

## BIOLOGICAL SAFETY

### Minor Spill Involving Blood or Body Fluids

- Wear disposable gloves.
- Cover spill with disposable towel or other absorbent materials.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with a 1:10 dilution of bleach : water if surface is porous, 1:100 if surface is hard, smooth; or use an approved hospital disinfectant.
- Place all disposable materials into a plastic leak proof bag.

### Biological Spill on Body

- Remove contaminated clothing.
- Wash area with soap and water for 1 minute. For eye exposures, flood eyes with water from eyewash station.
- Obtain medical attention, if necessary.
- Report incident to supervisor.

Exposures to human blood or body fluids should be reported immediately to the **Employee Blood/Body Fluid Exposure Hotline by dialing 115 or 684-8115 if off-campus.**

Always practice "Universal Precautions" when handling human blood or body fluids.

## CHEMICAL SAFETY

### Chemical Spill on Body

- Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
- Remove all contaminated clothing and shoes.
- Obtain medical attention, if necessary.
- Report incident to supervisor.

### Minor Chemical Spills

- Alert people in the immediate area of spill.
- Avoid breathing vapors from spill.
- Turn off ignition and heat sources if spilled material is flammable.
- Put on protective equipment, including safety goggles, suitable gloves and long sleeved lab coat.
- Confine spill to small area.
- Use appropriate kit or spill pads.
- Collect residue, place in appropriate container and dispose as chemical waste (call 684-2794 for waste collection).
- Clean spill area with water.

**Liquid Hazardous Drug Spills:** Follow minor spill procedures and clean up using Hazardous Drug Spill Kit available through the Pharmacy Department (681-5398).

**Mercury Spills:** Call OESO Environmental Programs at 684-2794. After hours, call Duke Police at 684-2444

## ERGONOMICS

### Musculoskeletal Disorders (MSDs)

- Develop over time and can take a long time to heal.
- Can be quite painful and reduce our overall effectiveness and efficiency.
- Occur in any part of the body.
- Work-related risk factors increase the likelihood of developing a MSD.
- Reducing exposure to these risk factors may reduce the likelihood of developing injury.
- The sooner an MSD is identified, the better the chances are of quickly recovering or preventing possible progression of the problem.

### MSD Signs and Symptoms

- Inflammation, pain, redness, swelling, temperature change
- Numbness or tingling of the fingers, leg or foot
- Inability to perform normal functions
- Deformity, in rare cases

Seek medical treatment if you notice any of the these MSD signs or symptoms.

OESO Ergonomics Division.....**668-ERGO(3746)**

## FIRE SAFETY

### Fire Procedures:

#### Use the RACE procedure:

Remove persons in danger. Exit through stairwell: do not use elevator.  
Activate alarm (Code Red) & dial **911**.  
Close doors and windows.  
Extinguish fire. Have person knowledgeable of incident and area assist emergency personnel.

To extinguish the fire, use the correct fire extinguisher and the **PASS procedure:**

Pull the pin  
Aim nozzle at base of fire  
Squeeze the lever above handle  
Sweep from side to side

Always maintain accessible exit.

Avoid smoke or fumes.

**Pull the Pin, Call it In.**

#### Clothing on Fire:

- **STOP, DROP and ROLL** around on floor to smother flame or drench with water if safety shower is **immediately available**.
- Report incident to supervisor.

OESO Fire Safety Division.....**684-5609**

## RADIATION SAFETY

### Radiation Spill on Body

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- Obtain medical attention, if necessary.
- Report incident to supervisor and Radiation Safety Office.

### Minor Radiological Spills

- Alert people in immediate area of spill.
- Notify Radiation Safety.
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers and long sleeved lab coat.
- Place absorbent paper towels over liquid spill. Place towels dampened with water over solid materials.
- Using forceps, place towels in plastic bag. Dispose of in a low-level, radioactive waste container.
- Monitor area, hands and shoes for any contamination with an appropriate survey meter or method.
- Repeat cleanup until contamination is no longer detected.

### Laser Exposure

- Seek medical attention immediately.
- Report the incident to supervisor and Radiation Safety.

OESO Radiation Safety Division.....**684-2194**  
After hours call Duke Police.....**684-2444**

## MEDICAL EQUIPMENT DISRUPTION OR FAILURE

- Eye Center.....**684-5696**
- Anesthesia / Operating Rooms.....**681-4376**
- Radiation Oncology.....**660-2191**
- Radiology.....**684-2711**

All other departments contact:  
**Clinical Engineering.....681-2525**

#### If a device is involved in an injury or incident:

- Leave the equipment plugged in for data retrieval.
- Call Clinical Engineering at 681-2525
- Do not change any settings. Tag the equipment "out of service".
- Report the incident to Risk Management at 684-3277 or 970-2404 or through the Safety Reporting System (SRS) at <https://srs.duhs.duke.edu>.

