

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 ORMC. The ORMC Safety and Health courses have gone live on CANVAS (<https://www.nus.edu.sg/canvas/login/>) from 19 Dec 2022.

NUS guests and visitors can access CANVAS using their NUS visitor account to enrol for the courses. You may wish to contact your department admin for an NUS visitor account. Thereafter, you can refer to  [Guide to ORMC courses on CANVAS.pdf](#) on searching for ORMC courses on CANVAS and ORMC course structure.

Please also note that OSHFS01 and OSHGEN03 will only be available to NUS staff via CHRS LMS and will not be available on CANVAS. Non-NUS users (e.g. visitors) who will be using the labs should enrol to OSHGEN01 (Laboratory Safety Induction Training) on CANVAS.

Title	Module Code	Who shall attend	Date	Verifier
An Introduction to Safety, Health and Emergency Management	OSHGEN03	All staff: Compulsory e-Orientation module to be completed within <u>one month</u> upon joining the University.		
Laboratory Safety Induction Training	OSHGEN01	Mandatory for all new NUS staff 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.		
Chemical Safety	OSHCHM01	Mandatory for all chemical users . Individuals performing activities involving the use of hazardous chemicals.		
Biosafety for BSL-2 Laboratories	OSHBIO08	Mandatory for individuals conducting BSL-2 work . This module is about awareness of Biological hazards in the lab, understanding of biosafety principles and levels and applying these principles through procedures and design.		
Safe Handling of Human Tissue and Fluids	OSHBIO03	Mandatory when handling human tissue and fluids. 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		
Risk Management for Laboratories	OSHGEN06	Staff and students who are involved in conducting risk assessments for their laboratory activities.		

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

Fire Safety Training

Do note that the online Fire Safety Course (OSHFS01) is **only mandatory for staff** and hence will not be available on CANVAS.

Please note that this course **do not replace** the Hands-on Fire Safety Education Course. All personnel working in the laboratory (PI, LO, LE research staff and students) are required to attend the hands-on Fire Safety Education Course and the Fire Safety Education Refresher Course every three years thereafter. For Staff you can access via [CHRS LMS](#) and register for the Hands-on Fire Safety Education Course via the staff portal.

Visitors or Students whom have been identified by their PIs to attend relevant fire safety training due to the fire risks in their research work may write in to **UCI-CES** (ucibox26@nus.edu.sg) attend the fire safety education course.

	Date attended	Signature
Online Fire Safety Training Course		
Hands-on Fire Safety Education Course		

Health Information Checklist

The Occupational Health Clinic has gone digital. If you need to undergo for occupational health assessment, you will need to book your appointment online via this link: <https://odmc.as.me/>

You are also required to fill and submit the relevant hazard form (e.g. [Authorisation form](#) or [NUS Animal Worker Health Medical Questionnaire \(WHMQ\)](#) online. All the relevant links or QR codes to the online forms can be found in the NUS Occupational Health Program in the ORMC Safety & Health page at <https://inetapps.nus.edu.sg/osh/portal/NUS-Community/oh/intro.html>

All students or staff who require Tetanus / Hep B vaccination will be required to fill in the form, endorsed by their respective PI and schedule your appointment on-line at The Occupational and Diving Medicine Centre / NUS OH Clinic. <https://odmc.as.me/schedule.php>

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

Have you been vaccinated against the following:	Yes	No	Date of vaccination	Remarks
Tetanus				
Hepatitis B				
Hepatitis B screening				