

# Safety Newsletter

North Dakota State University

## Construction on Campus

**Inside this issue:**

State Cooperative Contract for Vehicle Rental-Nationwide	2
Safety Season	3
Nondiscrimination Policy	4

NDSU continues its growth with 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.

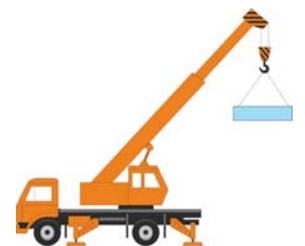
All sites should display clear barriers and signage that is visible to pedestrians. It is important to obey these barriers and walk around them. Cutting through them is prohibited.

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. A small object has the potential to kill a person instantly when dropped from even moderate heights. Keep 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. The campus can be overwhelming and serve as 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: [https://www.ndsu.edu/fileadmin/facilities/Campus\\_Projects.pdf](https://www.ndsu.edu/fileadmin/facilities/Campus_Projects.pdf)





## State Cooperative Contract for Vehicle Rental-Nationwide

The State of North Dakota, through the OMB Procurement Office, is participating in the Nationwide Vehicle Rental agreement established by the Western States Contracting Alliance (WCSA), which makes available a cooperative contract for out-of-state vehicle rentals by state employees traveling on official state business.

State agencies must use a State Fleet vehicle for travel within the state or originating within the state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference NDCC 24-02-03.3). The vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the State Fleet Director
- Travel out-of-state commercially requires a vehicle rental at that destination

The rental contracts were awarded to two national vehicle rental providers:

- Enterprise Rent-A-Car & National Car Rental
- Hertz Corporation

Vehicles rented through these contacts have discounted rental rates, as well as full coverage damage waiver with \$0 deductible and liability coverage up to \$1 million without additional fees or paperwork.

NOTE: these coverage terms are not valid for rentals outside the United States and agencies should purchase the additional equivalent coverage from the rental company.

Additional information regarding this contract, requirements for use of the rental cars and the cooperative state contracts, exemptions to using the vehicle rental

contract, as well as a quick reference for rental reservations with Enterprise & National and Hertz can be found here:

<https://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/nationwide-veh-rtl-sum-2-27-13.pdf>



## Safety Season

Every season is safety season. As we're set to be working outside more, the Safety Office would like to remind everyone to be mindful of what you have learned in your safety trainings and to review the safe operating procedures applicable to your work.

**The Basics:** Remember to slow down and be aware of your surroundings. These two actions can help minimize and often avoid incidents and/or injuries.

**Working in the sun and heat:** Working in the sun and heat can put extra stress on your body. Stay hydrated and take frequent breaks. Wear clothing that covers your arms, legs, and neck to ensure proper protection. Wear comfortable, lightweight fabrics like cotton, hemp and linen. Be sure to apply sunblock adequately and reapply every two hours if you are sweating. Wear a hat, sunglasses, and seek shade. See more at [Working in the Warm Weather](#).

**Insects:** Insects can cause health related problems. Mosquitoes and ticks carry diseases and allergic reactions can occur with bee or wasp stings. See more at [Working in the Warm Weather](#).

*For bee and wasp stings:*

1. Use insect repellents that contain DEET.
2. Wear long pants and long sleeve shirts in lightweight material.
3. Avoid garbage areas that contain food, open soda and empty cans.
4. Avoid wearing colognes, perfumes, hairspray, etc.

*For mosquitoes and ticks:*

- 1) Wear light-colored clothes to see ticks more easily.
2. Wear long sleeves; tuck pant legs into socks or boots in tick-infested areas.
3. Wear high boots or closed shoes that cover your feet completely.
4. Wear a hat and use tick repellants, but not on your face.
5. Shower after being outdoors. Wash and dry your clothes at high temperature.
6. Examine your body for ticks after working or playing outside.
7. Remove any attached ticks promptly with fine-tipped tweezers.
8. Apply insect repellent with DEET to exposed skin.
9. Spray clothing with repel-

lents containing DEET or permethrin.

10. Be extra careful at dusk and dawn when mosquitoes are most active.
11. Remove standing water and ponds when able.

### Using all-terrain vehicles (ATV), grounds maintenance equipment and hand tools:

ATVs had become popular for work and recreation on many farms and ranches. Unfortunately, reported cases of serious incidents have been on the rise along with their increased use. All employees are to read the [NDSU Safe Operating Procedure for ATVs](#) and sign a statement of understanding.

Be sure employees are properly trained in the use of vehicles, equipment and tools before using them. Appropriate personal protective equipment (PPE) must be used at all times. Inspect the equipment before using and do not use if it is not in proper working condition. Use the right equipment and tools for the task. Please review [All-Terrain Vehicle Operations](#), [Grounds Maintenance Equipment](#), and [Hand Tools](#).



*North Dakota State University*

---

Dept. 3300  
1523 12th Ave. N.  
Fargo, ND 58102

Phone - Safety Office: 701-231-7759  
Phone - Police Call Center: 701-231-8998  
Fax: 701-231-6739  
Email: [ndsu.upso.safety@ndsu.edu](mailto:ndsu.upso.safety@ndsu.edu)

**University Police & Safety Office**

*NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, [ndsu.eaaa@ndsu.edu](mailto:ndsu.eaaa@ndsu.edu).*

