

**Dickinson State University**  
**Workplace Safety and Loss Control Program**



DICKINSON  
STATE UNIVERSITY

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## DSU Policy 1901.1.001 Loss Control

**Policy Purpose:** Per NDUS Procedure 1901.1 Loss Control Committees; Risk Management Contact, each institution shall have a loss control committee. Dickinson State University (DSU) shall establish a Loss Control Committee (LCC) to develop and maintain a formal process to identify potential hazards and implement risk controls to mitigate the physical risks associated with those hazards.

**Policy Statement:** DSU is committed to protecting its students, employees, visitors, facilities, information systems, and financial resources from losses associated with preventable risks. This policy outlines the roles and responsibilities of an LCC charged with overseeing DSU's overall approach to risk management. The LCC shall:

- Develop policies, procedures, and practices for consideration on matters affecting risk management, environmental and occupational health, safety, insurance, security of persons and properties, and a safe and healthy academic environment.
- Adhere to proper operating practices and procedures designed to prevent injury and illness.
- Under the coordination of the Emergency Management Coordinator, be responsible for the oversight, direction, and support for risk management efforts.
- Be composed of campus members representing a cross section of DSU.
- Operate according to guidelines established by the state risk management division of Office and Management Budget (OMB).
- Be advisory to the Chief Operating Officer.
- Monitor compliance with federal, state, and local regulations, and DSU policies.

## Workplace Safety and Loss Control Procedures

The workplace safety and loss control procedures listed below identify a formal process for hazard identification and risk control to effectively identify, correct, and control physical risks associated with those hazards including safety system deficiencies within Dickinson State University. These procedures also identify a source of leadership in procedures and practices on matters affecting risk management, environmental and occupational health, safety, insurance, and the security of persons and properties.

## Chief Operating Officer

The Chief Operating Officer is identified as the Risk Manager and chief risk management contact person for the university and maintains operational responsibility for the Risk Management process and maintains signature authority for claims settlement.

- Liaison between State of North Dakota Office of Management and Budget / Risk Management Division and Dickinson State University

## Loss Control Committee

The LCC is responsible for the oversight, direction, and support for the risk management efforts and is composed of campus members representing a cross section of the university.

## The Workplace Safety and Loss Control Program

This program serves as the university's central program for creating a safe and healthful work environment. Having one program for the whole university helps to improve access, consistency, and usability across all departments. The Campus Safety Office is responsible for overseeing the campus wide Workplace Safety and Loss Control Program.

## Department Safety Representative

The Department Safety Representative (DSR) oversees workplace safety, emergency and risk management procedures for their department. The Office of Human Resources and the Campus Safety Office will support the DSR and their department through training, technical assistance and program management.

## Identifying Hazards

### Self-Inspection

Safety and health hazards are identified, evaluated and corrected as a routine part of planning work, and when warranted through inspections. Utilize the DSU Risk Assessment Worksheet and the Safety Self Inspection Checklist for hazard and safety identification, which includes corrective action and monitoring.

### The Risk Management Worksheet

The Risk Management Worksheet allows departments and Department Safety Representatives to identify hazards in their work area. Once identified, prioritize your hazards based on the Risk Rating Matrix. Once prioritized, implement (risk) controls and monitor for effectiveness. Adjust controls accordingly.

#### 1. Hazard Identification

Risk is the potential harm to the University and its shareholders, including but not limited to natural hazards, technological hazards, and human caused hazards including criminal conduct or noncompliance. Utilizing the DSU Risk Assessment Worksheet, departments will identify and analyze hazards that could affect the outcome of activity in their workspace. Identify consequences such as injury, incident, illness, property damage, loss of production, loss of funding.

#### 2. Risk assessment.

Once a hazard has been identified, the (risk) likelihood and possible severity of injury or harm will need to be assessed before determining how best to minimize the risk. This is the process of inspecting each work area as well as work task for all hazards inherent to the job. Using the Risk Rating Matrix assign a score to each hazard. High scoring hazards will need to be addressed more urgently than low risk situations. Also, be aware of that the same hazard may lead to several different possible outcomes.

