Special points of interest:

- 2014 Department Safety Objectives & Programme
- SHAPEing Campus Safety & Health Alerts
- Department Safety Training Exercises
- Lab Safety Inspection & Audits
- Department Outing

Inside this issue:

2014 Department Safety Objective & Programme
SHAPEing Alerts
Risk Management Training
PI BCP Exercise
Fire Drills & Evacuation
Animal Emergency Safety
Pre SOM & Faculty Lab Safety Inspections
Decanting & Moving of Labs From MD11 to MD4
CPR & AED Familiarisation
ASHPA & PI Audits
Mock Chemical & Biological Spill Exercise
Department Outing
### Department Safety & Health Objective

<table>
<thead>
<tr>
<th>Objective</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To achieve zero reportable accidents / incidents to the Ministry of Manpower for 2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>On going</td>
<td>In progress</td>
</tr>
<tr>
<td>2. 100% of the Principal Investigators undergoing PI surveillance audit to pass by 31 December 2014</td>
<td>In progress</td>
<td>In progress</td>
<td>In progress</td>
<td>In progress</td>
<td>In progress</td>
</tr>
</tbody>
</table>

### Safety and Health Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organize a safety activity every three months (after the Research Administration meeting) to serve as an avenue to raise awareness and provide training for old and new staff</td>
<td>Department Safety Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>2. Participate in NUS level programmes such as ASHPA &amp; PI-Certification / Surveillance with regular activities geared to bridge the gaps identified though our PDCA cycle</td>
<td>Staff and Students</td>
<td>On-going</td>
</tr>
<tr>
<td>3. Conduct Fire Drills at least once a year, in each of the building which our department laboratories occupy, to ensure that staff and students are prepared for emergency evacuation</td>
<td>Department Safety Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>4. Conduct one Chemical Spills Exercise and one Biological Spills Exercise to familiarize staff and students with emergency spills procedures</td>
<td>Department Safety Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>5. Conduct laboratory safety inspections once in 6 months</td>
<td>Department Safety Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>6. Conduct laboratory Safety Management System audit once a year</td>
<td>Department Safety Committee</td>
<td>Completed</td>
</tr>
<tr>
<td>7. Review laboratory safety performance once a year to ensure continual improvement</td>
<td>Principal Investigators / Research Directors</td>
<td>Completed</td>
</tr>
</tbody>
</table>
SHAPE (Sharing Best practices. Honouring Safety Champions. Alerts & Advisories. Policy Updates. Enhancing Safety Culture) is a new safety newsletter developed by OSHE. It was first inaugurated in September 2014 with the aim of communicating CAMPUS SAFETY & HEALTH ALERTS to all staffs & students on a monthly basis.

### NOVEMBER 2014

#### Prism Designing Workshop at POS Science Week
Designing the science of creating in the world of science. The workshop will cover the basics of design thinking and how to apply it to your work.

#### Recognising Safety Leaders @ Faculty of Science
To recognise the efforts of the faculty in ensuring a safe and healthy workplace, the Faculty of Science will be holding a recognition ceremony for the selected leaders.

#### Mercurialis: To Use or Not to Use?
Mercurialis is a traditional remedy that is still used in many cultures. It is important to understand its uses and limitations to ensure its safe and effective use.

#### Key Considerations for the Selection of Laboratory Costs
When choosing laboratory costs, several factors must be considered to ensure the best value for money.

#### The Tree of Andry
A tree with a unique design and structure.

### OCTOBER 2014

#### Enhancing Safety Culture

- **CALL FOR PAPERS**
  - **NUS Safety, Health & Environment Conference 2015**
  - The NUS Safety, Health & Environment Conference is back again and we are inviting you to present your insights at the plenary sessions or conduct a technical workshop at the conference.

- **More details**
  - Honoring Safety Champions
  - Biodegradable - An inherent and integrated way of research
  - ASK Faculty Staff Development
  - Safe Handling of Cytotoxic Drugs
  - New Safety Guidelines for Laboratory Activities
  - Strategic Directions for Safety and Health in NUS
  - New Safety Guidelines for Laboratory Activities

### SEPTEMBER 2014

#### Foreword
Dear Colleagues and Friends,

It is my pleasure to present to you SHAPE, our latest installment in engaging, practical and informative safety and health initiatives among NUS staff and students. SHAPE will offer insights into a wide range of topics such as best practices, advisories and policy updates, furthering our commitment to enhancing safety culture at NUS.

#### CQT Safety Wiki & Training Tracking App
An app designed to enhance safety and support by providing a centralized platform for communication, safety information and promotes safety training management.

#### Safety of Hotplates Heating Controls
An issue addressed by the University's safety team, ensuring that heating controls are safe and reliable.

#### Honoring Safety Champions
An initiative to recognize and celebrate the efforts of those who contribute to a safe and healthy working environment.

#### New Safety Guidelines for Laboratory Activities
Providing guidance on the safe handling of cytotoxic drugs.

#### Strategic Directions for Safety and Health in NUS
To further understand the strategic direction for safety and health in NUS, a group of safety and health professionals will conduct a seminar for students, faculty and staff to share insights and best practices.
This training exercise was organized by our department & conducted by OSHE for all laboratory, E&P as well as office staff to create a better awareness and provide adequate training in RISK MANAGEMENT in compliance with the Workplace Safety & Health Act (WSHA).
Risk Management Training For Laboratories/Workplace (February 2014)

Hazards in the office...