## UTILITY / MAINTENANCE PROBLEMS OR FAILURES

- Electrical Problems
- Fire Alarm Systems
- Nurse Call Systems
- Heating / Air Conditioning
- General / Carpentry
- Plumbing Problems
- Medical Gas Systems
- Elevator Problems
- Beepers / Televisions

Contact Medical Center Engineering and Operations  
**24 hours a day / 7 days a week.....684-3232**

For University buildings, dial.....**684-2122**

## SECURITY INCIDENTS TO REPORT

- Theft
- Assault
- Suspicious Activity
- Weapon Possession
- Disorderly Conduct
- Any crime against person or property

Dial **911** or call Duke Police at.....**684-2444**

Any unsafe work conditions are to be reported to OESO at 684-2794 or through the Safety Reporting System (SRS) at <https://srs.duhs.duke.edu>.

## POISON CONTROL

Carolinas Poison Center.....**1-800-222-1222**

## MAJOR SPILLS — DIAL 911

## EMPLOYEE WORK RELATED INJURIES / ILLNESSES

- All work-related injuries/illnesses regardless of the severity, must be reported to the supervisor.
- Report through the Safety Reporting System at <http://srs.duhs.duke.edu> or fill out a Report of Occupational Injury/ Illness Form at [www.hr.duke.edu/benefits/medical/workcomp](http://www.hr.duke.edu/benefits/medical/workcomp).
- All care that is not for a life threatening injury should be initially obtained through Employee Occupational Health and Wellness (EOHW). When EOHW is closed, report to the Emergency Room of the Hospital.
- All work-related exposures to blood or body fluids through needlesticks, cuts with contaminated equipment, or splashes to the face should be reported immediately through the Employee Blood/Body Fluid Exposure Hotline by dialing 115 or off-campus by dialing 684-8115.

### Hazardous Material Splashed in Eye

- Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Obtain medical attention.
- Report incident to supervisor.

### Minor Cuts and Puncture Wounds

- Vigorously wash injury with soap and water for several minutes.
- Obtain medical attention.
- Report incident to supervisor.

#### Contacts:

Employee Occupational Health and Wellness:	
Duke South.....	<b>684-3136</b>
Worker's Compensation.....	<b>684-6693</b>
OESO.....	<b>684-2794</b>

## FIRE ALARM SYSTEM

### Code RED

#### May I have your attention, please?

- (Duke Hospital and Duke Health Raleigh Hospital) 4 digit code system
- (Durham Regional Hospital) code system

Codes indicate where the fire/emergency is located. Know which code applies to your area.

## QUICK REFERENCE

Biological Safety.....	684-8822
Chemical Exchange Program.....	684-2794
Chemical Waste Pick-Up.....	684-2794
Duke Police/Security.....	684-2444
<b>Emergency.....</b>	<b>911</b>
Employee Occupational Health and Wellness (EOHW).....	684-3136
<b>Employee Blood/Body Fluid Hotline.....</b>	
From a Duke phone.....	<b>115</b>
From a non-Duke phone.....	684-8115
Ergonomics.....	668-ERGO (3746)
Environmental Programs.....	684-2794
Fire Safety.....	684-5609
Hearing Conservation.....	684-5996
Laser Safety.....	684-2194
Occupational Hygiene & Safety.....	684-5996
<b>Poison Control.....</b>	<b>1-800-222-1222</b>
Radiation Safety.....	684-2194
Radioactive Waste Pickup.....	684-3210
Risk Management.....	684-3277
Safety Training.....	684-2794
Worker's Compensation.....	684-6693



5 Genome Court  
Box 3914 DUMC  
Durham, NC 27710

**OESO website:**  
[www.safety.duke.edu](http://www.safety.duke.edu)

## OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE

### Mission Statement

Duke University and Duke University Health System are committed to fostering excellence and leadership in education, healthcare delivery, medical teaching and research. The Occupational and Environmental Safety Office (OESO) exists to support this institutional effort by promoting a safe environment for the Duke Community that is conducive to achieving such excellence while providing the highest level of customer service possible.

### Divisions

#### Biological Safety..... **684-8822**

Addresses employee safety, training, policies and other concerns regarding occupational exposures to biological agents such as bloodborne pathogens and tuberculosis; conducts workplace audits; reviews research protocols regarding genetic engineering, viral vectors, and transgenic animals.

#### Environmental Programs..... **684-2794**

Manages programs that minimize the environmental impact of the activities conducted at Duke, including hazardous waste management, chemical spill response, emissions control and chemical transportation and shipping.

#### Ergonomics..... **668-ERGO (3746)**

The Duke Ergonomics Division endeavors to recognize ergonomic hazards in the workplace and recommend ways of minimizing or controlling these hazards through engineering or administrative controls so that all Duke employees are kept healthy, productive, and free of discomfort.

#### Fire Safety..... **684-5609**

Responsible for fire prevention activities/policies, fire/life safety training and hazard surveillance activities related to fire/life safety.

#### Occupational Hygiene & Safety..... **684-5996**

Coordinates programs for eliminating or controlling occupational exposures to chemical and physical hazards.

#### Radiation Safety..... **684-2194**

Provides information and assistance regarding ionizing and non-ionizing radiation to assure compliance with regulations issued by local, state, and federal agencies as well as policies issued by the Health System.