

SAFETY NEWSLETTER

June 2015

Online Training

North Dakota State University has a strong commitment to the health and safety of all employees, students and visitors. As part of that commitment, each employee is required to complete annual training as well as other training that may be required for their position. Training that is provided by University Police & Safety Office is available online through Moodle. Completing the training courses requires you to log in with your PeopleSoft username and password (the same as you use to view your paycheck and access your class schedule).

Baseline Safety training is a mandatory annual 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 on an annual basis.

Laboratory Safety is required for employees that work in laboratory spaces. Animal Care and Use training is required for employees that work with animals. All of these and many more training options are available on the Safety Office website at: http://www.ndsu.edu/police_safety/annual_notices_and_training/

Track Training

Track Training is an application developed to assist employees and supervisors with training compliance. For more information and to view a tutorial visit: https://www.ndsu.edu/hr/training/annual_training/

The Notice of Annual Requirements and Designated Medical Provider forms are now included in the online training. These need to be reviewed and completed annually by all employees.

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Summer Grilling

Grilling on Campus

Summer days automatically bring thoughts of grilling to many people. Grilling can bring some challenges however, so it is important to know the Outdoor Grilling Guidelines that have been established for NDSU.

University departments and recognized student organizations/clubs may be allowed to hold grilling activities in designated areas on campus by making a reservation through Facilities Management. Depending on the event, the group may be required to complete the NDSU Facility Use Agreement. For groups larger than 250, a reservation shall be made with NDSU Dining Services in accordance with Policy 407.

Outside groups/vendors will be required to complete the NDSU Facility Use Agreement and be approved before they are allowed to participate in any grilling activity.

Some general guidelines to follow are:

- ◆ Grilling operations shall be located at least 20 feet away from any building or structure.
- ◆ Grills must be attended at all times and maintained in a clean and sanitary condition.
- ◆ Ensure clean/sanitary conditions and proper preparation/serving of food to avoid contamination and possible health hazards.
- ◆ Charcoal grills are not allowed

For complete guidelines and more information the NDSU Outdoor Grilling Guidelines can be found at: <http://www.ndsu.edu/fileadmin/policesafety/sop/GrillingGuidelines.pdf>

The NDSU Facility Use Agreement Guide and forms can be found at: http://www.ndsu.edu/general_counsel/forms/

Summer Construction

As you travel around campus this summer you will notice a large number of projects in progress. A variety of hazardous conditions can be present, including uneven surfaces, falling objects, and heavy machinery. Stay aware of changing conditions and keep yourself up to date on the projects. Obey all barriers and walk around them—not through them. Inform visitors of safe travel paths that avoid construction areas on campus.

A Project Schedule and a Summer Construction Projects Map can be found on the Facilities Management website at: <http://www.ndsu.edu/facilities/>



Stay alert to project areas.

Join CodeRED

CodeRED is an automated notification system. Alerts are issued for a variety of situations, including natural disasters, terrorism threats, gas leaks, water contamination, chemical spills, missing child alerts, severe weather and general community notifications.

To sign up, visit the City of Fargo web page at: <http://www.cityoffargo.com/Emergencies/JoinCodeRED/> or call 701-476-4068. If you are signed up for CodeRED, but have moved or changed your phone number, remember to sign-in and update your contact information.



Be prepared for summer storms

Lightning Strikes

According to the National Weather Service (NWS), lightning has killed an average of 42 people per year over the last 10 years. A common myth is that lightning is highly localized and people think they are far enough away from the storm to be out of danger, but lightning can strike as far away as 10 miles.

NDSU is a NWS StormReady Campus and would like to remind you of what the NWS recommends when threatening weather approaches.

- ◆ Postpone outdoor activities if thunderstorms are imminent. This is the best way to avoid being caught in a dangerous situation.
- ◆ Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles. Stay away from tall objects such as towers, fences, telephone poles and power lines.
- ◆ If lightning is occurring and a sturdy shelter is not available, get inside a hard top automobile and keep the windows up. Avoid touching metal.
- ◆ Unplug appliances not necessary for obtaining weather information and avoid using the telephone or any electrical appliances.
- ◆ Do not take a bath or shower during a thunderstorm.
- ◆ Turn off air conditioners. Power surges can cause serious damage.

Remember, if you can hear thunder—you are close enough to be struck by lightning.



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Safety Office Staff Announcements

The Safety Office is proud to announce some changes in positions:

- ◆ Mike Borr was announced as the Director of University Police & Safety Office in April.
- ◆ Bret Mayo was announced as the Associate Director, Environmental Health & Safety in June.

Please join us in congratulating Mike and welcoming Bret to the Safety Office.