What to write?

DISCUSSION & PRESENTATION TIME
The Tree of Andry

PI Business Continuity Programme (BCP) Desktop Exercise (March 2014)

Crisis identification, mitigation & prevention

Divided into groups...
Are we fast? :-)  

Keep calm and walk briskly~

To ensure nobody is left behind, it is important to mark your attendance.

Assembly Area For MD11 Occupants

Open area in front of Centre for Translational Medicine (MD6) entrance
Briefing by Fire Warden

Keep calm and walk briskly~

Everyone Here?

Mark your attendance!

Long Walk but Good Timing
Steps for Fire Evacuation at Tower Block

1) When the fire alarm rings, wait for a confirmation over the PA system.
2) Proceed to the Assembly Area via the nearest exit when:
   - The fire alarm rings the second time
   - An evacuation announcement is made over the PA system
   - Your Fire Warden instructs you to evacuate
3) Assistant Fire Wardens will guide everyone on their assigned level to the nearest exit for immediate evacuation. Fire Wardens will comb the area to ensure everyone has left the premise.
4) Report to the Assembly Area for attendance taking.
   - Carpark F
Animal Emergency Safety Activity (April 2014)

- Proper Animal Handling by users
- Safety, Care & Responsibility
- Vaccination & Training

Followed by Department Safety Quiz
I'm hungry… Let’s see what’s there to eat in the fridge.

No food and drinks are to be kept in the lab fridge.

I'm hungry... Let's see what's there to eat in the fridge.

Thorough Checking of Spills Kit

Faculty Lab Safety Inspection (May 2014)
The department welcomes any feedback and suggestions on safety, health & environment issues, not limited to our department’s laboratories, issues that can improve our offices’ safety, health and environmental issues are also covered. Please refer to our department’s feedback & suggestion system at http://medicine.nus.edu.sg/os/feedback.html

Finally, our labs are functional again at MD4

Feed Us with your Feedback - “we are still hungry”

Who will be the next “winner” of the best feedback?

Chris Steff, Postgraduate Student, our latest “winner” of the best feedback and suggestion
MD11 Decanting to MD4 (August-September 2014): Shifting Cell Cultures and Packing Up...

I supposed we do not need this anymore...
Well, I shall dispose this safely.

Now where is my glass slide?!

He disposed it.

Huh?

Now where is my glass slide?!
**The Tree of Andry**

**MD11 Decanting (September 2014): Decanting, moving, unpacking and setting up MD4, Level 2**

After much packing and unpacking, Cell Culture lab at MD11, #02-16 and A/Prof. Wilson Wang’s PI Lab at MD11, #B1-19 have moved to MD4, Level 2, next to the Histology & Biomechanics Laboratory.

**FINALLY, all labs from MD11 are functional again at MD4**
Rain or Shine, Snow or Sleet, we’re still going for CPR & AED Familiarisation Course! :) 

1) Airway: To open the airway, gently lift the chin with one hand while pushing down on the forehead with your other hand.

2) Breathing: The best way to give rescue breathing is by using the mouth-to-mouth technique.


CPR is administered when someone’s breathing or pulse (or both) stops. It is a procedure that is as simple as ABC.

Where is the AED located in NUHS Tower Block?

WE DID IT!
PART 1
- Briefing on ASHPA by auditors
- Presentation & Checking of Documentations
- Questions & Answers by auditors

PART 2
Physical Inspection of the labs @ MD4 by the auditors after the briefing
Assoc. Prof. Wilson Wang’s PI Certification Audit (October 2014)

- Briefing by auditors & PI
- Documentation checking prior to lab inspection

Nervous!!

What happen to the BSC & Fume hood?
NUSTEP labs

All dept. PI groups briefed and getting ready for spill clean-up training exercise

OMG!! What have I Done?

Benchtop Biological Spill Cleanup Drill

Floor Chemical Spill Cleanup Drill
Chemical & Biological Spill Clean Up Training Exercise (November 2014)

MD4 Labs

**Chemical Spill Drill**

1. Chemical Spill on floor
2. Warn others, Put signage & Barricade Spill
3. Check SDS
4. Choose correct neutralizer
5. Scrape neutralized chemical
6. Dispose contaminated items as per SOP

**Biological Spill Drill**

All Safe & Sound
This year’s Team Bonding event was held at Bollywood Veggies (5 December 2014). Each group of 5 members were required to choose anything that can be found in the farm as their group names.

A shot before leaving...

Drawing lots and getting into groups.

And off we go...!

Finally...

It’s a bird? It’s a plane?

Welcome to Paradise!
A warm welcome by the friendly staff + briefing before farm tour.

Let me take a closer look...

① The Farm Tour.

② Potting Session.
Team Bonding (December 2014)

③ Kampong Race.

Hint to the next destination. Can you decipher this?

JUNGLE MAZE

Fishing is never easy...

...But with patience comes great rewards.

Congratulations to Hu Tao for being the first to get a fish biting!

Ahh~ I sure miss my childhood!
The Tree of Andry

The winning team for Kampong Race goes to…. Banana!

Light refreshments after the race.

Buffet Dinner at Seoul Garden @ Clementi Mall.
The Tree of Andry

Merry Christmas
& HAPPY NEW YEAR

NUHS