

University Police and Safety Office (UP&SO)

Safety Office
NDSU Dept. 3300
1801 15th Ave. N.
P.O. Box 6050
Fargo, ND 58108-6050


University Police
701.231.8998
Fax 701.231.6334

Call Center
701.231.8998
Fax 701.231.6334

Safety Office
701.231.7759
Fax 701.231.6739

DATE: March 2, 2009

TO: All NDSU Employees

FROM: Jolean Pederson, Associate Director 
University Police & Safety Office (UP&SO)

RE: NDSU Annual Notice of Policies Covered Under the ND RMP and
Mandatory Designated Medical Provider and Reporting Law - Your Rights
under WSI

NDSU participates in the WorkForce Safety and Insurance (WSI), also known as Worker's Compensation, and ND OMB/Risk Management Programs (RMP). As such, NDSU is required to comply with the requirements of the "Designated Medical Provider," "Immediate Reporting Law," and "Annual Notice of Policies Covered under the ND Risk Management Program" provisions.

The attached document is the Annual Notice of these provisions. ***Please take the time now to read the document and sign and return the signature page.*** Doing so will help protect your rights in the event of a work related injury or incident. Failure to comply with the requirements may be taken into consideration when determining the compensation eligibility of a work related injury or incident.

Also attached is required information on Radiation Safety Topics for Non-Research Personnel.

Again, it will only take a few minutes to do this, so please take the time now and ***complete the form and return it to our office as indicated.*** If you have any specific questions concerning the programs, please feel free to contact our office at 701.231.7759.

North Dakota State University

Annual Notice of Policies Covered Under the North Dakota Risk Management Program

Please view the full policies at www.ndsu.edu/policy/

Emergency Procedures (Policy 164):

For questions regarding this policy, please contact the University Police, 231-8998. http://www.ndsu.nodak.edu/ndsu/police_safety/safety/Forms/EmergencyActionGuidePoster.pdf

Fire: Sound the alarm and call 911.

When alarm is activated all persons *must* evacuate the building.

Natural Disaster/Severe Weather

2.1 During periods of severe weather, one of the following three statements will be made through area media by the University and, when necessary, by department heads: 1) the University will be in full operation, 2) classes are to be canceled, or 3) the University is closed.

3.1 When the threat of a tornado is imminent, the city/campus emergency sirens will be activated and personnel are encouraged to seek shelter inside campus buildings, in the lowest floor of the buildings, and in spaces where there are no exterior windows.

Bomb Threat

All bomb threats are to be handled as an emergency situation requiring immediate and decisive action. Immediately report this incident to the Campus Police (231-8998). Relay any information gathered.

Sexual Harassment (Policy 162):

For questions regarding this policy, contact the Vice President and/or Office for Equity, Diversity and Global Outreach 231-7708

As part of its commitment to equal opportunity, North Dakota State University prohibits sexual harassment of its employees and students, including student-to-student and other peer sexual harassment.

This policy is in compliance with federal regulations implementing Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Please note that sexual harassment in electronic forms is also prohibited under NDSU Policy 710 - Computer Facilities.

Individuals concerned about violations of this policy should request assistance from the University's Vice President for Equity, Diversity and Global Outreach, the University's General Counsel, the Counseling Center Office, the Associate Director for Student Rights and Responsibilities, or an appropriate administrator. When administrators or supervisors become aware of occurrences of sexual harassment in their areas, they are responsible for stopping the behavior or reporting it to the Vice President for Equity, Diversity and Global Outreach. In addition, the University's equal opportunity grievance procedure shall be available for any person who wishes to file a complaint alleging a violation of this policy.

Anti-Harassment/Hostile Work Environment (Policy 163):

For questions regarding this policy, contact the Vice President and/or Office of Equity, Diversity and Global Outreach 231-7708.

1. North Dakota State University is committed to providing a climate which fosters respect for students, staff and faculty as well as others who participate in programs and activities at the University. As part of that commitment, NDSU prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation, or protected activity (such as reporting alleged harassment or providing information related to a grievance). This policy is in compliance with federal civil rights laws and agency regulations and guidance implementing these laws.

