



Safety Spotlight

May 2024

Newsletter for Safety and Loss Prevention

Going on a Field Trip?



The University of North Dakota purchases insurance for students while on a trip sponsored by the University. This policy covers full-time and part-time University of North Dakota students for Accident Medical Expense - Maximum benefit is \$1,000 per person, and Accidental Death and Dismemberment-Principal sum is \$10,000.

Premium costs are funded by the Vice President for Finance and Operations Office. Only students listed on a submitted field trip form will be scheduled for this described insurance coverage.

The insurance policy covers injury resulting from an accident, which occurs while the student is participating in the covered trip. Some exclusions apply. For example, there is no coverage for field trips that involve high risk activities including, but not limited to, canoeing, rafting, or skiing, or while on a flight. Illness is also not covered.

For each field trip, the form and waivers must be completed prior to departure. The form and waivers can be found at: <https://campus.und.edu/safety/resources/forms.html#d35e89--8>

If you have any questions or concerns regarding this insurance coverage, please contact Office of Safety at 7-3341.

Fire Safety Reminders

UND places emphasis on all thing's life safety for students, faculty, and staff. An often overlooked, but crucial element of this initiative is free and clear access to fire extinguishers around campus. Active participation and compliance from all personnel is essential to ensure facilities at UND are the safest they can be.

Recent annual and still ongoing inspections have found obstructions to be an all-too-common occurrence. Obstructions can prevent fire extinguishers from being visible and accessible. Accidentally moving fixtures, furniture, or storage in front of an extinguisher is all too easy. It requires a conscious effort from all facility occupants to prevent this from happening.



FIRE SAFETY



No one going to class or work on any given day expects a fire, but should one occur, each one of us would likely prefer the ability to clearly see and access the nearest extinguisher.



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.

National Weather Service: Thunderstorm Safety For You & Your Family



THUNDERSTORMS WATCH vs. WARNING

Severe Thunderstorm Watch: Be Prepared! Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued. Watches are issued by the Storm Prediction Center (www.spc.noaa.gov) for counties where severe thunderstorms may occur. The watch area is typically large, covering numerous counties or even states.

Severe Thunderstorm Warning: Take Action! A severe thunderstorm has been indicated by radar or reported by a spotter producing hail one inch or larger in diameter and/or winds exceeding 58 mph. Warnings indicate imminent danger to life and property. Take shelter in a substantial building. Get out of mobile homes that could be blown over by high winds. Severe thunderstorms can produce tornadoes with little or no advance warning.

Learn more about what to do before, during, and after a thunderstorm, thunderstorm risk categories, and thunderstorm safety at: www.weather.gov/om/thunderstorm



Do you have a Designated Medical Provider (DMP) on file?

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). Emergency care is exempt from this designated provider requirement.

The [UND Designated Medical Provider \(DMP\) form](#) has a listing of all UND designated medical provider areas. Altru Occupational Health has been selected for the Grand Forks Area as 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. UND Student Health Services is not a designated medical provider for the University.

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 work-related injury. This includes not only physicians, but chiropractors, dentists, optometrists/ophthalmologists, etc. If you do not have a DMP on file or need to update your DMP, please fill out the attached form and submit to the Office of Safety. If updating the DMP form, please fill it out with all the medical providers you wish to utilize because the Office of Safety removes the previous and replaces it with the new DMP form. <https://campus.und.edu/safety/resources/forms.html>.



Driving is risky. Distracted driving is worse.

At least eight people a day are killed in distracted driving crashes. Handheld and hands-free phone calls and texts, emails, social media, passengers, snacks and even built-in vehicle touchscreens are just some of the distractions fighting for your attention on the road.

Here's a simple way to think about it: if something requires your hands, your eyes or your attention while you're driving, it's a distraction. Distracted driving isn't just risky for you, it can be deadly for every nearby driver, pedestrian, bicyclist, and worker.

All of us want to drive, bike or walk across roads free of distracted drivers. Help us spread the message that when you're behind the wheel, your only job is to drive and help everyone around you get home safe.

Pledge to avoid distracted driving Commit to Driving Distraction-free. Take the Pledge.

- ◆ I will make our roads safer for everyone by avoiding all forms of distracted driving.
- ◆ I will speak up when others are distracted to protect myself and all other road users.



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://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/nationwide-veh-rtl-sum-2-27-13.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.

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 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.

UND UNIVERSITY OF NORTH DAKOTA

Office of Safety

3851 Campus Rd., Stop 9031

701.777.3341 Fax: 701.777.4132

UND.safety@UND.edu

Meet The New Office of Safety Staff

Kristie Adams



Kristie is the new Lab & Research Safety Officer for the University. Kristie can assist you with:

- ◆ Advising on safe work practices involving biological material and chemical use in research/teaching.
- ◆ Training in Biosafety, bloodborne pathogen exposure, lab safety, biosafety cabinets, and autoclave use
- ◆ Shipping biological materials by providing training and guidance on packaging and permitting.
- ◆ Developing lab specific SOPS and advise on PPE, procedures, and control measures.

If you need assistance with any of the above, please reach out to Kristie.

Most Parvin



Dr. Parvin is the Associate Biological Safety Officer for the University. Dr. Parvin can assist you with:

- ◆ Certifying chemical fume hoods and biological safety cabinets on campus.
- ◆ Assists the Lab & Research Safety Officer with writing standard operating procedures, training, and lab safety audits.

If you need assistance with any of the above, please reach out to Parvin.

Joseph Yen



Joe is the new Fire & Safety Technician for the University. Joe can assist you with:

- ◆ Fire Extinguisher Annual Inspection and Maintenance
- ◆ AED Annual Inspection and Maintenance
- ◆ First Aid/CPR, AED, Fire Extinguisher Training
- ◆ First Aid Kit Questions
- ◆ Fire and Life Safety Code Compliance
- ◆ Maximum Allowable Quantities within designated spaces

If you need assistance with any of the above, please reach out to Joe.

Erica Sul



Erica is the new EHS Technician for the University. Erica can assist you with:

- ◆ Eyewash and Shower Questions
- ◆ Personal Dosimeter Requests/Exposure Reports
- ◆ Inspection and Surveys of Radiation and Chemical Lab Areas
- ◆ Occupational Health and Safety Questions
- ◆ Chemical and Radioactive Material Questions
- ◆ Hazardous Waste Reduction/Recycling efforts Questions
- ◆ Hazard Assessments

If you need assistance with any of the above, please reach out to Erica.

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