Special points of interest:

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

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Editors

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# 2014 Department Safety & Health Objectives & Programme

## 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 one 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.
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).
The Tree of Andry

Risk Management Training For Laboratories/Workplace (February 2014)

Hazards in the office...

What to write?

What are the Hazards in an office?

- Chemical
- Biological
- Radiation
- Mechanical
- Physical
- Environmental
- Energy
- Ergonomic
- Human factor

DISCUSSION & PRESENTATION TIME
The Tree of Andry

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

Divided into groups...

Crisis identification, mitigation & prevention
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?

Long Walk but Good Timing

Mark your attendance!
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.

Thorough Checking of Spills Kit

NUSTEP PI Labs
The Tree of Andry

MD11 Decanting to MD4 (June-July 2014): Relocation of Hard Tissue Histology & Biomechanics Laboratory

Finally, our labs are functional again at MD4

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

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

Chris Steff, Postgraduate Student, our latest “winner” of the best feedback and suggestion
I supposed we do not need this anymore...

Well, I shall dispose this safely.

Now where is my glass slide?!

He disposed it.

Huh?
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.

**3) Circulation:** External Chest Compression.

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!
ASHPA Audit 2014 (MD4 Labs)

**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
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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
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Chemical & Biological Spill Clean Up Training Exercise (November 2014)

MD4 Labs

1. Chemical Spill on floor

2. Warn others, Put sign-age & Barricade Spill

3. Check SDS

4. Choose correct neutralizer

5. Scrape neutralized chemical

6. Dispose contaminated items as per SOP

Chemical Spill Drill

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 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.

Fishing is never easy...

Ahh~ I sure miss my childhood!

...But with patience comes great rewards.

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

Hint to the next destination. Can you decipher this?
The winning team for Kampong Race goes to… Banana!

Light refreshments after the race.

Buffet Dinner at Seoul Garden @ Clementi Mall.