2. Anyone who feels she/he has been subjected to prohibited harassment is encouraged to report the situation before it becomes severe or pervasive. Individuals may make a report to the Vice President for Equity, Diversity and Global Outreach, the University's General Counsel, the Office of Human Resources/Payroll, the Counseling Center and Disability Services Office, the

Associate Director for Student Rights and Responsibilities, or an appropriate administrator. Reports may be addressed on an informal basis at the request of the individual alleging harassment. The person alleging harassment may also file a formal grievance in the Office of Equity, Diversity and Global Outreach using the Equal Opportunity Grievance Procedures described in NDSU Policy 156.

Workplace Violence (Policy 163.1):

For questions regarding this policy, contact the Vice President and/or Office of Equity, Diversity, and Global Outreach, 231-7708

Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include, but is not limited to, oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm, or acts of violence against person or property.

If you observe or experience such behavior by anyone on NDSU property, or while working off-site, report it immediately to a supervisor or manager. A supervisor or manager who receives a report of workplace violence must take immediate action on such reports. He/she is responsible, if additional action is needed, for referring the issue to the department head or appropriate Vice President for investigation and follow-up action. The University Police, Office of Human Resources/Payroll and/or the Counseling Center and Disability Services Office are available to provide advice on such issues.

Threats or assaults that require immediate action by law enforcement should be reported first to police at 1-8998 or 911.

Alcohol and other Drugs-Unlawful and Unauthorized Use by Students and Employees (Policy 155):

For student questions regarding this policy contact the Dean of Student Life 231-6560; for employee questions call Human Resources and Payroll 231-8961.

2. The State Board of Higher Education prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by the Board or its institutions. Exceptions may include the lawful possession of alcohol in family student residences, on-campus professional staff residences, fraternities and sororities (in certain circumstances), the President's residence, and other special exceptions as granted by the President or the President's designee. For the complete State Board of Higher Education policy see [www.ndsu.nodak.edu/policies/procedures/policy_number_918 "Alcoholic Beverages"](http://www.ndsu.nodak.edu/policies/procedures/policy_number_918_Alcoholic_Beverages). The University prohibits the *unlawful or unauthorized* use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in University buildings, any public campus area, in University housing units, in University vehicles, or at any University affiliated events held on or off-campus, which are sponsored by students, employees and their respective campus organizations (including all fraternities and sororities). For NDSU employees, compliance with this policy is a term and condition of employment. For NDSU students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational registration.

5.2 Individual employees who are found in violation of the University policy on alcohol and other drugs by their supervisors will be reported to the Director of Human Resources/Payroll for consultation prior to action.

Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol beverage related statute while in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify his or her immediate supervisor within five days of the arrest. An arrest, depending

on the circumstances may be grounds for actions or sanctions. The status of the criminal proceeding is a factor the supervisor will take into consideration. It is important that the supervisor seek advice from the Human Resources/Payroll Director or the NDSU General Counsel before taking action in arrest situations.

Campus Computer and Network Usage (NDSU Policy 158, NDUS Procedure 1901.2)

For questions regarding these policies, contact Information Technology Services at 701-231-8685

In Reference to Section 158: Acceptable Use of Electronic Communications Devices

All employees, students, and other users of North Dakota University System computing and networking resources shall comply with applicable laws, policies, and procedures. The chancellor shall adopt procedures establishing rules governing access to and use of computing and networking resources.

NDUS Procedure 1901.2, "Computer and Network Usage," contains specific policies, procedures, rights, and responsibilities that also apply to NDSU.

Examples of uses NDSU considers unauthorized and unacceptable uses of NDSU-provided electronic communications devices include, but are not limited to: intentionally viewing, listening to, or sharing obscene or pornographic materials including child pornography; political use; personal commercial gain; copyright (DMCA) violations; hacking or other disruption of operations for other ECDs; threatening communications; harassment; use contributing to a hostile, intimidating, or offensive work environment; fraud; stalking; luring of minors; and invasion of privacy.

In reference to Section 710: Computer and Electronic Communications Facilities

Batch and interactive access to the administrative computer systems (e.g. ConnectND) must be authorized by a designed access control officer.

If someone suspects or has evidence of any security breach, it should be immediately reported to the applicable access control officer, the supervisor, and the NDSU Information Technology Security Officer in Information Technology Services. In order to protect the campus data networks, NDSU reserves the right to control network access. Requests for data and networking services must be made to Information Technology Services.

