

## NUS Policies & Procedures

| Policies/<br>Program                   | Details of Policies/<br>Program  | Additional Information  |
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| Safety & Health Policies and Directive | The policies and directive are aimed at ensuring compliance to the above regulations and ensuring safety and health best practices are adopted by all staff and students   | <p>The policies are as follows:</p> <ul style="list-style-type: none"> <li>■ Safety &amp; Health Policy</li> <li>■ Biosafety Policy</li> <li>■ Chemical Safety Policy</li> <li>■ Radiation Safety Policy</li> <li>■ Fire Safety Policy</li> <li>■ Safety Policy for Tenants</li> <li>■ Safety Directive: Staff and students working in BSL3</li> </ul>  |
| Safety & Health Manuals                | OSHE has developed a series of manuals and SOPs to define how occupational safety and health risks can be managed  | <p>The manuals are as follows:</p> <ul style="list-style-type: none"> <li>■ Laboratory Biorisk Management Manual</li> <li>■ Laboratory Chemical Safety Manual</li> <li>■ Radiation Safety Manual (Ionising)</li> <li>■ Research Diving Safety Manual</li> </ul>   |
| OSH Promotional Programmes             | <p>Annual Safety &amp; Health Performance Award (ASHPA)</p> <ul style="list-style-type: none"> <li>■ Annual award to give recognition to departments that have performed well in safety and health through the implementation of Safety and Health Management System</li> </ul> <p>Safety &amp; Health Improvement Projects (SHIP)</p> <ul style="list-style-type: none"> <li>■ To encourage staff to form team in their workplace to come up with work improvement projects which aids the department in achieving their safety and health objectives, targets and program</li> </ul> | <p><b>Workplace Based Category:</b><br/>Departments for which research and teaching activities involve the use of chemical, biological and radioactive materials</p> <p><b>Office Based Category:</b><br/>Departments for which teaching and research activities are confined to the classroom. It includes corporate offices that have purely administrative functions.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>■ To promote job involvement and employee motivation</li> <li>■ Enhance safety standard in NUS</li> <li>■ Promote more effective team work</li> <li>■ Improve safety and health communication within NUS</li> <li>■ Strengthen management-employee relationship</li> </ul> |

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| Laboratory SignPosting Generator              | Creating the standard lab door sign which accurately reflect the hazards that are present in a facility   | It includes the various hazard sign and Personal Protective Equipment (PPE) that should be used when working in that particular facility   |
| Chemical Inventory Software                   | This software is a database system which is based on Microsoft Access architecture which allows the tracking of chemical inventories in the laboratories  |  |
| Online Project Risk Assessment System (OPRAS) | <ul style="list-style-type: none"> <li>■ All staff undertaking lab-based research projects are required to conduct project risk assessment to identify the safety and health risk associated with the project.</li> <li>■ PIs are required to submit the project risk assessment online which would then be forwarded to OSHE for review and final approval by Institutional Laboratory Safety Committee (ILSC) or Institutional Biosafety Committee (IBC)</li> <li>■ IBC approves life science related research projects and ILSC approves non- life science related projects</li> </ul> | OPRAS resources such as training manual, FAQs, comments & feedback, request for OPRAS access are available on OSHE's website   |
| Structured Safety Training (SSTS)             | <ul style="list-style-type: none"> <li>■ All staff working in the laboratories are required to undergo safety training based on the job scope and work hazards of the respective</li> </ul>   | <p>General Laboratory Safety:</p> <ul style="list-style-type: none"> <li>■ For Operational Support Staff</li> </ul> <p>OH&amp;S Management System &amp; Risk Management Methodology:</p> <ul style="list-style-type: none"> <li>■ For PIs, Laboratory Supervisors, Research Fellow/ Engineers</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>staff</li> <li>Staff may register through the OHR staff training website</li> </ul>  | <p>Chemical Safety, Biological Safety, Radiation (Ionizing &amp; Non- Ionizing) Safety Training and Fire Safety Awareness:</p> <ul style="list-style-type: none"> <li>Compulsory for all lab and technical staff working with chemicals, biological agents, radioactive material or irradiating apparatus</li> <li>PIs, RFs and RAs are highly recommended to attend</li> </ul>  |
| Occupational Health Programme            | <ul style="list-style-type: none"> <li>Address the occupational health needs of staff and students.</li> <li>Consists of compulsory medical assessments and surveillance by the University Health and Wellness Centre (UHWC).</li> <li>Mandatory vaccinations are required for staff working with animal or material of human origin</li> </ul> | <p>Occupational Health Related Assessment Includes:</p> <ul style="list-style-type: none"> <li>Hepatitis B screening, vaccination, post screening</li> <li>Tetanus vaccination</li> <li>Medical examination for ionizing radiation- L5,L6 and R1 license application and non- ionizing radiation- N3 license application</li> <li>Respirator fit test</li> <li>Respirator fitness examination</li> <li>Diving Medical Examination</li> <li>Audiometric testing</li> <li>Occupational related disease or illness</li> </ul> |
| Accident/ Incident Reporting             | <p>Online reporting system for NUS staff/ students to notify OSHE of accident or incident that takes place in the course of work. For reportable cases, OSHE will notify the relevant authority such as Ministry of Manpower (MOM) or Ministry of Health (MOH).</p>   | <p>Faculty Safety Officer will carry out the accident/ incident investigation once they receive the notification.</p>  |
| Feedback on Unsafe Practices/ Conditions | <p>Safety and Health feedback website for staff and students to report any unsafe conditions or act in the University</p>   |  |

For more information, please kindly contact Office of Safety, Health and Environment at 6516 1084, alternatively, you can email us at [safety@nus.edu.sg](mailto:safety@nus.edu.sg)