### **3. Risk Controls.**

After identifying the hazard and prioritizing given the (risk) probability and severity, consider available and appropriate actions (risk controls) to handle or manage the hazard. Risk controls prevent injury to persons and damage to DSU's finances, properties, and reputation.

### **4. Monitor Controls.**

Monitoring risks and potential losses on an ongoing basis to determine whether measures taken are still appropriate is essential. New safety measures may need to be carefully tested before work begins again to make sure the risk has been reduced, and further hazard has been eliminated. Safety improvements should be reviewed periodically, to make sure of the effectiveness.

## **The DSU Self Inspection Checklist**

Periodic building inspections and correction of identified hazards in the workplace are a proactive part of Dickinson State University's approach to employee, student, and visitor safety. This Checklist is to be used for building inspections by department safety representatives. The inspection form is designed to prompt the inspector to observe for the conditions listed and respond in the "yes" column if everything is in order. Any "no" answer should be accompanied by an explanation in the "comments" column to assist in identifying and correcting the problem.

## **Incident Investigation Program**

### **Reporting and Investigating Accidents/Injuries, DSU Policy No. 1908.001**

It is the policy of Dickinson State University that all injuries, incidents, or hazards including near misses occurring on University property, be properly reported and investigated, (DSU Policy 1908.001). All incidents must be reported to the Campus Safety Office within 24 hours.

### **Incident Only**

- Assess the need for first aid with the involved employee and treat accordingly. The involved employee must report the incident immediately to their supervisor. If the employee is not in need of immediate medical treatment, immediately complete the employee section of the DSU accident investigation form and submit to the Campus Safety Office.
- The DSU accident investigation form serves as a record of notification to your employer pursuant to N.D.C.C. 65-05-01.3 in the event you should require medical treatment at a future

date. If the incident does not result in a worker's compensation claim, the accident investigation form will be used for loss control purposes.

### **Incident with Injury**

- If the injury requires emergency medical care, the injured employee will proceed or be transported to any emergency treatment facility. If an ambulance is needed, dial **9-1-1**. Emergency medical care for injury is exempt from the Designated Medical Provider (DMP) requirements.
- Any event causing injury and requiring medical treatment by a medical provider must be reported immediately to your supervisor. The injured employee will need to complete the employee section of the DSU accident investigation form and submit to the Campus Safety Office.
- The injured employee will need to complete the First Report of Injury (FROI) form and file it with Workforce Safety & Insurance (WSI). The FROI can be filed online with the WSI. WSI will register a claim upon receiving a FROI. A claim number will be assigned to your claim (generally within 24 hours).

### **Near Misses**

- Employees must report all near misses immediately to their supervisor. The supervisor should report the incident to the Campus Safety Office and have the reporting employee work with the Campus Safety Office to complete the employee section of the DSU accident investigation form.

The Campus Safety Office is responsible for completing the incident investigation section of the DSU accident investigation form. The Campus Safety Office is also responsible for submitting a report to the State of North Dakota Risk Management division and DSU Human Resources.

Dickinson State University Loss Control Committee will periodically review accidents and incident reports to identify trends, root causes and ensure that effective corrective action has been implemented in a timely manner.

### **Claims Management Provider**

Dickinson State University participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensation Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. If you need to seek medical attention due to a work-related injury, you must see a designated medical provider (DMP). An occupational health physician specializes in work-related injuries/illnesses.

- Designated Medical Provider (DMP)

A DMP is a medical professional or a facility selected by the employer to treat work related injuries. All employers in North Dakota have the option of selecting a DMP.

Employers may choose a single provider, a group of providers, or any combination of provider specialties. While employers can choose any combination of providers as their DMP, employers should select providers with the knowledge and training to work with occupational injuries.

An employer's selection of a DMP does not apply to emergency treatment, treatment the worker did not know was related to a compensable injury, or care directed by WSI or DMP referrals.

## Employee Responsibilities

- Receive and sign an acknowledgement of information about the employer's DMP selection
- Seek treatment from the employer's selected DMP, unless you previously informed the employer in writing of a different provider before an injury occurs.
  - If you do not treat with the employer's DMP or the one chosen by you before being injured, it may result in nonpayment of benefits
- Contact WSI if you no longer wish to treat with the DMP.
  - You must treat with the DMP for 30 days before requesting to change providers to avoid nonpayment of benefits.