Contracts and Agreements (Policy 712):

For questions regarding this policy, contact the appropriate designated representative as stated in the full policy.

1. Any contractual agreement involving North Dakota State University must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative.

3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by University General Counsel pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University. General Counsel approved form contracts don't need further approval unless they are changed.

Health Insurance Portability and Accountability Act (HIPAA)

For questions regarding this act, contact the HIPAA Privacy Officer, 231-6446.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law imposed on all health care organizations, including universities which have health care components or deal with personal health information. HIPAA can be broken down into four main components. The first component of the law provides for continuity of health care coverage, limits exclusions for pre-existing conditions, and prohibits discrimination based on

health status. The second facet of the law deals with standardizing formats, codes and ID's in the health industry. The third and fourth components of HIPAA require privacy and security protections of your protected health information (PHI). The NDSU HIPAA Notice of Privacy Practices is available at http://www.ndsu.nodak.edu/general_counsel/hipaa/HIPAA%20Brochure.pdf

HIPAA privacy and security play an important part in dealing with an individual's health information. Both require policies and procedures to ensure that an individual's health information is kept confidential. No matter the form of the information, be it electronic, paper, or oral, one's health information must be protected and held private. For specific policies and procedures on HIPAA Privacy, see www.ndsu.nodak.edu/hipaa

Employee Responsibility and Activities: Intellectual Property (Policy 190)

For questions regarding this policy, contact the Office of Technology Transfer, 231-6659 or 231-6681.

This policy establishes rules and guidelines to support faculty, staff, and students, in identifying, protecting, and administering Intellectual Property and defining the rights and responsibilities of all involved.

Family Educational Rights and Privacy Act (FERPA)

For questions regarding this policy, contact the Office of Registration and Records, 231-7981.

The Family Education Rights and Privacy Act of 1974 (FERPA) sets forth requirements regarding the privacy of student records. FERPA affords students the following rights: 1) to inspect and review their education records; 2) to request to amend their education records; 3) to have some control over the disclosure of information from their education records; and 4) to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA. School officials may not disclose personally identifiable information about students' education records without written permission by the student unless such action is covered by exceptions permitted by the Act. Common directory information, however, may be released unless suppressed by the student in writing. FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education. For more information, see NDSU's Notification of Rights under FERPA at <http://bisonconnection.ndsu.edu/registration/ferpa/>.

University Health and Safety Policy (Policy 166)

The policy will set forth safety and environmental responsibilities, to provide support for safety rules, regulations and procedures, and to establish basic guidelines for safe practices, activities, programs and training for the successful implementation of the University's occupational and environmental safety program.

Requirements in this policy are to be communicated to all faculty, staff, and students. URL: <http://www.ndsu.nodak.edu/policy/166.htm>

Retain this portion for future reference.

This publication will be made available in alternative formats upon request 701.231.7759.

