

North Dakota State University
Employee Incident Reporting/Workers' Compensation
Steps and Reminders

(1)	Report incident/event immediately to your supervisor.
(2)	Assess for first aid or medical treatment.
(3)	Supervisors assess hazards and conduct an investigation. Identify corrective actions to prevent similar incidents from occurring. Repair, replace, remove or retrain/train.
(4)	Complete and submit the online employee incident report immediately to the Safety Office as incidents must be reported within 24 hours. For incidents that happen in remote areas, report as soon as possible. Information may be taken over the phone to piece together a timely initial incident report.
(5)	If medical care is needed, let the designated medical provider know this is a work related injury and North Dakota Workforce Safety Insurance (WSI) is our workers' compensation provider.
(6)	Gather and keep all medical documentation including the First Report of Injury form and information relating to any work restrictions from medical provider.
(7)	Make immediate contact with the NDSU Loss Control and Claims Specialist (701-231-9587) to complete additional required workers' compensation paperwork and provide copies of all documents from medical care.
(8)	Employee is required to follow medical restrictions 24/7, not just during work hours.
(9)	Supervisor must monitor the employee's return to work and provide for temporary accommodations for restrictions.
(10)	Employee is required to accept modified work.
(11)	Keep the NDSU Loss Control and Claims Specialist informed of all referrals, restrictions and visits.
(12)	Remember to sign and date all documentation.

Contact Information

Lois Christianson, Loss Control and Claims Specialist

☎ 701-231-9587 ✉ lois.christianson@ndsu.edu

NDSU Police and Safety Office

1523 12th Avenue North

Fargo, ND 58102

☎ 701-231-7759 Fax: 701-231-6739

https://www.ndsu.edu/police_safety/

Designated Medical Providers

Sanford Clinic Occupational Medicine

3838 12th Ave N

Fargo, ND 58102

Hours: 8:00 – 4:30

Phone: 701-234-4700

Essentia Health Occupational Medicine

1100 19th Ave N

Fargo, ND 58102

Hours: 8:00 – 4:30

Appt only/No walk-ins

Phone: 701-364-5757

North Dakota State University

Student, Visitor or Property Damage Incident Reporting Steps and Reminders

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| (1) | In an emergency situation call 911 to summon emergency medical support as soon as possible. Give location and condition of the individual. Respond to any questions from the operator. Immediately report the incident to the University Police and Safety Office (701-231-9587). |
| (2) | The injured student or visitor may seek medical care if they feel it is necessary at the medical provider of their choice. |
| (3) | Get name and address of the injured person and the hospital if possible. |
| (4) | Be prepared to assist the staff in preparing and completing any required incident reports. |
| (5) | Complete and submit the online non-employee incident report to the Safety Office as incidents must be reported within 24 hours. |

Annual Safety Training Requirements for Employees

☒ Baseline Safety ☒ Supervisor Safety Training

Baseline Safety Training is a required 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 on an annual basis. The trainings are offered online and periodically in-person or as requested by departments. Online training courses: https://www.ndsu.edu/police_safety/training/baseline_supervisor_safety/.

University Police and Safety

https://www.ndsu.edu/police_safety/

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| <p>◆ Annual Notices and Training</p> <p>◆ Communications Call Center
All crimes and public safety related incidents should be reported immediately by calling the University Police Communications Call Center at (701) 231-8998.</p> <p>◆ Emergency Management
Emergency Action Guide: https://www.ndsu.edu/fileadmin/policesafety/docs/Emergency_Action_Guide_Poster.pdf</p> <p>◆ Environmental Health and Safety
Air Quality – Asbestos - Biological Safety - Chemical Safety - Radiation Safety - Storm Water</p> <p>◆ Public Health and Safety
Animal Care and Use Program - Fire Safety - International Travel - Newsletter - Rental Vehicle Information - NDUS Guide to Authorized Use of State Fleet Vehicles - Report an Incident - Risk Management - Safe Operating Procedures - Safety Inspections - Wellness Program - Workers' Compensation</p> <p>◆ University Police: emergency 911; non-emergency (701) 231-8998</p> <p>◆ Safety Office (701) 231-7759</p> <p>◆ Campus Escort Service:
https://www.ndsu.edu/police_safety/universitypolice/campussafetyservices/campussafetyescortserviceavailability/</p> | <p>◆ Safety Awareness Notices</p> <p>◆ “Text-A-Tip” line (701) 526-6006</p> |
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