## Benefits of DMP

By working with a DMP who understands your business and shares in the commitment to the safety, health, and well-being of your employees you can:

- Encourage a safe return to work
- Reduce the length of time off work
- Reduce workers' compensation costs
- Retain valuable employees through a transitional work program
- Reduce the risk of re-injury
- Reduce work replacement cost
- Use the job as part of the recovery process

## What to Do in an Emergency

Individuals who become aware of an event/emergency must contact the DSU Campus Safety Office at (701) 290-1068. **Emergencies will be immediately reported by calling Dickinson Police Department Dispatch at 911.** After calling 911 notify the Campus Safety Office, and the Campus Safety Office on duty officer will coordinate the DSU response to the event.

DSU students, staff, and visitors to campus should follow the incident action plans for specific emergencies identified in the DSU Emergency Management Plan.

## Procedures: Building Evacuation

### Immediate Actions:

- If the fire alarm sounds or you are notified by a University official evacuate using the nearest exit.

- DO NOT USE ELEVATORS.
- Alert those around you who might not have heard.
- Close doors and windows as you exit, Turn off equipment / secure hazardous operations only if possible.
- Guide people who cannot use the stairs to the Area of Rescue Assistance.
- PROCEED to designated assembly area.
- Advise Emergency Personnel of injuries, missing people, and whether anyone is using the Area of Rescue Assistance.
- Do not enter any building unless an all clear is given by emergency personnel.
- The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

The purpose of this Building Emergency Evacuation Plan is to provide structure and guidance necessary to evacuate Dickinson State University buildings safely and expeditiously in case of an emergency situation and to direct occupants to a place of shelter in their building during weather-related emergencies.

## Procedures: Shelter-in-Place

### Immediate Action:

- Get Inside, Stay Inside.
- DO NOT go outside to investigate.
- Close all doors and windows.
- If there are visitors in the building, provide for their safety by asking them to stay - not leave.
- Move to an interior room or office away from windows.
- Monitor your radio, TV, internet for further instructions.
- Follow the directions of the emergency officials.

**In general, sheltering-in-place is appropriate when conditions require that you seek immediate protection in your home, place of employment, school or other location when disaster strikes.**

## Procedures: Fire

### Immediate Action:

- Activate the nearest fire alarm.
- Call the Dickinson Fire Department - Dial 911.
- Location of fire (DSU, building name, room #) Type of fire
- Calmly alert people in the building and evacuate the building by following EXIT signs.
- Do not use elevators, keep to the right, walk-do-not-run, remain calm, but take immediate action
- Feel closed doors before opening – if door is hot, do not open.
- Assemble at the designated emergency assembly point, follow the University's evacuation plan.

Remain outside the building until the Dickinson Fire Department or emergency response officials inform you that it is safe to return to the building or to leave the area.



## General Safety Rules

### Employee Responsibilities

Employees have the responsibility to follow safety procedures, including wearing proper safety equipment and completing appropriate training. Employees must also recognize and correct hazards (when possible) or report hazards to the appropriate supervisor.

#### **All Employees (Faculty, Staff, Student workers)**

An effective safety and loss control program begins with employees who regularly employ safe work practices:

- Every employee must agree to work safely, following commonly accepted and University established rules, practices and procedures.
- Employees who repeatedly violate safety rules and practices and/or incur preventable accidents are subject to disciplinary actions.
- Employees shall comply with DSU Policy No. 308.1.001 Code of Conduct.
- Employees must promptly report safety hazards, potential problems or other compliance issues to their supervisor.
- Employees shall participate in all required training and education programs identified by the university, training identified under state and federal requirements, including specific areas of safety training related to their positions.
- All injuries, incidents, or hazards including near misses occurring on University property, must be properly reported and investigated. Reporting must occur within 24 hours and investigated identifying root cause and corrective action to prevent reoccurrence, DSU Policy No. 1908.001.
- Employees who drive State Fleet vehicles monthly must take the Defensive Driving Training through NDUS.
- Every employee shall comply with the NDUS Procedure 615 Drug Free Workspace, SBHE 615 Drug Free Workplace Policy, and Dickinson State University Policy 918.1.001 Drug and Substance Abuse.