STATE SELECTED DESIGNATED MEDICAL PROVIDERS

Medical Facility	Locations	Case Manager	Contact Numbers
Altru Health Systems - Satellites	Grand Forks Altru Clinic (s): - Cavalier - Devils Lake - Drayton - Larimore - Northwood	Kay Berube Lucy Swartz Jill Weisenberger	Phone: 701-780-2578 Phone: 701-780-2450 Phone: 701-780-2531 Fax: 701-780-2440
Medcenter One Hlth Sys - Q & R Clinic - Medcenter One Occ Hlth - Satellites	Bismarck Bismarck Bismarck - Center – Square Butte Clinic - Dickinson Clinic - Elgin Community Clinic - Family Medical North & South – Bis. - Halliday - Hebron Clinic - Jamestown (Mall) - Mandan Clinic North - Mandan Clinic East - New Salem - Richardton Clinic - Hearing Cts of the Heartlands-Nrthbrk-Bis - Steele - Underwood - Washburn	Peggy Hill	Phone: 701-323-5707 Fax: 701-323-5867
Trinity Health - Trinity Medical Center - Satellites	Minot Minot – includes the following: ^ Trinity Health East & West (clinics) ^ Minot Center for Family Medicine ^ Medical Arts Convenience Care ^ UND Resident Program ^ Kenmare Health Center ^ St. Andrew's ^ Trinity Regional Eye Care – Minot & Williston ^ Velva ^ Western Dakota ^ Westhope - Garrison - Mohall - Sherwood - New Town - Parshall	Janelle Schell	Phone: 701-857-5441 Fax: 701-857-3554
Worklife PrimeCare Health Group - Satellites	Bismarck Bismarck – includes the following: ^ St. Alexius Medical Center ^ Arthritis Center ^ Bone & Joint Center ^ Heart & Lung Clinic ^ Mid Dakota Clinic ^ Mid Dakota Kirkwood Mall & Gateway ^ Neurology Clinic ^ Physical Medicine Clinic - Sakakawea Medical Ctr – Hazen - Hazen Clinic - Gehring Clinic – Hazen - Missouri Slope Medical Arts - Beulah	Sarah Leidenix Shelia Srb Kate Zander	Phone: 701-530-6493 Phone: 701-530-6494 Phone: 701-530-6498 Fax: 701-530-6479
MeritCare Occupational Health Center	Fargo	Lisa Beckman	Phone: 701-234-4760 Fax: 701-234-4757
Dakota Clinic - Occupational Health Department (West Fargo Clinic) - Satellites	All Fargo area locations to include: ^ West Fargo – 1401 13th Ave East ^ Northport Shopping Center ^ West Acres Shopping Center ^ Innovis – 3000 32 nd Ave S ^ 1702 South University Drive - Casselton - Hankinson - Jamestown - Lisbon - Medina - Valley City - Wahpeton	Sherry Floberg	Phone: 701-364-5793 Fax: 701-364-5792

Radiation Safety Topics for Non-Research Personnel

ALARA Statement: “It is the policy and intent of the University that all levels of the Radiation Safety Program Administration strive to keep radiation exposures to levels which are *as low as reasonably achievable*, with economic and social factors being taken into account.”

Excerpted from the NDSU Radiation Safety Handbook

This principle guides all activities that involve the use of radioactive material and radiation emanating devices at the University.

Radiation Basics:

Radiation is all around us and there are many different classifications of radiation, both hazardous and non-hazardous. Visible light and radio waves are types of radiation, however they are essentially harmless. The radiation safety program is most concerned with a form of radiation classified as *ionizing* radiation. Within this class of radiation there are additional groups including alpha, beta, x-ray and gamma radiation. Each of these groups have unique hazards.

What You Need to Know:

Laboratories using radioactive materials and certain other areas are designated. By regulation, no regulated radioactive material is allowed in an area that does not have radiation safety signs or warnings. An example of a typical warning sign is in the top right corner of this page. When you see this sign or the trefoil symbol at the center of this sign, it is your notification that a radiation hazard is present. All containers with regulated radioactive material will be labeled.

Some Safety Basics:

Radioactive laboratories must be locked unless attended.

Radioactive waste bags or containers should not be moved or handled unless you are an approved user of radioactive material.

Do not handle or move vials or containers of radioactive material.

If for any reason material is spilled or a container is tipped accidentally, contact the Principal Investigator of the laboratory immediately. If not available, contact the safety office at 1-7759. Information placards containing emergency contact information are available in all laboratory areas.

Sources of Radiation at the University:

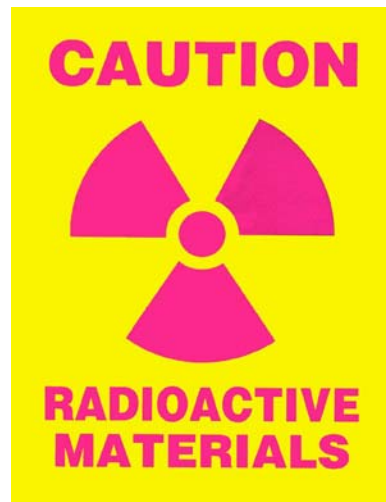
- X-ray machines – These present only a minimal hazard to the public because they are shielded with guards and these guards block the X-radiation.
- Radioactive isotopes used in research.
 - Examples include H-3, C-14, P-32, P-33, S-35, & I-125.
 - The type of radiation emitted depends on the radioisotope.
 - Exposure in the laboratory is low due to the small amount of activity used per experiment.
 - Larger stocks of isotopes are locked in storage containers unless in active use by researcher.

