Safety Newsletter

Construction Season

NDSU has entered a very busy construction season. With these projects come a variety of hazardous conditions that can include uneven surfaces, falling objects, heavy machinery and hazardous substances. It is important to keep yourself up to date on the projects and stay aware of changing conditions that may affect your travel around the campus.

All sites should display clear barriers and signage that is visible to pedestrians. It is important to obey these barriers and walk around them—not through them.

There may be uneven surfaces and terrain around construction sites. Pedestrians need to be aware of their surroundings and pay attention to the surface they are walking on. Keep distractions to a minimum—these can include phone use, listening to music, or visiting with others walking with you.

Watch for falling objects where heavy equipment is operating. An object as small as a billiard ball can kill a person instantly when dropped from moderate heights. Stay a safe distance away from these areas and watch for hazards that may be near your path of travel.

Inform visitors of safe travel paths that avoid construction areas on the campus. Our beautiful campus can be overwhelming and a distraction to first time visitors. Help make their experience great by making sure they are taking the safest routes possible.

For information on current projects please visit Facilities Management site at: http://www.ndsu.edu/facilities/constructionrenovationandproject/

We’ve Moved!

The Safety Office has moved to the Auxiliary Enterprises building. We are now located with the University Police Department at 1523 12th Ave. N. Phone numbers and other contact information remains the same if you need to contact us. We ask that you use the south entrance if you need to visit the Safety Office.

New Staff

We are pleased to welcome Jodie Haring to the Safety Office as the Biological Safety Officer, which is a new position for NDSU.

She is available to assist anyone on campus with issues related to safety in research involving biological systems, experiments with potential pathogens, as well as recombinant DNA and synthetic nucleic acids.

Jodie has work experience at NDSU both as a former manager of the Core Biology Facility and most recently as the Molecular Biology Laboratory Coordinator for the Reproductive Physiology Group within the Animal Sciences Department.

Welcome Jodie!
Stay Cool This Summer

We have many employees at NDSU who spend significant time outdoors during the summer months. It is important to keep yourself safe while working in the sun and heat. The Centers for Disease Control and Prevention (CDC) notes that muscle cramping might be the first sign of a heat-related illness and may lead to heat exhaustion or stroke. Some other signs of heat exhaustion are:

- Heavy sweating
- Weakness
- Cold, pale and clammy skin
- Nausea/vomiting
- Fainting

If you experience these symptoms move to a cooler location, lie down, loosen clothing and sip water. If symptoms continue or worsen, seek immediate medical attention.

State Fleet & Rental Vehicles

The State of North Dakota owns and operates vehicles for employees to use while conducting state business. It is important to remember that vehicles are for official state business only and can only be used by state employees. All operators of State Fleet vehicles must adhere to the following:

- Operators must possess a valid driver’s license.
- Operators must obey and comply with all traffic laws and regulations.
- In the event of an accident, the driver must complete an accident report form and return it immediately to Facilities Management.
- Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines.
- Operators must use state vehicles only for conducting state business and not for personal use.
- Operators may not transport spouses, children, animals or hitchhikers in state vehicles.
- All occupants must wear properly fastened safety belts.
- Smoking is prohibited.
- State employees shall not engage in text messaging while driving a state fleet vehicle.

State agencies must use State Fleet vehicles for travel within the state. If you are out-of-state and need a rental vehicle, you must use the North Dakota State Cooperative Contract for Rental Vehicles that can be found at: www.nd.gov/risk/risk-management-fund/vehicle-liability

The Risk Management Fund’s coverage includes liability insurance arising out of the use of State-owned, State-rented or State-leased vehicles, but only to the extent that the use is within the scope of the employee’s employment and authorization. Private use of these vehicles is not covered by the Risk Management Fund and will be the employee’s personal responsibility.

With Summer weather comes Summer storms—Sign up for CodeRED alerts at www.cityoffargo.com/Emergencies/JoinCodeRED or call 701-476-4068
Safety Training

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.

If you have not completed the Mandatory Annual Baseline or Supervisor Safety Training, please take the time to go online and complete the course. Both courses are available through Moodle, an online Learning Management System. Completing the online training courses will require that you 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.

Training courses can be accessed on the Safety Office website at: http://www.ndsu.edu/police_safety/training/

Animal Handling Safety & Injuries

Many people at NDSU work with animals as part of their job duties. The types of animals may vary, but workers need to be aware of the potential hazards and safe handling techniques for each animal.

Generally, slow and deliberate movement should be used around animals. Workers should approach animals from the front and avoid their blind spots. Cornering, teasing, poking or needlessly hurting animals can cause them to react violently.

Workers need to remain constantly alert when handling animals and watch for warning signs of aggressiveness and fear. Signs may include raised fur, flattened ears, twitching tails, or bared teeth. Extra caution should be used when handling animals that are sick, hurt, or new mothers.

When animals must be captured or treatments administered, workers should do so with assistance from animal capture devices and/or other workers. Use extreme caution when giving injections and handling sharps around animals. Sudden animal movements could cause a stick injury. Workers should also practice good ergonomics by keeping their backs straight and their joints soft to prevent injury due to sudden movements by the animal. It is advisable to keep an open route of escape when working with animals.

Basic personal protective equipment needs to be worn—non-slip soles, sturdy clothing and gloves. Frequent hand washing is a best defense against diseases caused by touching animal saliva and wastes.

If injured when working with animals, make sure to report it immediately to the Safety Office and your supervisor. Knowledge and training can prevent workers from experiencing the painful side of animal instincts.
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