### Department Safety Representative

Supervisors must ensure the safety of work assignments and workspaces, assign safety training related to hazards, provide safety procedures and equipment, correct identified hazards (where practicable), look into the causes of incidents and take action to prevent similar incidents, and discuss safety in regular meetings and performance reviews.

The Department Safety Representative will develop, implement, and document the department's safety program. Specific actions include:

- Assists DSU Campus Safety Office in properly investigating and documenting all accidents and injuries.
- Communicates information on identified hazards, precautions, and required corrective actions throughout the department.

- Conducts or coordinates periodic workplace safety self-inspections (Safety Self Inspection Checklist).
- Maintains departmental safety postings.
- Coordinates with DSU Campus Safety Office in environmental, health, and safety training for the department.
- Coordinates with DSU Campus Safety Office in responses to employee health- or safety-related complaints and concerns.
- Acts as liaison between the department and DSU and other campus safety resources for assistance with issues such as hazard evaluations and appropriate corrective actions, unwanted hazardous materials, chemical emergency response, or drain disposal. (Risk Assessment Worksheet).
- Represents the department at inspections by regulatory agencies. Contacts the DSU Campus Safety Office to assist with any inspections by regulatory agencies. Assists in developing, maintaining, and providing training on emergency plans affecting the department.
- Communicates with the DSU Facility Operations on facility issues related to safety.

## Safety Training

Safety training is an essential part of the Workplace Safety and Loss Control Program. Training will be required in the areas identified in this program. This includes areas identified by your position title, as well as those identified by your supervisor, director, department head, or chair.

The purpose of the DSU Safety and Loss Control Program and mandatory training is to provide all campus employees (faculty, staff, and student employees) with the knowledge and tools necessary to reduce the risks associated with their work responsibilities. Safety training is developed in response to federal, state, and local regulations, accreditation agency requirements and institutional needs.

Dickinson State University has partnered with Vector Solutions an online training platform with courses in Compliance and Safety, as well as University Specific Compliance and Training courses. This online training is available and offered to all Dickinson State University Employees which can be accessed 24/7 and comes with a printable certificate of successful completion. All employees will complete mandatory general safety training classes as determined by their job classification and associated tasks. Individuals who fail to meet the training as required are subject to disciplinary action.

Supervisors, Department Safety Representatives can request training through the Office of Human Resources or the DSU Campus Safety Office. The DSU Office of Human Resources and the DSU Campus Safety Office will coordinate training in areas of concern identified within their department. Training areas include, Athletics, Emergency Management, Employment Practices/Supervisory, Environmental, Health, Human Resources, Information Technology, Nutrition Services, Security, Social and Behavioral, Transportation, including policy specific training for Dickinson State University. A course catalog is available upon request from the DSU Campus Safety Office.

## Mandatory Safety Training

## Defensive Driving

To ensure State Fleet vehicle drivers are trained in proper defensive driving techniques, the North Dakota Department of Transportation's Fleet Services requires those who operate fleet vehicles, on a monthly basis, to take the National Safety Council Defensive Driving Course 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 the operator's supervisor.

### Training

Dickinson State University has Defensive Driving Coordinators that will arrange for individuals to take the online training through NDUS. For more information, contact the DSU Campus Safety Office.

- All employees who operate a vehicle while conducting state business must review and sign the State Fleet Driver Agreement SFN 61420 and adhere to all policies outlined in the current Department of Transportation State Fleet Services Policy Manual. This applies to all vehicles including State Fleet, privately owned, leased or rented vehicles (SBHE Policy 611.12 Use of State Vehicle).
- Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic (SBHE Policy 611.12 Use of State Vehicle).

## Ergonomics Program

### Prevention of Musculoskeletal Disorders in the Workplace

Musculoskeletal disorders (MSDs) affect the muscles, nerves, blood vessels, ligaments and tendons. Workers in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for MSDs increases a worker's risk of injury.

