



Winter Travel

Are you prepared for traveling this winter? The following are helpful hints from the CDC that will help keep you safe on the road this season.

You can prepare your car for winter travel by having your radiator system serviced, checking your anti-freeze level, replacing windshield wiper fluid with a wintertime mixture, replacing worn tires, checking the air pressure in your tires, checking all lights, and keeping your gas tank near full to avoid ice in the tank and fuel lines.

Before you get on the road, you should have a winter survival kit for your car.

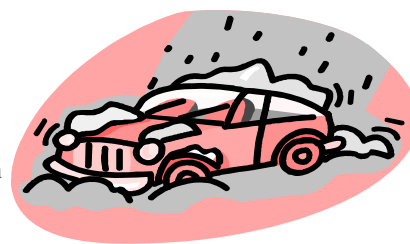
Items that you should include in your kit are:

- Blankets, extra coats, mittens and hats
- Cell phone with portable charger and extra batteries
- Shovel, windshield scraper, road salt, sand or cat litter
- Battery powered radio, flashlight, both with extra batteries
- Booster cables, emergency flares, bright colored flag or cloth
- Water and high

calorie canned or dried food, can opener

- Paper towels, toilet paper, hand sanitizer
- Chains or rope, tire chains
- Help signs, tool kit, road maps, compass

Finally, make sure a friend or family member knows of your travel plans, and check all weather and travel reports prior to leaving.



Holiday Decorations on Campus

Decorations at NDSU must not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, electrical panels, and fire alarm pull stations.

Decorations including trees that might be used must be non-combustible. This includes tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, stairways or places of assembly.

Only miniature electric lights will be permitted, and must display the Un-

derwriters Laboratory (UL) seal of approval. No loose sockets, frayed or damaged cords, or cords wrapped in electrical tape will be permitted. Wiring may not be run through doorways, under carpeting, hanging from ceiling tiles, or run through holes in a wall. The use of extension cords is not allowed. Surge protector power strips are recommended. The period for Holiday decorative lighting must not exceed 30 days. Holiday lights must be turned off when leaving the building.

Only trees displaying a UL or FM label can be used.

This non-combustible requirement applies to the entire tree: branches, trunk and trunk wrapping. If the artificial tree is other than metal, it must be non-combustible.

The location of the tree or decorations shall not block, nor restrict the use of halls, exits, stairways, and shall not cover any exit signs, emergency lighting, fire extinguishers, fire pull stations, sprinkler heads, or electrical panels. Trees shall be located in areas as remote as possible from stairways. **Live trees shall not be used.**

Baseline Safety Training:

- December 19, 2007, Memorial Union Hidatsa Room 9:00 AM
- December 20, 2007, Memorial Union Hidatsa Room 3:00 PM
- January 16, 2008, Memorial Union Hidatsa Room 9:00 AM
- January 17, 2008, Memorial Union Hidatsa Room 3:00 PM

Safety Office

ANPC Building
1801 15th Ave. North
Fargo, ND 58105
701-231-7759
fax: 701-231-6739

Jennifer Baker, Loss Control/Claims Specialist
701-231-6740

Incident Reporting...in 24 Hours

The following is just a reminder to all employees of the Worker's Compensation Reporting Law:

The 1995 Legislative Assembly enacted House Bill 1206 to require an employee who is injured on the job to notify the employer of the injury. This notification may be in either oral or 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

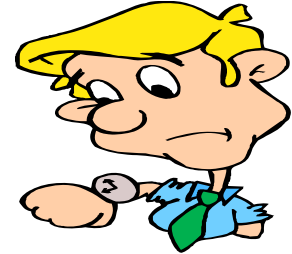
the compensability of the claim. **Even though the university policy and Risk Management Program require immediate reporting of any incident, you will be required to report and complete the university's initial incident report form by end of shift or within 24 hours.**

It is very important to file an incident report with the Safety Office immediately, or within 24 hours of your work related illness or injury, **whether you need medical attention or not.**

The incident report form can be found on the University Police and Safety website at: <http://www.ndsu.edu/ndsu/>

[police_safety/safety/Forms/INCIDENTForm.pdf](http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf)

If you have any questions, or would like help filling out the report form, please contact the Safety Office at 231-6740.



Back Safety

With the first snowfall we break out the shovels and snow blowers, but what should we be doing to keep our bodies and backs safe?

A snow blower is a terrific piece of machinery, but if not used correctly, you can strain or injure your back. Snow blowers are designed to remove snow at a particular rate of speed. Pushing or forcing the equipment to go faster is defeating the purpose to do the work for you!

The auger at the front of the blower, along with moving gears, chains and belts, presents the greatest hazard to anyone tampering with a blower while it's running. Injuries usually occur when the operator attempts to clear debris without turning off the motor.

Wet snow tends to clog the blades and banes, and often jams and sticks in the chute. Operators must keep a careful watch for items hidden under the snow that could be picked up by the blower and discharged out of the machine's chute. Please note that objects such as small pieces of ice, pebbles and debris will fly farther than snow.

If the area to be cleared of snow is small, or if you do not have a snow blower, you will likely have to shovel by hand. Only

persons in good physical condition and good general health should shovel.

When shoveling, mentally divide the area into sections and clean only part; then rest before going onto the next section. Whenever the snow begins to feel especially heavy, take a break. A few things to keep in mind when shoveling:

- Warm up before shoveling. Walk for a few minutes or march in place and stretch your muscles.
- Pace yourself during shoveling activities, wet snow is much heavier than dry snow.
- If you experience pain or shortness of breath, STOP immediately and seek assistance.
- Take frequent breaks and drink plenty of water to re-hydrate.



- Think about good posture and maintaining the natural curve of your spine.
- When shoveling, stand with your feet about hip width apart and one foot forward for balance. Keep the shovel close to your body and bend with your knees and hips (not your back). Tighten your stomach muscles as you lift the snow and AVOID any twisting. If you need to move the snow to one side, reposition your feet to face the direction the snow will be going. Remember, "toes before the nose."
- Hand grip and placement on the shovel are important. Don't put your hands close to one another. Distance will give you more leverage, making it easier to lift the snow.
- Dress warmly and in layers, but not so heavily so that you can't move.
- Consider lightweight shovels with smaller blades. You will be able to shovel just as much, with less stress on your back.
- Consider spraying a bit of silicon lubricant on the blade to help keep the snow from sticking to the shovel.

Non-discrimination Policy

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