

	Department of Biochemistry Yong Loo Lin School of Medicine, NUS	Doc. No:	SOP-BCH-BCHSAFETY-029v17
	Standard Operating Procedure	Version No: Issue date:	017 24 August 2020
	Title: Safety and Health Orientation Program	Page:	1 of 2

Kelvin Tan Prepared by	Dr Kenneth Ban Approved By	24 August 2023 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 – **6516 3255** or **6516 7996** (email: bchsafety@nus.edu.sg)

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:

- Department of Biochemistry Safety Website: <https://medicine.nus.edu.sg/bch/safety/>
- Department's Occupational Health & Safety and Access Policies (including card access hours)
- General Laboratory Safety
- Relevant Risk Assessments on Research Activities
- Fire Emergency Response (including escape route and fire assembly point)
- Biological Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response)
- Chemical Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response)
- Safe Operation of Equipment (including Autoclave, Biological Safety Cabinet Class II, Fume Hood, Centrifuge, Liquid Nitrogen)
- Accident/Incident Management System (for reporting accidents/incidents; website: https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html)
- Undergraduates have been told NOT to work unsupervised in the lab

Induction conducted by	Date	Assessment score

Attend OSHE Safety Training (tick those applicable)

Please refer to this link for module description <https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>

- (1) Biosafety for BSL-2 Laboratories Training BSL-2 (OSHBIO08, LumiNus)
- (2) Chemical Safety Training (OSHCHM01, LumiNus)
- (3) Online Fire Safety Training (OSHFSS01, LumiNus)
- (4) Laboratory Safety Induction Training (OSHGEN01, LumiNus)
- (5) An Introduction to Safety, Health and Emergency Management (OSHGEN03, LumiNus)
- (6) Fire Safety Education (In-House Training) [Compulsory for staff/students handling PFM]
- (7) Safe Handling of Radioactive Materials Training (OSHRAD03, LumiNus) [Compulsory for staff/students working with ionizing radiation]
- (8) Laser Safety Training (OSHRAD02, LumiNus) [Compulsory for staff/students working with Class 3b/Class 4 lasers]
- (9) Safe Handling of Human Tissue and Fluids (OSHBIO03, LumiNus) [Compulsory for staff/students working with human samples/tissues or cell lines]
- (10) Safe Needle Usage in Research Laboratories (OSHBIO06, LumiNus) [Compulsory for staff/students using needles]
- (11) Risk Management for Laboratories (In-House Training) [Compulsory for staff who are conducting risk assessments]



**Department of Biochemistry
Yong Loo Lin School of Medicine, NUS**

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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.

Safety Matters (executed by Principal Investigator/Designate)	Briefed by	Date completed
Shown the nearest locations and briefed on the proper usage of: <ul style="list-style-type: none"> <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..... Hepatitis B vaccination is required for work with samples of human origin including human-derived commercial or non-commercial cell lines. Tetanus vaccination is required for work with animals. 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: <ul style="list-style-type: none"> <input type="checkbox"/> Responsible Care and Use of Laboratory Animals (RCULA) conducted by Comparative Medicine (CM) IACUC website http://www.nus.edu.sg/iacuc/training.html		
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:

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