The Tree of Andry

DEPARTMENT OF ORTHOPAEDIC SURGERY,
NATIONAL UNIVERSITY OF SINGAPORE

Annual Safety & Health Performance Award 2013 *

OSHE evolved ASHPA to address changes in regulations (WSH) and University policies (PI Lab Certification).

Changing from quantitative scoring with competitive elements to qualitative indicators meeting University standards, stressing year long continual improvements versus 1-shot examination pass/fail.

Thus there is an incentive to improve safety throughout the year of assessment.

As safety is not a race, Merit, Silver & Gold are now Commitment, Commendation & Excellence.

Cheers!

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Cheers!

Department Safety Objective & Programme 2013

The Research Directors approved of the department’s 2013 Department Safety Objective

1. To achieve zero reportable accidents to the Ministry of Manpower for 2013.
2. Achieve 100% of the Principal Investigators undergoing PI surveillance audit to pass by 31st December 2013.

And to meet the 2 objectives we have a whole year’s worth of plan*!! From drills, spills and reviews, audits, inspections, meetings. Is Commendation good enough? NO!!!! Let’s improve further to get Excellence award. With a one safety focus every month.

February - Internal Auditor Course
March - Laboratory Safety Inspection
April - Fire Drill (MD11)
May - Chemical Drill
May - Inspection by Research Director
June - Fire Drill (ODC)
July - ERP table top exercise
August - Biological Drill
September - Animal Emergency Drill
September / October - PI Surveillance audit
October - Laboratory Inspection
November - Crisis management exercise

Special points of interest:

- Annual Safety & Health Performance Award 2013
- 2013 Department Safety Objective
- Fire Drills, Mock Chemical Drill & Biological spills Workshop
- New Safety Poster

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Editors
Chong Sue Wee
Dominic Tey
Low Siew Leng

Activity photos after the page.

* Subject to confirmation
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What am I?

I am specially custom made of premium plastic and design. I come in all white body with sleek black offsets and shiny metal parts. I can move at a top speed* of 4km/h.

(* estimate based the average walking speed)

I was introduced by OSHE early this year to be stationed at each department and my role is to make sure hazardous substances in various bottles/containers are moved to the designated collection point in a safe way.

What am I?
(Answer on Page 4)

What am I?

I have sturdy wheels for easy movement

I have compartments that can used to put different categories of items

I come with transparent polymer doors for easy viewing of internal compartments

Can you Guess What I am?

I was supplied by LABMAN DESIGN
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ASHPA 2013 Commendation

At long last,
the verdict is revealed ....

Our department received the
COMMENDATION
award from OSHE for 2013’s Annual Safety and Health Performance Award for a comprehensive implementation of a Safety Management System, with >= 80% of all safety elements assessed as having complete implementation.

In terms of ASHPA’s categories, the department was noted by assessors as having
- 6 categories with full implementation with sustained and enhanced implementation of SMS element.
- 8 complete categories fully implemented.
- No categories were “in-progress” or failed compliance.

Prof. Wong Hee Kit, Head of Orthopaedic Surgery, receiving the commendation award from Prof. Tan Chorh Chuan, NUS President during Office of Safety, Health & Environment’s 10th Anniversary Dinner.
NUS OSHE announced that by June 2013, all NUS staff (besides lab staff) are required to attend the Compulsory On-line Fire Safety Training and pass the online quiz.

The purpose of the on-line fire safety training course is to increase staff’s general awareness in fire safety in their workplace.

Reference: Ref: OSHE/44/05/092013 (28 January 2013)

Hmmmm……. Looks easy enough… Should be able to pass the quiz.

...... Are you sure, Shanta?

The training includes 16 minutes of IVLE training

Followed by 20 easy multiple choice questions

Fire Safety Course is not just for laboratory staff, it is for everybody.

Chemical Waste Bottles Transport Trolley

Answer to Quiz on Page 2:

Fire Warden
Mr Hazlan Sanusi
SAFETY ACTIVITY - FIRE DRILL for ODC

Fire Drills were conducted for our labs in Clinical Research Centre (in April) and Orthopaedic Diagnostic Centre (in June). The drills were aimed at familiarizing our staff with the evacuation route during an actual fire outbreak.

1. Briefing on Fire Evacuation Route and Procedure

2. Final Check by Fire Warden before proceeding to evacuate

3. Assembly Area and debrief

4. Job Well Done!

Emergency Contact numbers

- Police — 999
- Ambulance/ Fire — 995
- NUS Campus Security — 68741616
- Faculty Safety Officer & Health Officer — 67723068
- NUH Fire/ Emergency - Extension 25222
- NUH Medical Emergency - Extension *27
SAFETY ACTIVITY - FIRE DRILL for CRC

1. Briefing on Fire Evacuation Procedure
2. Proceed to evacuate
3. Assembly Area (MD6)

**Emergency Contact numbers**
- Police — 999
- Ambulance / Fire — 995
- Campus Security — 68741616
- Faculty Safety Officer & Health Officer — 67723068

Assembly Venue for Fire Evacuation

**To Fight or Not to Fight (the fire)**
Before attempting to fight any fire with an extinguisher, ask yourself the following questions.

1. Can I escape quickly and safely from the area if I attempt to extinguish the fire?
2. Do I have the right type of extinguisher?
3. Is the extinguisher large enough for the fire?
4. Is the area free from other dangers such as hazardous materials?

If any answer is **NO**, **EVACUATE IMMEDIATELY!**
If all answers are **YES**, then **EXTINGUISH**.
Procedures when you discover a fire:

1. Close the door to contain spreading of smoke and fire.
2. If someone is with you, send them to raise the fire alarm while you fight the fire without putting yourself at risk.
3. Raise the fire alarm by activating a fire alarm call point or ring the SCDF and Campus Security by dialing 995 and 68741616 respectively.
4. Should the fire get out of control, evacuate and close all doors.

