



On-line Project Risk Assessment System (OPRAS)

What are the benefits of OPRAS for you as a PI?

1. **“Dashboard” - Personalized dashboard showing the approval status of your PRA submission.**

You are able to (1) track the process of each project risk assessment (PRA) submission to OSHE; (2) identify who is the processing officer in OSHE reviewing your protocol.

Reference No	Project Title	Created By	Date Of Receipt	Assigned Officer Email	Status	Date Of Approval	Remarks		
	Reviewing Officer - project test	Ngu Ik Mei	06 Nov 2007	Iy Sor Limin	Pending			View	Copy
(FOEo)-2	On Behalf of PI - NO	Ngu Ik Mei	02 Oct 2007	Ngu Ik Mei	Approved	12 Oct 2007	Remarks	View	Copy

2. **Allows your project members to draft the PRA for you.**

Your staff and students are allowed to complete the PRA and save it as draft; it can then be forwarded to you for review.

Are you applying on behalf of a PI?

Yes No

3. **Generates “Word” version of your PRA for you.**

You can generate the PRA in word version; this would be useful when you send it to Head of Department for review.

View and Print Risk Assessment Form

4. **User friendly side navigation panel**

Provides you quick and easy access to different sections of your PRA.

Section A(Part 1)	Table A. Nature of Hazards
Section A(Part 2)	
Section A(Part 3)	
Table of Hazards	Mandatory to tick at least 1
Section B1	Tick relevant boxes and you will be guided to complete the associated Section as required.
Section B2	
Section C	
Section R	<input type="checkbox"/> Animal Work Section B1
Section E1	<input type="checkbox"/> Biological Section B2
Section E2	<input type="checkbox"/> Chemical Section C
Section E3	
Section E4	

5. "Validation" Function

The system will prompt you to complete mandatory fields.

Source of Funding (if applicable):*	NA
Grant Number (if applicable)	Total Project Cost (if applicable, eg. 10000.00)
<input type="text"/>	(<input type="text"/>)
Overview of Experimental Procedures*	

6. "Upload" Function

Allows SOPs, inventory lists, SDS to be submitted with your PRA application.

File Upload
(format of file includes jpg, doc, xls, pdf, txt, eml and rtf file.)

Add attachments to supplement application :

7. "Copy" Function

Templates of personalized risk assessment can be created. You can make a copy of a PRA from another project with similar procedures, hazards and controls.

Submitted Risk Assessment

Reference No	Project Title	Created By	Date Of Receipt	Assigned Officer Email	Status	Date Of Approval	Remarks		
	Reviewing Officer - project test	Ngu Ik Mei	06 Nov 2007	Ivy Sor Limin	Pending			<input type="button" value="View"/>	<input type="button" value="Copy"/>
(FOEo)-2	On Behalf of PI - NO	Ngu Ik Mei	02 Oct 2007	Ngu Ik Mei	Approved	12 Oct 2007	Remarks	<input type="button" value="View"/>	<input type="button" value="Copy"/>
(FOEo)-3	Project title or name of task	Ngu Ik Mei	01 Oct 2007	Ngu Ik Mei	Approved	12 Oct 2007	test	<input type="button" value="View"/>	<input type="button" value="Copy"/>

OPRAS Online Resources

Login Screen:

<https://www.nus.edu.sg/osh/opras/login.aspx>

FAQs:

<https://share.nus.edu.sg/osh/Lists/General%20Discussion/oprasfaq.aspx>

Training Manuals:

https://share.nus.edu.sg/osh/Shared%20Documents/OSHE_User_Manual_PI.doc

Comments & Feedbacks:

<https://share.nus.edu.sg/osh/Lists/oprasfeedback/NewForm.aspx>

Request For OPRAS Access:

<https://share.nus.edu.sg/osh/lists/oprasreg/newform.aspx>

Need help? For general enquiry, please contact Pei Pei @ oshkpp@nus.edu.sg and for technical support, please contact Kimberly Ngu @ oshnim@nus.edu.sg