Work-related MSDs can be prevented. Ergonomics --- fitting a job to a person --- helps lessen muscle fatigue, increases productivity and reduces the number and severity of work-related MSDs.

### Employee Responsibilities

Supervisors and staff members should work together and identify an ergonomic process. Involve the staff directly in worksite assessments, solution development and implementation is the essence of a successful ergonomic process.

- Work with your immediate supervisor on a worksite/workspace evaluation concerning ergonomic risk factors.
- Report ergonomic risks and hazards immediately.
- Report every incident, injury, illness and near miss immediately to their supervisor and the Office of Emergency Management.

- Review and comply with the Ergonomics Program and control methods.
- Attend mandatory training

### **Management/Supervisor Responsibilities**

One of the areas identified under DSU Workplace Safety and Loss Control is ergonomics. A strong commitment by supervisors is critical to the overall success of an ergonomic process. Supervisors should define goals and objectives for the ergonomic process, discuss them with their department staff, and assign responsibilities to designated staff members.

- Provide information about the ergonomics program and make the program available to all employees for review.
- Work with staff members in conducting a worksite/workspace evaluation concerning ergonomic risk factors.
- Provide prompt response to concerns identified to correct, control, or eliminate the ergonomic risk factors.
- Follow all written claims management procedures, accidents, injuries, investigations, including medical management.

### **Provide Training**

Training is an important element in the ergonomic process. It ensures that staff members are aware of ergonomics and its benefits, become informed about ergonomics related concerns in the workplace, and understand the importance of reporting early symptoms of MSDs. Ergonomics training is available through the DSU Campus Safety Office.

### **Slip, Trip and Fall Program**

To minimize injury or death from incidents involving slips, trips, and falls, Dickinson State University has developed prevention procedures, including worksite evaluations, hazard elimination, and employee training. **Any unsafe conditions should be immediately reported to you supervisor or to Dickinson State University Facility Operations.**

The objectives of these procedures are to:

- Identify working environments where slip, trip, and fall hazards are most likely to occur.
- Eliminate identified hazards.
- Train Dickinson State University Employees working in environments where hazards are likely to arise.

Slips occur when there is too little friction or traction between your feet and the walking surface. The most common causes of slips are wet surfaces, ice or other weather hazards, spills and poor tread on footwear.

- Wet surfaces: Shorten your stride, walk with feet pointed out slightly, and make wider turns.

- Spills: Clean up immediately. If you are unfamiliar with the contents of the spill, contact Facility Operations or Emergency Management.
- Weather hazards: Walk more slowly so you can react to traction changes. Wear slip resistant shoes or boots, and dry off shoes as soon as practical after entering a building (wet shoes on dry floors are as dangerous as dry shoes on wet floors). Wear sunglasses on sunny winter days so you can more easily see slippery areas.
- Wear slip resistant footwear, look ahead where you are going and anticipate obstacles like uneven ground, ice or puddles.

Trips commonly occur when your foot strikes an object and your momentum throws you off balance.

- Do not allow carried packages to obstruct your view.
- If glasses fog due to atmospheric changes, clear them immediately.
- Use only proven walkways.
- Close desk and file drawers when not in use.
- Report burned out or missing lights.
- Be aware of elevator threshold positions
- Report any uneven or broken pavement, sidewalks, or handrails

Falls usually take place from one level to another.

- NEVER stand on a chair to reach a high object. Always use a ladder.
- When using ladders, select the proper type and size, and use it properly. Do not step/stand on the top 2 ladder rungs.
- Walk up and down stairs, and never jump from the last step.
- Use handrails.
- Walk.
- Report any unsafe conditions.

### **Employee Responsibilities**

- Pay attention when walking, exercise caution during wet or slippery conditions and in the use of steps and stairs use the handrail when available.
- Avoid cutting through areas not designed or intended as walkways.
- Report slip, trip, and fall hazards to your supervisor.
- Report all incidents of fall to your supervisor even if no injury occurs.
- Avoid work practices and personal behaviors that may cause slips, trips, and falls.
- Follow all training slip, trip and fall safe working procedures.