Procedures when you hear a fire alarm:

1. Remain calm and alert all staff to prepare for evacuation
2. When directed to evacuate, knock on doors of all offices and storeroom. Move orderly to the nearest exit and move to the assembly area
3. Do not attempt to pack any belongings. Time is precious.
4. Do not use the lifts to evacuate. Direct all occupants to the nearest exit and ensure no bottleneck at staircases.
5. At the assembly area (MD 6), report the evacuation status to the respective floor warden.
6. After the building is declared safe by the Fire Coordinator, lead the occupants back in an orderly manner.

How to use the Fire Extinguisher:

Simply follow the “P-A-S-S” technique

P - Pull (the pin)
A - Aim (at the base of the fire)
S - Squeeze (the lever)
S - Sweep (from left to right)
SAFETY ACTIVITY - Chemical Safety and Lab Inspection

Hands-on chemical spills response exercise was conducted after the research admin meeting on 22 May 2013. In this exercise, lab staff were invited to be “Inspectors”. Each group was given a maximum of 10 minutes to view the lab and note down their findings of unsafe practices, especially in the areas of housekeeping and chemical safety.

Group 1: Hazlan, Ren Xiafei, Amit, Yong

Group 2: Raymond, Tan Sze Yee, Grace Lee, Deepak, Emily Hinn

Group 3: He Pengfei, Ma Feng Juan, Kerrie Lim, Lewis Tan
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Official “UNSAFE PRACTICES” inspection exercise answers

Chemical Spills Kit located on top of shelf

Highly Unsafe Practice!

Poisons not under lock and key on open bench

Chemical waste bottle with no proper label

Sharps bin on the floor

Incompatible chemicals stored together - Concentrated HCL & potassium hydroxide
Official “UNSAFE PRACTICES” inspection exercise answers

- Chemical Bottle on the floor
- Safety shower blocked by trolley
- Concentrated acid near power outlet
- No secondary containment
- Unlabelled bottle
- Food Package stored in Fridge
CONGRATULATIONS!
The following group has outdone the other 2 groups by 0.5 mark. Well Done to all groups for trying their best!

Winning Group Members:
Deepak Raghothaman
Emily Hninn El Khine
Grace Lee
Raymond Lam
Tan Sze Yee

Special Thanks to Organizers: Julee Chan, Jayavani, Chong Sue Wee
Behind the Scene: The Making of Spills Response Posters

Under our creative director, Amit, a few of us managed to come up with the Emergency Spills Response Posters for the department. The photo shooting was both challenging and fun, but it was worth the effort because we were doing something for the department of Orthopaedic Surgery :) Great work and efforts!

Special thanks to Amit, Hazlan, Julee, Sue Wee, Jayavani and Yong

CUT!!! No smiling please

Patience and time were put into completing this grand task

Our Model Lab - Cadaveric Dissection lab

Well Done Everyone!!!

Use freshly prepared Precept Solution to decontaminate any spills
NEW BIOLOGICAL & CHEMICAL SPILLS POSTERS

Special Thanks to Creative Production Team: Amit, Chong Sue Wee, Hazlan Sanusi & Julee Chan
## 2012 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 2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>✓ Objective Met</td>
</tr>
<tr>
<td>2 100% of the Principal Investigators undergoing PI surveillance audit to pass by 1 December 2012.</td>
<td>In progress</td>
<td>In progress</td>
<td>In progress</td>
<td>All PI undergoing PI Surveillance</td>
<td>✓ Objective Met</td>
</tr>
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</table>

## 2012 Department Safety & Health Programme

<table>
<thead>
<tr>
<th>Objective</th>
<th>Responsible</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 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>Safety Quiz, Safety Induction, CRC Fire Drill</td>
<td>Chemical Spills Demonstration, ODC Fire Drill</td>
<td>Mock Audit, Surprise Spills by RD</td>
<td>Biological Spills in a BSL2 Lab</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>Ongoing</td>
<td>Ongoing</td>
<td>3 August ASHPA</td>
<td>6-7 August PI Surveillance</td>
<td>✓ Completed</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, Facilitator: Dept. Fire Warden</td>
<td>16 February Clinical Research Centre Labs</td>
<td>10 May Orthopaedic Diagnostic Centre</td>
<td>-</td>
<td>-</td>
<td>✓ Completed</td>
</tr>
<tr>
<td>4 Conduct one Chemical Spills Exercise and One Biological Spills Exercise to familiarise staff and students with emergency spills procedure</td>
<td>Department Safety Committee, Facilitator: Chemical &amp; Biological Safety ICs</td>
<td>-</td>
<td>11 April Chemical Spills Demo &amp; Drill</td>
<td>-</td>
<td>31 October Biological Spills Workshop in a BSL2 lab</td>
<td>✓ Completed</td>
</tr>
<tr>
<td>5 Conduct laboratory safety inspection and audit laboratory SMS once in 6 months</td>
<td>Department Safety Committee</td>
<td>16 &amp; 17 January</td>
<td>20 to 25 June</td>
<td>-</td>
<td>-</td>
<td>✓ Completed</td>
</tr>
<tr>
<td>6 Review laboratory safety performance once a year to ensure continual improvement</td>
<td>Principal Investigators &amp; Research Directors</td>
<td>-</td>
<td>-</td>
<td>25 July 2012 by Research Director</td>
<td>-</td>
<td>✓ Completed</td>
</tr>
</tbody>
</table>