

DBIC incident reporting policy

Purpose

To maintain a safe research environment, we need to strengthen policies and procedures that will ensure researchers, participants, and the MRI environment are properly screened for metal.

Policy

For the purposes of this policy, an **emergency** in the DBIC is a situation that requires a first responder such as fire, medical or security personnel. An example would be a ferromagnetic object brought into the scan room that injures a human. The research personnel would dial **911** and report the emergency to room **B75** in **Moore Hall**. As soon as it is safe and possible, they would also call Terry Sackett (603-254-3939) to report the emergency.

A “near miss” is a situation in which a violation of DBIC protocols or other unforeseen event creates a substantially elevated risk of injury or major equipment damage, without actually incurring injury. An example would be any ferromagnetic object loose in the scanner room. The DBIC requires that any **near-miss incident** and/or equipment damage must be immediately reported **by email** to Terry Sackett (MRI Safety Officer) and Courtney Rogers (Associate Director for Operations).

Other reportable issues include becoming aware of any prohibited items hazards present in the MRI environment that could make their way into the scanner bay. i.e. staples or other small metallic objects on the floor, any damaged or missing equipment, any breaches of MRI safety procedures.

It is imperative that all users follow safety protocols and report incidents and potential hazards immediately. Failure to complete the experimenter forms, follow safety procedures, or report violations will result in a review by the MRI Safety Officer, and may result in revocation of scan operator or scan buddy privileges.

Definitions

- **MRI environment** – the **MRI environment** refers to the entirety of the DBIC space, including: the changing room, participant waiting area, control room, and scanner bay.
- **Near miss** – any occurrences involving ferromagnetic metal accidentally or intentionally brought into the scanner bay and becoming a projectile, or any other potentially injurious hazards. A **near miss** would not involve an injury.

Guidelines

- To reduce the probability of an unsafe occurrence, we require a rigorous and conservative safety process with the following elements.
 - Upon entering the DBIC suite, but before entering the MRI scan room, all DBIC research personnel **must complete the DBIC's pre-scan experimenter checklist**, including a thorough inspection of the **MRI environment**. Both researcher personnel (operator and scan buddy) must complete checklist items, initial to confirm completion, and sign the checklist.
 - All research participants must complete the MRI metal screening form, and research personnel must thoroughly review the participant's responses to confirm that there are no contraindications to scanning.

Process

In the event that a **near-miss** incident occurs, email Terry Sackett (Terry.J.Sackett@dartmouth.edu) and Courtney Rogers (Courtney.Rogers@dartmouth.edu) with the following information:

- People present
- Date and time
- Description of what happened (e.g., someone brought scissors into the scan room)

For **other reportable incidents**, email Terry Sackett (Terry.J.Sackett@dartmouth.edu) and Courtney Rogers (Courtney.Rogers@dartmouth.edu) with the following information:

- People present
- Date and time
- Description of what happened (e.g., the button box was dropped, paper clips were on the control room floor, etc.)

Terry and Courtney will review and respond within one business day.