With winter behind us, we’re now at the beginning of spring/summer lawn care season. The Safety Office would like to remind everyone to be safe when mowing. Here are tips to help keep you, others and property from being hurt or damaged:

- Read the equipment owner’s manual.
- Use the right equipment for the job at hand.
- Inspect the equipment before each use.
- Keep guards, shields, switches and safety devices operational at all times.
- Know how to control and stop the equipment quickly.
- Wear personal protection equipment, as required.
- Wear eye and hearing protection as required.
- Wear long pants, sturdy shoes and work gloves.
- Conduct a pre-mowing inspection of the lawn and remove any debris, rocks, limbs, or other items that could become a projectile. Look for concealed hazards such as holes.
- Make sure the discharge chute faces away when mowing around stationary objects.
- Keep pedestrians and bystanders at least 30 feet away when using powered equipment.
- Pay close attention to your surroundings at all times.
- Mow up and down slopes, not across to prevent mower rollover.
- Keep hands and feet away from moving parts.
- Do not operate powered equipment if you are tired, sick, or taking medication.
- Take special precautions when working with electrical equipment. If you are using an extension cord, take care not to accidentally cut the cord.
- Do not smoke around gas-powered equipment. Allow hot equipment to cool before refueling.
- Maintain equipment and keep in good repair.
- Lock-out/Tag-out equipment while out of service and in need of repair.
State Cooperative Contract for Vehicle Rentals

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, which makes available a cooperative contract for out-of-state vehicle rentals by state employees traveling on official state business.

State agencies must use State Fleet vehicles for travel within state or originating within 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, or 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 contracts 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 paper-work.

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-5-17-19.pdf

NDSU employees must utilize the state cooperative contract for vehicle rentals.
Annual Notice of Policies/Designated Medical Provider

Please Watch for Your Annual Notice of Policies/Designated Medical Provider E-mail from the Safety Office

All employees – staff, faculty and student employees are required to know their NDSU policies as well as cooperate with the policies and procedures for incident reporting and workers’ compensation.

NDSU is an active participant in North Dakota Workforce Safety and Insurance (WSI), also known as workers’ compensation, and ND OMB/Risk Management Programs (RMP). As such, NDSU is required to comply with the requirements of the "Designated Medical Provider," "Immediate Reporting Law," and "Annual Notice of Policies Covered under the ND Risk Management Program" provisions.

An email from the NDSU Safety Office will be sent the first week of July to notify employees to review all documents pertaining to the Annual Notice of Policies and WSI processes and complete the appropriate questions.

When you receive the email, please take the time to read the documents and provide your electronic signature by completing the Online Statement of Certification/Designated Medical Provider agreement. Doing so will help protect your rights in the event of a work related injury or incident and document that you understand the procedures.

Fall Prevention Awareness

When working from heights whether it is using a ladder, aerial lifts or permanent structures, fall prevention should be a paramount concern. Having the right equipment and ensuring your PPE is in good working condition are important first steps in maintaining safety. Some other issues to be aware of according to the Centers for Disease Control (CDC) are:

- Slippery, cluttered, or unstable walking/working surfaces.
- Unprotected edges.
- Floor holes and wall openings.
- Un safely positioned ladders.
- Misused equipment or fall protection PPE.

For more information, see the OSHA fact sheet at:

https://www.osha.gov/stopfalls/factsheet.html
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.eoaa@ndsu.edu.