

	<b>Department of Biochemistry</b> <b>Yong Loo Lin School of Medicine, NUS</b>	Doc. No:	SOP-BCH-BCHSAFETY-029v16
	<b>Standard Operating Procedure</b>	Version No: Issue date:	016 11 January 2019
	Title: <b>Safety and Health Orientation Program</b>	Page:	1 of 2

<b>Kelvin Tan</b> Prepared by	<b>Dr Kenneth Ban</b> Approved By	<b>11 January 2019</b> Review Date
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## Safety and Health Orientation Program for New Laboratory Users

Personal Particulars (to be filled by the new staff/student)		
Name of New Staff/Student : _____		
Staff/Student No : _____	E-mail Address : _____	
Date Joined : _____	Contact No : _____	
Appointment : _____	PI/Supervisor : _____	
Safety Induction Briefing (executed by Safety Committee)		
Save these important contact numbers in your mobile phone:		
Departmental Emergency Numbers – <b>6516 3255</b> or <b>6516 7996</b> (email: <a href="mailto:bchsafety@nus.edu.sg">bchsafety@nus.edu.sg</a> ) Campus Security Number/All Emergencies – 6874 1616 OSHE main contact line – 6516 1084 Medical assistance service – 6776 1631 / 6516 2880 University Counselling Service – 6516 7777 (24 hours)		
Briefed on:		
<input type="checkbox"/> Department of Biochemistry Safety Website: <a href="http://www.bch.nus.edu.sg/safety/">http://www.bch.nus.edu.sg/safety/</a> <input type="checkbox"/> Department's Occupational Health & Safety and Access Policies (including card access hours) <input type="checkbox"/> General Laboratory Safety <input type="checkbox"/> Relevant Risk Assessments on Research Activities <input type="checkbox"/> Fire Emergency Response (including escape route and fire assembly point) <input type="checkbox"/> Biological Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response) <input type="checkbox"/> Chemical Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response) <input type="checkbox"/> Safe Operation of Equipment (including Autoclave, Biological Safety Cabinet Class II, Fume Hood, Centrifuge, Liquid Nitrogen) <input type="checkbox"/> Accident/Incident Management System (for reporting accidents/incidents; website: <a href="https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html">https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html</a> ) <input type="checkbox"/> Undergraduates have been told NOT to work unsupervised in the lab		
Induction conducted by	Date	Assessment score

Attend OSHE Safety Training (tick those applicable)	
(1)	<input type="checkbox"/> Biosafety for BSL-2 Laboratories Training BSL-2 (OSHBIO08, LumiNus)
(2)	<input type="checkbox"/> Chemical Safety Training (OSHCHM01, LumiNus)
(3)	<input type="checkbox"/> Online Fire Safety Training (OSHFS01, LumiNus)
(4)	<input type="checkbox"/> Laboratory Safety Induction Training (OSHGEN01, LumiNus)
(5)	<input type="checkbox"/> An Introduction to Safety, Health and Emergency Management (OSHGEN03, LumiNus)
(6)	<input type="checkbox"/> Fire Safety Education (In-House Training) [Compulsory for staff/students handling PFM]
(7)	<input type="checkbox"/> Safe Handling of Radioactive Materials Training (OSHRAD03, LumiNus) [Compulsory for staff/students working with ionizing radiation]
(8)	<input type="checkbox"/> Laser Safety Training (OSHRAD02, LumiNus) [Compulsory for staff/students working with Class 3b/Class 4 lasers]
(9)	<input type="checkbox"/> Safe Handling of Human Tissue and Fluids (OSHBIO03, LumiNus) [Compulsory for staff/students working with human samples/tissues or cell lines]
(10)	<input type="checkbox"/> Safe Needle Usage in Research Laboratories (OSHBIO06, LumiNus) [Compulsory for staff/students using needles]
(11)	<input type="checkbox"/> Risk Management for Laboratories (In-House Training) [Compulsory for staff who are conducting risk assessments]



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- (1) – (3) are mandatory for all lab-based students in the department  
(1) – (5) are mandatory for all lab-based staff in the department

Training certificates and records to be filed in lab's Safety Management System folder.

<b>Safety Matters (executed by Principal Investigator/Designate)</b>	Briefed by	Date completed
Shown the nearest locations and briefed on the proper usage of:  <input type="checkbox"/> Biological Spill Kit <input type="checkbox"/> Chemical Spill Kit <input type="checkbox"/> Fume Hood <input type="checkbox"/> Fire Extinguisher and Fire Blanket <input type="checkbox"/> First-aid Box <input type="checkbox"/> Safety Eyewash <input type="checkbox"/> Safety Shower		
Assigned Personal Protective Equipment (e.g. lab coats and safety goggles) and instructed on proper use, storage and maintenance.		
Arrange for medical assessment and vaccination (please tick those applicable): <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Tetanus <input type="checkbox"/> Others..... <b>Hepatitis B vaccination is required for work with samples of human origin including human-derived commercial or non-commercial cell lines.</b> <b>Tetanus vaccination is required for work with animals.</b> Please download 'Authorization Form for Occupational Health Services in NUS' form from Departmental Safety Website		
For all staff and students caring for, and using live vertebrates for scientific purposes:  <input type="checkbox"/> Responsible Care and Use of Laboratory Animals (RCULA) conducted by Comparative Medicine (CM) IACUC website <a href="http://www.nus.edu.sg/iacuc/training.html">http://www.nus.edu.sg/iacuc/training.html</a>		
To complete laboratory-based training by PI or designate on all Risk Assessments (RAs) and Standard Operating Procedures (SOPs) applicable to new user's laboratory activities.  Record of this training to be filed in lab's Safety Management System folder and must be available at any time for verification.		

Additional Remarks:

<b>DECLARATION</b>	Name and Signature	Date
<b>Staff/student:</b> I acknowledge the above orientation briefing I have received and agree to comply with all safe work practices.		
<b>Principal Investigator/Supervisor:</b> The above staff/student has been briefed on safe work practices.		
<b>Safety Committee:</b> The above staff/student has been briefed on safe work practices.		