend and wrists in neutral position.

If possible, use an external monitor. This will allow for better positioning as well.

Please keep UND policies in mind, even when working remotely. Remember: even though you are not at your regular worksite, you are working.

Be sure to submit Incident Reports and talk with your supervisor if you have an incident or a near-miss.

Heat Stress: It’s the matter of degrees

Heat stress is the overall accumulation of heat to which a person is exposed from the combination of physical and environmental factors. Factors that contribute to heat stress are high air temperatures, radiant heat sources, high humidity, direct physical contact with hot objects, and strenuous physical activities. When the body is unable to cool itself by sweating, several heat-induced illnesses may occur, up to and including death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash can also occur.

Early symptoms of heat illness include: dizziness/headache, dry mouth, unsteady walk and muscle cramps. An individual who experiences these symptoms should be removed from the underlying source and taken to an area to rest in the shade and sip liquids. If symptoms do not improve, they should seek medical care.

Later symptoms including high body temperature, confusion, unresponsiveness, coma, nausea or vomiting, rapid (strong pulse), and/or headache should seek medical care immediately. These symptoms are a sign that an individual may be suffering from heat stroke.

Use the following controls to protect yourself from heat related illnesses:

- Cool the air using a fan or air conditioner.
- Stay hydrated. Drink plenty of liquids. Avoid diuretics such as caffeinated beverages (this includes coffee or soda, which should only be consumed in moderation) and alcohol. These may cause dehydration and increase the risk of heat illness.
- Reduce physical exertion with intermittent rest periods and water breaks.

If you have any questions, please call the Office of Safety at (701) 777-3341 or und.safety@und.edu.