### **Management/Supervisor Responsibilities**

- Be aware of slip, trip, and fall hazards.
- Conduct detailed inspections of the work area on a regular basis utilizing the DSU Risk Assessment Worksheet and the Safety Self Inspection Checklist.
- Evaluate employees' compliance with safe work practices.
- Investigate all incident reports involving falls.

- Provide training and ensure employees complete all training as required.

Inspections to identify slip, trip, and fall hazards should be conducted periodically as work conditions are subject to or influenced by many factors including weather:

- Condition of floors, carpets, sidewalks, steps, and parking lots.
- Floor maintenance protocol.
- Housekeeping practices.
- Lighting levels.
- Presence of condition of guardrails or handrails at elevated work surfaces.

### **Control Measures**

- Clean up spills promptly.
- Remove debris, snow and ice.
- Remove clutter from walking surfaces.
- Install slip-resistant flooring and slip-resistant mats.
- Ensure adequate handrails are installed.
- Maintain surface free of obstruction/holes.
- Ensure appropriate drainage.
- Utilize wet floor signage when appropriate.
- Train employees to prevent slips, trips, and falls.
- Establish safe work practices.
- Communicate the procedure for reporting hazards.
- Ensure prompt maintenance.
- Ensure shovels, mops, buckets, sand, and ice melt are readily available.
- Correct poor work practices.
- Review slips, trips and fall incidents to identify corrective actions.

Training is an important element and ensures that staff members are aware of related concerns in the workplace. Slips, Trips and Falls training is available through the DSU Campus Safety Office.

### **Safe Lift Program**

To minimize accidents/injuries related to lifting Dickinson State University has developed information including guidelines and procedures to provide a safe and healthy work environment for all of its employees.

#### **How to lift safely**

- Wear supportive shoes.
- Use lift assists (hand dollies, carts, forklifts).
- Decrease the material weight to acceptable limits by splitting the load into two or more containers.

- Assign two people to lift the load.
- Let the legs do the actual lifting.
- Keep the back aligned while lifting.
- Always keep objects in the power zone (between hip and shoulder height).
- Keep all loads close to and in front of the body.
- Maintain the center of balance.
- Allow for more rest breaks for repetitive manual material handling tasks.

## General techniques

Everyone lifts, holds, and carries material on a daily basis as part of daily operations within their work environment. Manual material handling involves lifting light, heavy and awkward objects. Safe lifting is a critical aspect of daily activities and should be the focus of any manual material handling.

## Preparation

- Size up the load. Test the weight before you try to lift. If it's too heavy, divide it up, get help from a co-worker, or use a machine, dolly, or cart to assist you.
- Survey your route. Look for hazards such as spills, uneven surfaces, corners, and flooring changes.

## Lifting

- Get as close to the load as possible.
- Try to keep your elbows and arms close to your body.
- Keep your back straight during the lift by tightening the stomach muscles, bending at the knees, keeping the load close and centered in front of you, and looking up and ahead.
- Get a good handhold and do not twist while lifting.
- Do not jerk; use a smooth motion while lifting.
- If the load is too heavy to allow this, find someone to help you with the lift.
- Limit weight you lift to no more than 50 pounds

## Carrying

- If you have to turn, aim one foot toward your destination.
- Use your feet to pivot, don't twist with your back.
- Keep the load as close to your body as possible with your elbows close to your sides.
- Always keep objects in the power zone (between hip and shoulder height).

## Setting Down

- Set the load down in the same way you picked it up, but in the reverse order.
- Bend at the knees, not the hips.
- Keep your head up, your stomach muscles tight, and do not twist your body.
- Keep the load as close to the body as possible.

- Wait until the load is secure to release your handhold.

Evaluate your work area and identify material handling so that the workflow plan reduces the number of times materials are handled to reduce the risk of injury. Is there material that you utilize regularly that is stored in one place, moved to another, stored again, and moved again?

When storing the material, design your storage area so that frequently moved or heavy material is between the knee and shoulder height to avoid lifting from the floor or above shoulder height. Utilize rigid containers with handles. Make sure the storage area is clear and easy to access.

Is there material in your work area that you should move utilizing a mechanical aid? Hand carts and dollies lower the risk of injury by reducing the physical effort required to handle heavy material.

