

Safety Newsletter

September 2017

Campus Fire Safety Month: Electrical Hazards Highlight

In an effort to raise fire and life safety awareness on campus, September is designated as Campus Fire Safety Month. This important month was first proclaimed by the Center for Campus Fire Safety organization in 2005 and was formalized nationally in 2007 when both the US House of Representatives and the US Senate passed resolutions recognizing September as Campus Fire Safety Month.

In an ongoing commitment to support this important effort, the Safety Office offers the following reminders to avoid electrical hazards in your work areas.

- All surge protected power strips must be plugged into their own electrical outlet and cannot be plugged into an extension cord or into another power strip.
- Electrical cords should be checked often and frayed, cracked, split or otherwise damaged cords must be taken

out of service. This includes a missing ground prong and sharply bent, melted, burned or discolored cords, all of which could be a sign of damage.



- If an electrical cord or power strip is ever hot to the touch, it should be removed from service and inspected by an electrician or replaced.
- Only qualified electricians should repair damaged electrical cords.
- Electrical cords are not allowed to be run underneath carpet or rugs, through walls, ceilings, doorways or similar openings. If cords are presenting a trip hazard when running across the floor, a cord channel may be used.
- Appliances are required to be UL listed and plugged into their own outlet or into a surge protected power strip.
- Large appliances that have a high voltage demand such as a refrigerator, freezer or microwave should be plugged directly into a wall outlet.
- Maintain a 3 foot clearance in front of electrical panels and provide clear access to them at all times.
- Extension cords have many restrictions and their use is discouraged across campus. Extension cords are only allowed to be used temporarily with portable appliances. They must be rated for the connected appliance and are not to be used as a substitute for permanent wiring.

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Daylight Savings and Smoke Detectors

Daylight savings time ends on November 5, 2017. Clocks are turned back 1 hour at 2:00 am.

This presents a good opportunity to change the batteries in your smoke alarms and carbon monoxide detec-

tors.

Be sure to check the alarms with the new batteries installed. Monthly checks of these detectors are recommended to ensure they are operating correctly throughout the year.



These detectors should be placed on every floor of your home and outside each sleeping area.

Defensive Driving Course Scheduled: 11/08 & 11/09

Robin Stephens from ND Department of Transportation has scheduled two Defensive Driving Courses to be offered at NDSU. The courses are scheduled as follows:

Wednesday Nov. 8th
12:30 p.m. – 4:30 p.m.

Thursday Nov. 9th
8:00 a.m. – Noon.

Fleet Services requires those who operate fleet vehicles, on at least a monthly basis, to take the National Safety Council Defensive Driving Course (DDC) as soon as practical after accepting employment,

and every four years thereafter. Training for those who operate fleet vehicles less than monthly is at the discretion of agency trainers or risk managers. Fleet Services also requires those who have been involved in a motor vehicle accident with a State Fleet vehicle, or those who have received a traffic citation while operating a State Fleet vehicle in the past 12 months, to attend the DDC course within the calendar year of the accident or citation.

The University Police and Safety Office (UP&SO) encourages those who operate

State Fleet vehicles less than monthly to attend the DDC class also, keeping in mind that priority will be given to those who meet the requirements above.

While the UP&SO recommends that individuals attend the DDC class in person, in instances where this is not feasible an online version is available.

For registration please contact Monty Botschner with the UP&SO at:

montgomery.botschner@ndsu.edu

or

231-5637

Designated Medical Provider & After Hours Care

The Safety Office would like to remind you that Sanford OccMed and Essentia Health-West will continue to be the default Designated Medical Providers (DMP) unless changed or amended in your DMP form.



Sanford OccMed

3838 12th Ave. N.

Fargo, ND 58102

Or

Essentia Health-West

1401 13th Ave, East

West Fargo, ND 50708

After hours emergency care is available at:

Sanford Medical Center Emergency Dept.

5225 23rd Ave. S. Fargo, 58104 (Note new location.)

Or

Essentia Health Emergency Medicine

3000 32nd Ave South

Fargo, 58103

Fire Prevention Week: Oct. 8-14, 2017

This year's fire prevention campaign is "Every second counts: Plan 2 ways out!" The National Fire Prevention Association (NFPA) wants you to know that in a fire, seconds count. Seconds can mean the difference between residents of our community escaping safely from a fire or having their lives end in tragedy. The NFPA offers the following as key parts of their campaign message:

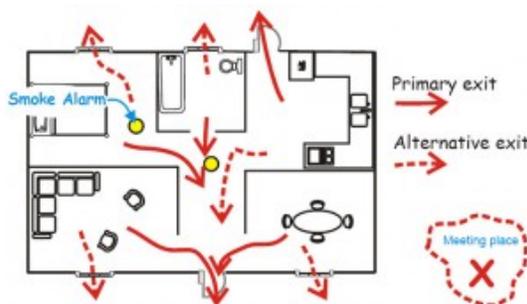
- ◆ Draw a map of your home with all members of your house-

hold, marking two exits from each room and a path to the outside from each exit.

- ◆ Practice your home fire drill twice a year. Conduct one at night and one during the day with everyone in your home, and practice using different ways out.
- ◆ Teach children how to escape on their own in case you can't help them.
- ◆ Make sure the num-

ber of your home is clearly marked and easy for the fire department to find.

- ◆ Close doors behind you as you leave – this may slow the spread of smoke, heat, and fire.
- ◆ Once you get outside, stay outside. Never go back inside a burning building.



Annual Baseline and Supervisor Safety Training

Baseline Safety Training is an annual mandatory training for all North Dakota State University 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 every fiscal year. The training(s) may be completed either by attending an in-person training or completing the required content review of the training material and quiz [online](#).

There will be an in-person training for both Baseline Safety and Supervisor Safety courses held on Wednesday, October 18, 2017, in the Memorial Union, Arikara Room. Baseline Safety Training will be conducted from 9:00 – 10:00 AM followed by Supervisor Training from 10:00 – 11:00 AM.



Please register in advance for Baseline Safety at:
<https://apps.ndsu.edu/event-registration/viewevent/Event::23402>

Please register in advance for Supervisor Safety at:
<https://apps.ndsu.edu/event-registration/viewevent/Event::23403>

NDSU provides a Track Training application that assists employees and supervisors with training compliance. See: <https://apps.ndsu.edu/tracktraining/>.

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NORTH DAKOTA STATE UNIVERSITY

University Police & Safety Office
Dept. 3300
1523 12th Ave N,
Fargo, ND 58102

Safety: 701-231-7759
Police Call Center: 701-231-8998
Fax: 701-231-6739
Email: ndsu.upso.safety@ndsu.edu



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