The holiday seasons are a great time to decorate and personalize our space to get into a festive mood. While NDSU encourages this for our students, faculty and staff, there are guidelines to be followed to ensure that everyone’s working area is safe. By outlining and following the recommended guidelines, we learn to prevent injury and safeguard ourselves and our coworkers against a job related injury or death.

* 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 Underwriters 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, hang 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 alarm 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.
**Incident Response and Reporting**

Winter weather is here which comes with increased concerns of slipping and falling. The Safety Office wants to remind all employees to slow down, wear proper footwear for the conditions and be aware of your surroundings. Be sure to familiarize yourself with incident response and reporting for employees and non-employees.

<table>
<thead>
<tr>
<th><strong>Employee</strong></th>
<th><strong>Non-employee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report incident immediately to supervisor and complete the incident report form for employees.</td>
<td>In an emergency situation call 911 to summon emergency medical support as soon as possible. Give location and condition of the individual. Respond to any questions from the operator.</td>
</tr>
<tr>
<td>Assess for first aid or medical treatment.</td>
<td>The injured student or visitor may seek medical care if they feel it is necessary. Allow the student or visitor to determine their level of care needed.</td>
</tr>
<tr>
<td>Supervisors assess hazards and conduct an investigation. Identify corrective actions to prevent similar incidents in the future and complete the supervisor’s section of the incident report.</td>
<td>Ask student or visitor if they would like an ambulance.</td>
</tr>
<tr>
<td>If medical is needed, let the designated medical provider (DMP) know this is a work related incident.</td>
<td>Provide care and support.</td>
</tr>
<tr>
<td>Contact the NDSU Loss Control &amp; Claims Specialist (701-231-9587) immediately to complete the required workers’ compensation paperwork. Be sure to bring all documents from the DMP to the meeting with the Claims Specialist.</td>
<td>Get name and address of the injured person and the hospital if possible.</td>
</tr>
<tr>
<td>The injured employee is required to follow all medical restrictions 24/7, not just during work hours. Supervisors must monitor employee’s return to work and provide for temporary accommodations for restrictions.</td>
<td>Immediately report the incident to the University Police and Safety Office (231-9587). Complete the non-employee/property damage incident report.</td>
</tr>
<tr>
<td>Employee is to keep all scheduled medical appointments and keep the Claims Specialist informed and up-to-date with status after each appointment.</td>
<td>Be prepared to assist the Safety Office staff with any follow-up questions regarding the incident.</td>
</tr>
</tbody>
</table>
North Dakota winters provide us with ample opportunity for outdoor activity in the form of snow shoveling. While this is a great physical activity to keep us active, it can also be dangerous if not done properly. NDSU Extension Service offers the following heart healthy and back friendly tips.

- If you are inactive and have a history of heart trouble, talk to your doctor before you take on the task of shoveling snow.
- Avoid caffeine or nicotine before beginning. These are stimulants, which may increase your heart rate and cause your blood vessels to constrict. This places extra stress on the heart.
- Drink plenty of water. Dehydration is just as big an issue in cold winter months as it is in the summer.
- Dress in several layers so you can remove a layer as needed. Synthetic fibers help wick away perspiration better than natural fibers.
- Warm your muscles before shoveling by walking for a few minutes or marching in place. Stretch the muscles in your arms and legs because warm muscles will work more efficiently and be less likely to be injured.
- Pick the right shovel for you. A smaller blade will require you to lift less snow, putting less strain on your body.
- Begin shoveling slowly to avoid placing a sudden demand on your heart. Pace yourself and take breaks as needed.
- Protect your back from injury by lifting correctly. Stand with your feet about hip width for balance and keep the shovel close to your body. Bend from the knees (not the back) and tighten your stomach muscles as you lift the snow. Avoid twisting movements. If you need to move the snow to one side, reposition your feet to face the direction the snow will be going.
- Most importantly, listen to your body. Stop if you feel pain.

Baseline Safety training is a mandatory training for all NDSU employees—faculty, staff and student employees. If you are a supervisor, it is mandatory that you take both Supervisor Safety Training and Baseline Safety Training. Both courses must be completed on an annual basis and are available online or as in-person trainings.

An in-person training for both Baseline Safety and Supervisor Safety is scheduled for Thursday, March 8, 2017 in the Memorial Union, Mandan Room. The Baseline Safety Training will be conducted from 9:00 – 10:00 am followed by the Supervisor Training from 10:00 – 11:00 am.

Please register in advance for Baseline Safety at:

Baseline Safety Training

Please register in advance for Supervisor Safety at:

Supervisor Safety Training

Completing the online training courses will require that you to log in using your NDUS username and password, review the training content and take the associated quiz. Your completion of the quiz online will record your completion of the training requirement. Follow this link to access the online training option:

Online Baseline and Supervisor Training

Laboratory Safety Training is required for employees that work in laboratory spaces. Principal investigators and those in charge of laboratory operations need to complete all seven training modules whereas employees within the laboratory spaces need to complete modules 1-6. For more information and links to the training visit the Safety Office website at:

Laboratory Safety Course Modules

NDSU provides a Track Training application to assist employees and supervisors with training compliance. For more information visit: https://apps.ndsu.edu/tracktraining/
As winter returns, the Safety Office wants to remind all employees to be extra cautious when walking outdoors. Melting and freezing can create icy paths. Many incidents occur when we are in a hurry or running late. Please give yourself extra time to get where you need to go.

Make sure to wear proper footwear, take smaller steps, and stay aware of your surroundings. It is important that we all stay extra cautious during this time of the year. Additionally, take care to remove snow and ice from your footwear when coming indoors. This will assist in preventing puddles or slippery spots that may occur otherwise.

If you do come across areas that are particularly icy, fill out a Near Miss report and contact the proper department such as Facilities Management or the building custodial staff to make them aware of the icy location. Remember to be proactive and report those areas that pose a potential slip and fall hazard. It is up to each one of us to keep everyone safe.