

Training Checklist

Name of New Lab User:

Staff: RF / RA / LO / Others

Student: Graduate / Honours / UROPS / Others

Training information for new laboratory users.

For the safety of new laboratory users, they are required to attend relevant training courses conducted by OSHE. The information can be found in the following website:

Structured Safety Training System.

<https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>

All E-learning courses through IVLE - This can be taken at <http://ivle.nus.edu.sg>

Title	Module Code	Who shall attend	Date	Verifier
Laboratory Safety Induction Training	OSHGEN01	Compulsory for all new NUS staff identified to be working in laboratories and workshops. This training must be completed PRIOR to performing activities in the laboratory.		
Introduction to Laboratory Safety and Health in NUS - Policy, Principles and Practice	OSHGEN02	Compulsory for newly matriculated undergraduates who will be having classes in laboratories and/or workshops. Undergraduates enrolling in the Life Science and SoM departments will be required to view the safety induction video PRIOR to entry into the laboratories or workshops.		
Chemical Safety	OSHCHM01	Individuals performing activities involving the use of hazardous chemicals.		
Biological Safety	OSHBIO01	Individuals performing activities involving the use of biological materials.		
Safe Handling of Human Tissue and Fluids	OSHBIO03	All Principal Investigators and researchers who are using human cell lines, tissues and fluids have to complete this course		
Safe Needle Usage In Research Laboratories	OSHBIO06	Mandatory when working with needles for life science research		
Radiation Safety (Ionizing)	OSHRAD01	Individuals performing activities involving use of ionizing radiation		
Laser Safety Training	OSHRAD02	Individuals performing activities involving use of Class 3b or Class 4 lasers		

The validity of all online safety training courses is **3** years.

Health Information Checklist

With effect from 1st April 2016, all OH related services @ OHC will be invoiced to respective faculties/research institutes. Therefore all students or staff who require Tetanus / Hep B vaccination will be required to fill in the Authorisation form and let their respective PI sign before going down to NUS Wellness Clinic. For animal work, they are required to fill in the NUS Worker Health Medical Questionnaire (WHMQ) as well.

Both forms can be downloaded at OSHE website's Occupational Health Programme.

<https://inetapps.nus.edu.sg/osh/portal/oh/intro.html>

All researchers working with human specimens are required to have Tetanus and Hepatitis B vaccination.

Have you been vaccinated against the following:	Yes	No	Date of vaccination	Remarks
Tetanus				
Hepatitis B				
Hepatitis B screening			If Yes, Hep BS Antigen – Reactive / Non-reactive	