### **Employee Responsibilities**

- Follow the work practices described in this program, including the use of mechanical aids.
- Complete all assigned training required under this program.
- Immediately report any unsafe conditions or concerns to your supervisor.

### **Management/Supervisor Responsibilities**

- Assist employees with this program and its application to your assigned area of responsibility.
- Ensure employees comply with all provisions of this program.
- Provide training and ensure employees complete all training as required.
- Ensure employees are provided with and use the appropriate equipment.
- Take prompt corrective action when unsafe conditions or practices are observed.
- Investigate injuries and incidents within your work area.

Training is an important element and ensures that staff members are aware of related concerns in the workplace. Back injury and Lifting training is available through the DSU Campus Safety Office.

## **Harassment and Discrimination in the Workplace**

### **Title IX / Sexual Harassment**

Reference: DSU Policy 603.1.003 – Sexual Harassment

It shall be the policy of Dickinson State University (DSU) to comply with all aspects of Title IX of the Education Amendments of 1972 and the associated regulations. This policy shall not govern compliance with any other anti-discrimination or anti-harassment statute, rule, or regulation.

DSU is committed to providing an inclusive and welcoming environment for all members of the University community. The University will take steps to eliminate sexual or gender-based misconduct, prevent its recurrence, and eliminate the effects of such misconduct. The University strictly prohibits sexual harassment, which includes sex, or gender discrimination (including sexual orientation, gender identity, pregnancy), gender based harassment, sexual violence, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking.



## **Employee Responsibilities**

- All DSU employees must comply with all components identified in this policy.
- All DSU employees are required to complete an online sexual harassment training module(s).
- DSU employees who are aware of or have experienced an incident of sexual harassment or sexual assault must promptly report the matter to their immediate supervisor, DSU Human Resources, or the Title IX Coordinator.

## **Management/Supervisor Responsibilities**

- Become familiar with universities policy on sexual harassment.
- Create a work environment that is free of any discrimination or harassment.
- Take action to eliminate discriminatory jokes, posters, graffiti, emails and photos in the workplace.
- Ensure employees complete all training as required.
- Any type of discrimination or harassment witnessed in the workplace must be reported.

## **Training**

Annual Title IX and Sexual Harassment Prevention training for all employees will be conducted through the DSU Title IX Coordinator.

## **Substance Abuse**

### **Alcohol and Drugs**

Reference: DSU Policy 918.1.001 – Drug and Substance Policy

Dickinson State University is committed to the intellectual, physical, social, and psychological well-being of its employees, faculty, staff, and students. In the pursuit of excellence, the university is dedicated to promoting a campus environment which enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the university is committed to educating and informing its community of the physical, mental, social and legal risks of alcohol and chemical abuse and to developing interventions for those with specific substance abuse problems.

The State Board of Higher Education prohibits the possession, sale, dispensation, use, or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions. DSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100-690 and the Drug Free Schools and Communities Act Amendments of 1989, Public Law 100-226 and 2 CFR § 182.215.

The university prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in university buildings, an public campus area, in university housing units, in university vehicles or at any university-affiliated

events held on or off-campus, which are sponsored by students, employees, and their respective campus organizations.

For DSU employees, compliance with this policy is a term and condition of employment. Any employee who violates SBHE Policy 615 is subject to discipline up to and including termination.

## **Impacts**

The harmful effects of substance abuse, which include health problems, difficulties in personal and work relationships, decreased productivity, and workplace accidents, are real and diminish the quality of work as well as the work environment. The university recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems.

## **Intervention**

Dickinson State University recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace procedure:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP)

## **Tobacco**

Reference: DSU Policy No. 917.1.001

Smoking and tobacco use are prohibited in indoor and outdoor areas and properties of Dickinson State University. This policy applies to faculty, staff, students, consultants, and visitors.

Individuals may report university employees in violation of this policy to Human Resources for enforcement of compliance. A reported employee will be reported to the employee's immediate supervisor. Employees who do not comply with this policy may be subject to disciplinary actions identified in the NDUS Human Resource Policy Manual.

## **Training**

Drug Free Workplace training is available through DSU Office of Human Resources.