**Chemical Hazards:**
- **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, flush 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.**

- **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 (684-5398).

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

**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.

**Emergency Medical Equipment Disruption or Failure**

**Medical Equipment Disruption or Failure**

- **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

**Radiator 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.
- Alert people in the immediate area of spill.
- Report incident to supervisor and Radiation Safety.

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

- **OESO Radiation Safety Division**: 684-2194

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

**Plumbing Problems**
- Report incident to supervisor.

**Fire Alarm Systems**
- Alert people in immediate area of spill.
- Notify Radiation Safety.
- 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.
- Alert people in the immediate area of spill.
- Report incident to supervisor and Radiation Safety.

**Nurse Call Systems**
- Obtain medical attention, if necessary.

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

**Beepers / Televisions**
- Obtain medical attention, if necessary.

**Anesthesia / Operating Rooms**
- **Pull the Pin, Call it In.**

**Elevator Problems**
- Alert people in immediate area of spill.
- Notify Radiation Safety.
- 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.
- Alert people in the immediate area of spill.
- Report incident to supervisor and Radiation Safety.

**Beepers / Televisions**
- Obtain medical attention, if necessary.

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

**Fire Procedures:**

**MEDICAL EQUIPMENT DISRUPTION OR FAILURE**

**Eye Center**: 684-5696
**Anesthesia / Operating Rooms**: 684-4376
**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.

**CONTACTS:**
- **Emergency Medical Equipment Disruption or Failure**
- **POISON CONTROL**
- **Utilitites / Maintenance Problems or Failures**

**SECURITY INCIDENTS TO REPORT**

**Thief**
- **Assault**
- **Susicious 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.
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
Biology 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 transport 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.