

CeLS Safety Awareness Briefing

Who needs to attend?

Anyone working in CeLS should attend

- All new staff and students working in CeLS must attend the CeLS Safety Awareness Briefing.
- Visitors and interns which working in CeLS for more than 2 weeks must also complete the CeLS Safety Awareness Briefing.

Prerequisites E-learning courses before attending the CeLS Safety Awareness Briefing

Before attending the CeLS Safety Awareness Briefing there are several E-courses that must be completed through IVLE (<http://ivle.nus.edu.sg>), the following course are applicable based on your vocation classification

For Office users:

- Online Fire Safety Training Course (OSHFS01)
- An Introduction to Safety, Health and Emergency Management (OSHGEN03) – Academic Staff only

For Dry Lab users:

- Online Fire Safety Training Course (OSHFS01)
- Laboratory Safety Induction Training (OSHGEN01) – Staff only
- An Introduction to Safety, Health and Emergency Management (OSHGEN03) – Academic Staff only

For Wet Lab users:

- Online Fire Safety Training Course (OSHFS01)
- Laboratory Safety Induction Training (OSHGEN01) – Staff only
- An Introduction to Safety, Health and Emergency Management (OSHGEN03) – Academic Staff only
- Chemical Safety (OSHCHM01/valid for 2 years) – if applicable
- Biological Safety (OSHBIO01/valid for 2 years) – if applicable

Once the E-learning courses are completed, keep the training certificates or screenshot to prove that you have completed the training.

How do I attend the CeLS Safety Awareness Briefing?

To attend the CeLS Safety Awareness Briefing firstly contact your Supervisor, Safety lead or LSI Safety Team and fill out the CeLS Safety Brief Registration Form with all your particulars. After which, either you or your safety lead can submit the completed form along with the required training certificates to the LSI Safety Team. A training reminder will be sent to your email prior to the training date.

The CeLS Safety Brief Registration Form can be downloaded from this link:

<http://www.lsi.nus.edu.sg/corp/wp-content/uploads/safety/Template-for-CeLS-Safety-Awareness-brief.xlsx>

When is the CeLS Safety Awareness Briefing held?

Generally it is held every Tuesday between 9am to 12pm in the CeLS level 1 Seminar Room, unless stated in the training reminder email.

How do I request for building access after attending the CeLS Safety Awareness Briefing?

After you have attended and passed the CeLS Safety Awareness Briefing assessment, an E-certificate will be emailed to you. In the same email with the E-certificate there will a link to request for access to the building, **access can only be granted for staff and graduate students.**

Undergraduate and high school students are not to be unsupervised in laboratories following directive NUS Directive:

https://share.nus.edu.sg/corporate/policies/safety_and_health/General-Lab-Safety-Directives/Directives-access-to-and-supervision-of-UG-in-lab-for-project-and-research-work-dir0701.pdf

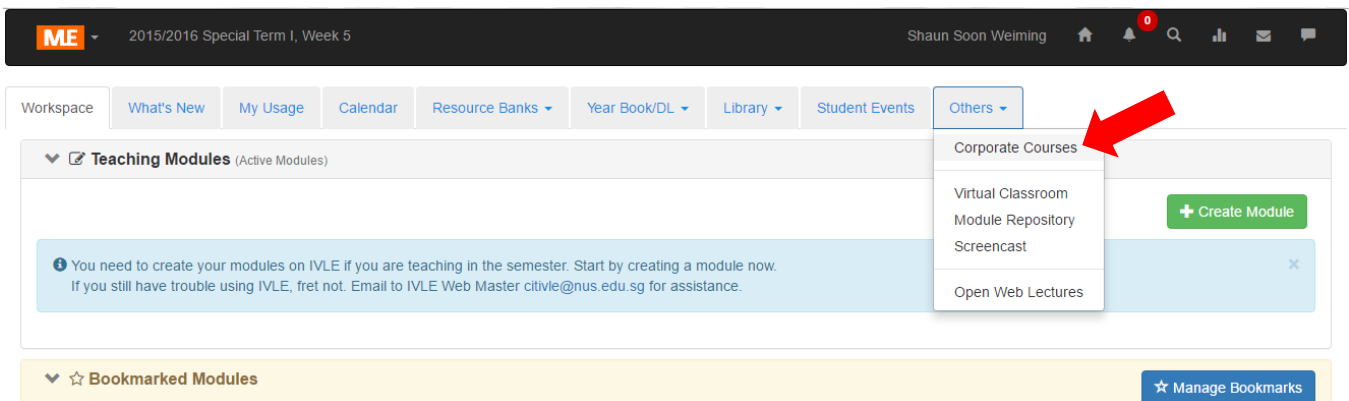
Additional Information

Additional instructions on how to complete the safety trainings through IVLE:

<https://inetapps.nus.edu.sg/osh/portal/training/ssts/IVLE%20Instructions%20for%20Learners.pdf>

Steps to access the Safety course in IVLE

1. In your IVLE workspace, the tool bar above click on “Others” and choose “Corporate Courses”



The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with the user's name 'Shaun Soon Weiming' and various icons. Below this is a toolbar with several menu items: 'Workspace', 'What's New', 'My Usage', 'Calendar', 'Resource Banks', 'Year Book/DL', 'Library', 'Student Events', and 'Others'. The 'Others' menu is open, showing a list of options: 'Corporate Courses', 'Virtual Classroom', 'Module Repository', 'Screencast', and 'Open Web Lectures'. A red arrow points to the 'Corporate Courses' option. Below the toolbar, there is a section for 'Teaching Modules (Active Modules)' with a '+ Create Module' button and a message: 'You need to create your modules on IVLE if you are teaching in the semester. Start by creating a module now. If you still have trouble using IVLE, fret not. Email to IVLE Web Master citivle@nus.edu.sg for assistance.' At the bottom, there is a 'Bookmarked Modules' section with a 'Manage Bookmarks' button.

2. Scroll down to look for required safety courses and click on the “Yes” button to sign up for the training

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|--|--|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | OSHFS01 Fire Safety | Wong Kwok Yew Mohammad Fazulee Bin Abdul Rahman Oh Siew Kee Sania Binte Nader Gisela Ho Pui Fun Louise Ng Lim Ai May Rachel (Mrs Rachel Han) | This module is to equip users with the necessary awareness in basic fire prevention, use of fire extinguishers and appropriate action to take during fire evacuation. To complete review all the training materials might take about 15 to 20 minutes. The assessment consist of 10 questions. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | OSHGEN01 Laboratory Safety Induction Training | Oh Siew Kee Goh Keng Beng Wong Su Ee Gisela Ho Pui Fun Louise Ng Sania Binte Nader Lim Ai May Rachel (Mrs Rachel Han) | This module is to equip new research staff Understanding of the importance of safety and health in the laboratory, understanding of the local legislations that are applicable to NUS and the NUS safety and health requirements, identification of procedures for research staff to be compliant with the legislations and requirements, understanding of the importance of maintaining a high standard of safety in health in NUS To complete review all the training materials might take about 60 minutes. The assessment consist of 5 questions with no time limit and the learner has to answer at least 4 correctly. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | OSHGEN03 An Introduction to Safety, Health and Emergency Management | Oh Siew Kee Wong Su Ee Gisela Ho Pui Fun Louise Ng Sania Binte Nader Lim Ai May Rachel (Mrs Rachel Han) | This module is to equip all academic staff to understand the importance of embracing safety and health as a core value, a concept of risk management and the significant role of OSHE as a facilitator in safety, health, environment protection and emergency management. |

3. The selected course will appear in your workspace, select the course and begin with the “multimedia” slides before attempting the “assessments”

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