



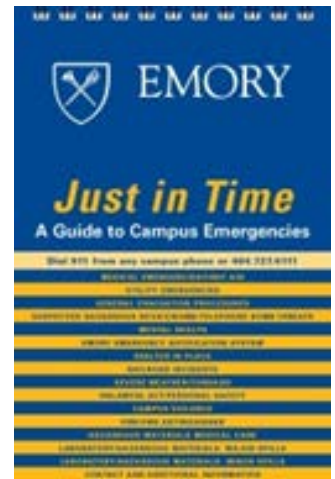
**SUPERVISOR INSTRUCTIONS:**

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Various types of chemicals are used all over Emory's campus. Just like other emergencies, spills happen. To be safe in your work environment, you should know what to do in case of an emergency. Only personnel who are familiar with the hazards of the material should attempt to clean up a spill.

**CEPAR's Just In Time: A Guide to Campus Emergencies**

- Familiarize yourself with the contents of the Just In Time Guide.
- Post the Just in Time Guide in your work area.
- The following is excerpted from the Just in Time Guide as it relates to chemical spills.



**Spills Defined**

- A **minor spill** is defined as an event that can be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel.
- A **major spill** is defined as an event that cannot be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel, including all events where a person is injured or contaminated.

**Reporting**

- If someone is injured, call 911 immediately.
- If there are no injuries:
  - Limit access to the area.
  - Contain the spill, if possible.
  - Do not attempt cleanup unless you have been trained to do so.
- If you need assistance, notify your supervisor and contact EHSO's Spill Response Team at 404-727-2888, available 24/7. As an alternative, contact Emory Police at 404-727-6111.
- When contacting the Emory Police and EHSO, be prepared to answer the following questions:
  - What was released?
  - How much was released?
  - Time when release occurred and is it continuing?
  - Location of release?
  - Are there injuries?
  - Is there damage to facilities?

## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – SPILL RESPONSE

---

- If you come in contact with the chemical, wash the area for 15 minutes and complete an incident report in Emory PeopleSoft (or incident report if at Yerkes) within 24-48 hours.
- Dispose of cleanup material through EHSO.

### ***Hazardous Material Medical Care***

#### **For Chemical, Biological, Radiation Spills**

- Remove contaminated clothing.
- Flood the contaminated skin with running water from a faucet or safety shower for fifteen minutes; for biological spills please use both soap and water.
- Obtain medical attention.
- Provide Safety Data Sheets (SDSs) to health care providers if possible.
- Report incident as soon as reasonably possible to your supervisor and Employee Health Services. Complete an incident report in Emory PeopleSoft (or incident report if at Yerkes) within 24-48 hours
- Seek medical care if contaminated.

#### **Minor Cuts and Puncture Wounds**

- Vigorously wash the injury with soap and water for fifteen minutes.
- Obtain medical attention.
- Report incident as soon as reasonably possible to your professor or supervisor and Employee Health Services. Complete an incident report in Emory PeopleSoft (or incident report if at Yerkes) within 24-48 hours.

#### **Hazardous Material Splashed in Eye**

- Immediately rinse eye and inner surface of eyelid with water continuously for fifteen minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Obtain medical attention.
- Report incident as soon as reasonably possible to your professor or supervisor and Employee Health Services. Complete an incident report in Emory PeopleSoft (or incident report if at Yerkes) within 24-48 hours

### ***Major Spills***

- Attend to injured or contaminated persons.
- Alert personnel in the area of the spill to evacuate the immediate area.
- Call Emory Police at 911 from any campus phone or 404.727.6111.
- Call EHSO at 404.727.5922 during normal business hours.
- Have a person knowledgeable of the incident and the material spilled available to assist emergency personnel.
- Refer to Safety Data Sheets (SDS) and appropriate cleanup guides for chemical spills.
- If spilled material is flammable, turn off heat and ignition sources.
- Close doors to contain vapors and prevent personnel entry.
- If spill is radioactive, have potentially contaminated persons stay in one area until monitored.

## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – SPILL RESPONSE



### Minor Spills

- Alert others in the immediate area.
- Leave the immediate area without contaminating other individuals and environments.
- If clothing is contaminated, remove, folding contamination inward and treat as waste.
- Refer to Safety Data Sheets (SDS) and appropriate cleanup guides for chemical spills.
- Wear Personal Protection Equipment (PPE) appropriate for the material spilled (e.g., safety goggles, gloves, lab coat, etc.).
- Confine the spill to a limited area. Barricade and isolate the area to prevent spread of contamination.
- Pick up broken glass with tongs, forceps, or dustpan. Place in a puncture-resistant container.
- Be aware of inhalation hazards. Use appropriate neutralizer, disinfectant and absorbents to mitigate the spill.
- Place spill cleanup materials in a container. Call EHSO for disposal at 404.727.5922.
- Wash arms, hands and face with soap and water.

### Questions for Discussion

1. Where can I find more information about what to do in an emergency?

Go to CEPAR's website at <http://emergency.emory.edu> or review the [Just in Time Guide](#).

2. True or False? Anyone can clean up a chemical spill.

False. Only personnel who are familiar with the hazards of the material should attempt to clean up a spill.

3. What is the difference between a Minor Spill and a Major Spill?

A **minor spill** is defined as an event that can be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel.

A **major spill** is defined as an event that cannot be handled safely without the assistance of the Environmental Health and Safety Office (EHSO) or emergency response personnel, including all events where a person is injured or contaminated.

4. How do I dispose of spill cleanup debris?

Request a waste collection online by visiting [www.ehso.emory.edu](http://www.ehso.emory.edu) and selecting "Waste Collection". Replacement containers can be requested at this time, if needed.

5. How long should one flush skin or eyes if exposed to a hazardous material?

Fifteen minutes