NUS Annual Safety & Health
Performance Awards 2006
(Application Form for “Office Safety” Category)

ORGANIZED BY
OFFICE OF SAFETY, HEALTH & ENVIRONMENT (OSHE)
Objective

The objective of the NUS Annual Safety & Health Performance Award (ASHPA) – “Office Safety Programme Category” is to recognize and reward Departments, Research Institutes & Corporate Offices which have put in place an office safety programme with the elements stipulated in this application form.
General Instructions

1. The NUS Annual Safety and Health Performance Award (ASHPA) is open to NUS departments, research institutes & corporate offices only.

2. Each Department, Research Institute or Corporate Office should submit a single application.

3. The submission must be done by a staff member who has been appointed by the Head of Department or Director.

4. Applications should contain relevant supporting documentation (photographs, reports, records, procedures, etc) to assist the judges in their assessment.

5. For each question, you may check more than one box. Indicate N.A. for non applicable items and NIL for nil responses.

6. OSHE, on behalf of the judges, may require the Department or Office to provide additional supporting documentation.

7. Judges may wish to tour facilities to better understand the Department’s or Office’s current operations and programme.

8. Departments or Offices may also be required to give presentations on safety programmes and improvement projects.

9. The judge’s decision is final and no correspondence would be entertained.

10. The winning Departments or Offices will be announced during the Annual Safety & Health Week, which will be held in February 2007.

11. In the application form “Department” refers to teaching department, research institute or corporate office.

12. This application form is for departments that have office based activities only.

13. For general enquiries, please may contact OSHE staff, Mr. Saravanan G. at oshsg@nus.edu.sg or extension 4551.
## Particulars of Department

<table>
<thead>
<tr>
<th>Name of Department or Corporate Office</th>
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<tbody>
<tr>
<td>Total staff strength</td>
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<tr>
<td>Total number of students</td>
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<tr>
<td>Undergraduate</td>
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<td>Postgraduate</td>
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Ref:OSHE/06/06.01
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<thead>
<tr>
<th>Particulars of staff submitting the application form</th>
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<tr>
<td>Name</td>
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<tr>
<td>Designation</td>
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<td>Staff No.</td>
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<td>Email</td>
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<tr>
<td>Name &amp; Signature of Head or Director</td>
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1. Safety Organization

- No safety organization
- Safety roles & responsibilities are defined
- Only safety coordinator / personnel is responsible for safety matters
- There is a Departmental Safety Committee
- Departmental Safety Committee is headed by the HOD/ Deputy Head / Senior Staff

(Please provide a copy of the Department’s safety & health organization chart and provide detailed descriptions on safety & health responsibilities and accountabilities)

2. Safety & Health Committee Meetings

- Safety Committee meets occasionally
- Safety Committee meets regularly. State the number of meetings in 2006._________.
- Safety committee meetings are well conducted and suggestions for improvements efficiently implemented

(Please attach the minutes of the last three committee meetings and provide a schedule of meeting for 2006).
### 3. First Aiders

- [ ] There is no first-aider/s in the department
- [ ] There is a designated first-aider/s in the department
- [ ] Staff and students know first aid personnel

*(Provide details on your first aiders, their roles and responsibilities, etc.)*

### 4. First Aid Box

- [ ] The department does not have a first aid box/boxes
- [ ] The Department has first aid box/boxes
- [ ] The first aid box/boxes is/are regularly maintained
- [ ] There is/are first aid log book/s

*(Provide details on the location and maintenance of first aid boxes)*

### 5. Safety Innovation Team Programme (SITP)

- [ ] There is no Safety Innovation Team in the Department
- [ ] SITP projects are inline with Department's goals & objectives
- [ ] _____ (state number) of Safety Innovation Teams is/are taking part in this year’s SITP organized by OSHE.

*(State departmental safety goals & objectives & provide details of SITP in the Department and a description of on going and current projects completed in 2006)*
6. Safety Inspections on Housekeeping & Electrical Safety

☐ The Department does not carry out safety inspections

☐ Safety inspections are conducted regularly. *(State frequency of safety inspection:______________)*

☐ Results of inspections are documented

☐ There is a system of follow up on unsatisfactory items

☐ Results of inspections are analyzed to identify trends so that root cause(s) of unsatisfactory performance can be addressed.

*(Provide inspection checklists, follow-up actions and personnel involved)*

7. Ergonomics Programme

☐ There is no ergonomic programme in place

☐ Staff and students are educated on proper ergonomic practices through publicity and talks

☐ There is an ergonomic programme in place, i.e. there is an ergonomic task force in place to initiate and implement ergonomics practices

☐ Ergonomic issues, where possible, are addressed at the Management level.

*(Provide details of the ergonomic programme in place – checklists used, issues identified and addressed.)*

8. Workplace Wellness & Health Programme

☐ There are little or no workplace health initiatives incorporated.

☐ Staff are made aware of health and wellness practices and events through emails, posters and other forms of publicity.

☐ Management actively supports workplace wellness activities

*(Provide details)*
9. Incident/Accident Investigation

- There is no procedure for the notification of incidents/accidents
- Procedures are available for notification of incidents / accidents, including first aid cases.
- Procedures are available for complete and effective investigations of all incidents / accidents so that the causes can be determined
- Procedures are available for implementation of follow-up, corrective and preventive measures
- Investigation reports are viewed by safety committee or HOD
- Lessons learnt from such incidents are communicated to all

(Attach supporting documents)

10. Waste Minimization

- The Department has procedures to promote reduction in storage of combustibles, paper, carton boxes, etc.

(Provide details)
11. **Safety Infrastructure Improvement Projects**

- There has been no safety improvement projects in the past one year
  
  State reason: _____________________

- There have been safety improvement projects in the past one year

  *(Provide details)*

12. **Emergency Preparedness & Response**

- There is no procedure to deal with emergencies

- The department has its own emergency response plan

- Emergency drills have been conducted to test the effectiveness of the emergency procedures

  
  No. of fire drills conducted in 2006 ________.
  No. of desk top exercises conducted in 2006 ________.

  *(Provide details of emergency response plans)*

13. **Safety Expenditure**

  What percentage of Department’s operating expenditure has been spent on safety? _________________________