

# Laboratory Safety Manual

## Introduction

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### FORWARD

Duke University is committed to providing a safe work environment for learning, teaching and research. The Occupational and Environmental Safety Office (OESO) promotes workplace safety through various policies and programs, many of which are outlined in this manual. The following sections are meant to provide general laboratory safety procedures.

Each laboratory is a unique environment, and site-specific hazards must be addressed by each supervisor/principal investigator when establishing proper work practices. It is each laboratory professional's duty to conduct their work in a responsible manner, and to take all necessary precautions to protect themselves and others in the area from exposures to hazardous materials. **Upon request and during laboratory audits, OESO will assist in performing a risk assessment for procedures of moderate to high risk, aid the lab in evaluating the risk, and help with the development of written standard operating procedures (SOP).**

If work practices currently being employed in your laboratory do not comply with those in this manual, please make the necessary changes. An OESO representative can be reached for questions by calling 919-684-8822 or 919-684-2794.

## Important Numbers

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### Emergency Numbers

- Medical Emergency: 911
- Duke University Police: 911 from a campus phone; 919-684-2444 from a cell phone
- Chemical Spill: 911 from a campus phone; 919-684-2444 from a cell phone
- Radioactive Materials Spill: 911 from a campus phone; 919-684-2444 from a cell phone
- Occupational Exposure: 115 (on campus), 919-684-8115 (off campus or from cell phone)
- To report workplace safety concerns/ unsafe working conditions: 919-684-2794

### Safety

- Occupational & Environmental Safety (administration): 919-684-2794
- Contractor/Work-Site Safety: 919-684-5996
- Biological/Laboratory Safety: 919-684-8822
- Fire Safety: 919-684-5609
- Radiation Safety: 919-684-2194
- Ergonomics: 919-668-(ERGO)3746

### Regulated Laboratory Waste

- General Questions: 919-684-8822
- Environmental "Room" Services' Biomedical Waste Division (Medical Center Sharps Boxes/Red Bags): 919-681-2727
- Chemical Waste: 919-684-2794
- Radioactive Waste: 919-684-2794
- Animal Carcasses: 919-684-5212

### Occupational Hygiene & Safety

- (919-684-5996)
- General Questions
  - Asbestos Abatement
  - Noise/Air Monitoring
  - Reproductive Health Risks at Work
  - Respiratory Protection

### Other

- Employee Occupational Health and Wellness (EOHW) 919-684-3136
- Environmental Services Uniform Room (Lab Coat Laundering): 919-684-3784
- Division of Laboratory Animal Resources: 919-684-2797
- Grants & Contracts: 919-684-3030
- University Maintenance: 919-684-2122
- Medical Center (buildings) Maintenance: 919-684-3232