

Safety Newsletter

MARCH 2022

NORTH DAKOTA STATE UNIVERSITY

Distracted Driving

Technological advancements allow us to multitask and get more done in a shorter amount of time. However some tasks require our undivided attention to be conducted safely. Driving is one such task. According to the National Highway Traffic Safety Administration (NHTSA) in 2019, 3,142 people were killed in motor vehicle crashes involving distracted drivers.

It is the policy of NDSU and along with our participation in the North Dakota State Risk Management Program to prohibit employees from using hand-held cell phones while operating a vehicle on state business. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails or instant messaging. This does not apply if a wireless communications device is used in an authorized emergency vehicle while in performance of official duties, or obtaining emergency assistance

to report a traffic accident, medical emergency, serious traffic hazard, to prevent a crime, or in the reasonable belief that an individual's life or safety is in immediate danger.

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting
- Using a cell phone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Entering information into a navigation system during transit.
- Watching a video
- Adjusting a radio

To help keep yourself and others safe while driving, the National Safety Council challenges you to not drive distracted in any way by choosing **NOT** to:

- Have a phone conversation—handheld, hands-free, or via Bluetooth
- Text or use apps
- Use voice-to-text features in your vehicle's dashboard system
- Check or send emails
- Take selfies or film videos
- Input destinations into the GPS (while the vehicle is in motion)
- Call or message someone else when you know they are driving

If you must send or receive texts, pull over to a safe location and park your car first. If you have a passenger, appoint them to handle all texts.

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Baseline Safety And Supervisor Safety Training

Baseline Safety training is a mandatory training for all NDSU employees. Staff, faculty and student employees including any part-time, temporary or seasonal positions are required to complete Baseline Safety training annually. Supervisors are required to complete both the Supervisor Safety training and Baseline Safety training each fiscal year. It's important to know what to do at the time of an incident.

These trainings not only provide basic safety information, but also information on how to report and respond to an incident which are critical pieces to NDSU's safety program.

Please check your training completions/obligations on [Track Training](#) to ensure you have completed your Baseline Safety and Supervisor Safety (for supervisors) trainings this fiscal year. If you haven't completed your trainings, go

to the Safety Office's [online safety training site](#) for information on how to complete the trainings.

Ergonomics

Ergonomics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely. By altering our work methods, work stations or tools we use, we can work towards reducing or removing physical strain or excessive stress which can result in fewer aches and pains.

Ergonomic issues can result from a variety of tasks but usually will have warning signs to look out for. Pay particular attention to any indications like pain or soreness, symptoms of tingling and decrease in muscle strength. If symptoms do appear, an evaluation of the job duties and ways of limiting repetitive motion is needed. Report any symptoms to your supervisor and complete an incident report.

Schedule an evaluation through the Safety Office and if the symptoms persist or reoccur, follow up with medical attention is warranted.

Points to Remember

- Adjust your work area to fit you. A comfortable work environment benefits both you and your employer
- Request an assessment from the Safety Office through the link on the [forms page](#)
- Stretch every 20 to 40 minutes to relieve physical tension and body aches. Stretching can increase your productivity
- Change your work pattern so you are not doing the same motion over and over

- If you can, lean or sit rather than stand for long periods of time.
- Work with your wrists straight – neutral posture
- Avoid twisting and bending at the same time
- Lift by using your legs and buttocks. Bend your knees and keep your head, back and hips in a straight line. Never bend over to pick anything up. Bend at your knees first



Spring Flood Outlook 2022

With the recent snowfall and changing temperatures, the spring flood forecast continues to develop. The National Weather Service out of Grand Forks is currently predicting just over a 90% chance of major flooding in the Fargo/Moorhead area. This prediction may change as we move toward spring. It's important to keep yourself informed with up to date information. The following links will pro-

vide information to help keep you and your family informed and safe during this time.



National Weather Service Forecast Office: [Link.](#)

City of Fargo Flood info: [Link.](#)

City of Moorhead Flood info: [Link.](#)

NDSU Extension Service Flood link: [Link.](#)

Cleanup week(s): May 2-6 & 9-13, 2022

A good spring cleaning allows us to take an overall inventory and to determine what we want to get rid of or keep. While doing so, it is important to remember that each community has its own set of rules to follow. Following these guidelines will ensure all your unwanted items are taken and make it easier for those removing them. Common rules include:

- Separate items of the same type into distinct piles (tires, appliances, furniture, brush, household garbage, etc.). Separate trucks collect the items.
- Place garbage in disposable containers, except for oversized items.

- Items will be collected on your normal garbage pickup day. Do not set items out more than one day early.
- Crews will not return to pick up garbage set out too late.
- Remove refrigerator and freezer doors. Do not place food or any other waste inside appliances.
- Items must be from residences; no commercial waste will be accepted. Keep household garbage at least four feet away from other Cleanup Week items.

More information on additional community specific rules can found at the following link: [Cleanup week.](#)

(City specific dates will be updated as May approaches).



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