Bottom Line Take Home Message:

Radioactive materials are present at NDSU for research activities. The researchers have received specialized training and follow good laboratory practice procedures in order to keep the amount of radioactivity exposure as low as reasonably achievable. The Radiation Safety Office and Radiation Safety Committee oversee all usage of radioactive material to ensure that it is used safely. When you see the radioactive warning labels, be extra cautious. Don't disturb any materials that have been labeled as radioactive and don't handle any waste containers that have radioactive markings.

For More Information:

Contact the NDSU Radiation Safety Office at 231-7759 or email mike.borr@ndsu.edu.



Employee Name: _____ EmplID: _____
Printed Last Name First Name Middle Name

1. Annual Notice of Policies Receipt Acknowledgment

I have received a copy of NDSU's Risk Management Annual Notice regarding policies and procedures on fire, natural disaster/severe weather, bomb threat, sexual harassment, anti-harassment/hostile working environment and other forms of unlawful harassment, workplace violence and threats, unlawful use of alcohol and other drugs, computer/internet/e-mail use, HIPAA, contracts and agreements, emergencies, and incident reporting. ***My signature means that I have received the Annual Notice, understand it is my responsibility to review the Annual Notice and if I wish to discuss any of the provided information I am responsible to contact my supervisor and/or the appropriate responsible office as identified in each of the policies and procedures.***

2. Incident Reporting, Workers Compensation, Supervisor Investigation

The 1995 Legislative Assembly enacted House Bill 1206 to require an employee who has an incident or is injured on the job to **notify the employer of the incident immediately**. This notification must be in written form and must be given to the employee's immediate supervisor or another supervisor authorized to receive the notice. If the employee fails to notify the employer of an incident immediately, WorkForce Safety and Insurance may take that failure to do so into consideration when determining compensability of the claim. Even though NDSU policy and ND Risk Management **require immediate reporting of any incident**, you will be required to report and complete the University's initial incident report form by end of shift or within 24 hours. Failure to report within 24 hours will affect the North Dakota Risk Management Program/WorkForce Safety and Insurance requirements. (http://www.ndsu.nodak.edu/ndsu/police_safety/safety/forms.htm).

We are also participating in the ND Risk Management Program. This allows NDSU to designate occupational health care providers to treat your workplace injuries and illnesses. These providers can be individuals, clinics, hospitals or any combination thereof. They can be medical doctors, chiropractors, osteopath, dentists, optometrists, podiatrists, psychologists or any combination of these providers. **WorkForce Safety and Insurance may not pay for medical treatment** to another provider unless you are referred by our Designated Medical Provider or unless you notify us in writing prior to an injury that you want to be treated by a different medical provider. You must also name your different medical provider. **Emergency care** is exempt from this Designated Medical Provider requirement, if it is truly an emergency.

The NDSU Risk Management Program also requires all employees, faculty, and staff to attend **Mandatory Annual Baseline Safety Training** and other university specific or department specific training. Additionally, supervisors are also required to attend the Supervisor Safety Training.

Further requirements can be obtained by reviewing **NDSU Policy 144 and 166**.

*I have been informed of the North Dakota WorkForce Safety and Insurance **First Report of Notice of Injury Law** which informs me of North Dakota State University's immediate report of incident requirement, and allows for a 24 hour reporting period. I have also been informed of North Dakota State University's **Designated Medical Provider** and the requirements concerning treatment for workplace injuries, illnesses, and exposures.*

The Designated Medical Providers for North Dakota State University are listed within the Annual Notice of Policies.

Signature of Employee: _____ Date Signed: ____/____/____

I wish to add the following medical clinics/doctors, chiropractors, osteopath, dentists, optometrists, podiatrists, psychologists provider as a Designated Medical Provider to seek treatment from in the event of workplace injury or illness.

Name of Doctor/Clinic/Medical Provider: _____
Not the name of your insurance company

Address: _____

City State Zip: _____

Campus Mail Return to :

University Police and Safety Office
Safety Office
NDSU Campus

U.S. Mail Return to:

University Police and Safety Office
PO Box 6050, Dept 3300
Fargo, ND 58108-6050

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Office of the Vice President for Equity, Diversity, and Global Outreach - (701) 231-7708.