

TREE OF ANDRY



SAFETY & HEALTH NEWSLETTER

Special points of interest:

- **DEPARTMENT SAFETY & HEALTH MISSION, OBJECTIVES & PROGRAMME**
- **DEPT PI SURVEILLANCE AUDIT**
- **EMERGENCY RESPONSE & PREPAREDNESS PROGRAMME**
- **SPECIAL WELLNESS FOCUS**
- **NUS/OSHE SAFETY & HEALTH NEWS**

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2020 DEPARTMENT SAFETY & HEALTH OBJECTIVES & PROGRAMME

2021 Department Safety & Health Mission							
1	To achieve zero reportable accident/incident which result in high impact incident such as those: A. Subjected to Committee of Inquiry B. Resulting in punitive measures by regulator C. Resulting in financial loss > \$1 million	2	Proactively promote S&H and addressing S&H issues in the department				
2021 Department Safety & Health Objectives							
No.	Objectives	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current Status/Remarks	
1	Close all the pending AFI findings from the last NUSSHA audit	✓	✓	✓	✓	Completed	
2	Identify the main causes of the recurring minor non-compliances during the dept. internal safety inspections and implement a reasonable practicable action plan to minimize reoccurrence during this year inspection programme	-	-	✓	✓	Completed	
3	Organize, conduct and improve the efficiency of at least one safety inspection / audit programme to ensure compliance, minimize recurrence of past findings and verify effectiveness	-	-	✓	✓	Completed	
4	Promote safety, health (wellness) and team bonding in the department by organizing at least 2 S&H activities in 2021 by adhering to NUS guidelines on safe management measures	-	✓	✓	✓	Completed	
2021 Department Safety & Health Programme							
No	Programme	Responsible	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current Status/Remarks
1	Safety Awareness & TWSH Programme : Organize at least 2 safety, health & wellness activities to serve as an avenue to raise awareness of safety, training and total health and wellness for staff & students	Department Safety & Health Committee (DSHC)	DSHC & Research Admin Meeting (09/02)	- DSHC & Research Admin Meeting (02/06) - Workplace Safety course sharing (02/06)	- DSHC & Research Admin Meeting (24/08) - Safety Activity (Emergency Table top exercise part 1)	- DSHC & Research Admin Meeting (26/10) - Safety Activity (Emergency Table top exercise part 2)	Completed
2	Emergency Response & Preparedness Programme: Conduct emergency response exercises to familiarize staff & students with emergency procedures not limited to: a) Internal Fire Evacuation Drill b) Chemical & Biological Spill training c) Table top ERP exercise	DSHC & Safety Leads	MD11 Fire Drill (17/02)	Chemical Spill Response Exercise (07/04)	Emergency Table Top Exercise (MD11 & NUSTEP) (24/08)	Emergency Table Top Exercise (NUHS Tower Block & ODC) (26/10)	Completed
3	Safety Inspection Programme: a) Conduct workplace safety inspections once a year b) Minimise the recurring findings through root cause analysis & action plan	DSHC	-	-	Internal safety inspections (06/09 - 30/09)	-	Completed
4	Safety Audit Programme: a) To prioritize, implement the corrective measures and close the NUSSA audit findings b) To conduct internal SMS Audit for PI Labs scheduled for surveillance audit by OSHE	DSHC	-	Internal Audit of 3 Pls (June 2021)	OSHE Surveillance Audit of 3 Pls (July 2021)	-	Completed
5	Review workplace safety performance once a year to ensure continual improvement	Head of Department	-	-	-	Mgt Review in Jan 2022	Ongoing
6	Training Programme: Workplace safety lead to conduct safety induction training to new staff and students	Safety lead & Safety Coordinator	-	-	-	-	Completed

PROF JAMES HUI'S LAB SURVEILLANCE AUDIT BY OSHE (JULY 2021)

Prof James Hui's lab was the first PI lab to be audited on 2nd July 2021. Due to COVID-19 pandemic, the interview of the PI & group members by the OSHE auditors were done online using Microsoft Teams while the physical inspection of the lab was conducted but limited to a maximum of 5 persons.

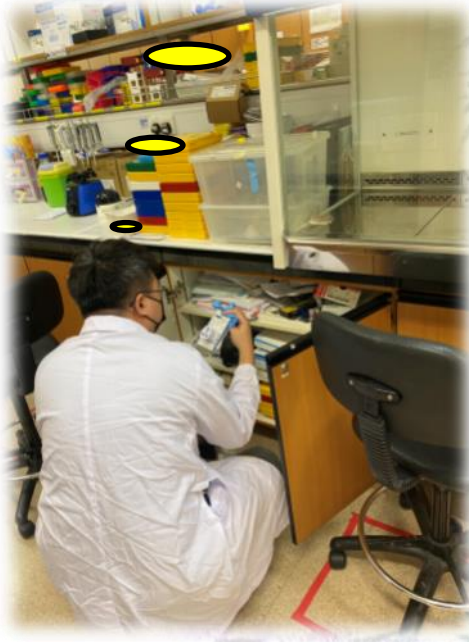


The OSHE auditors asked so many questions. Luckily, I managed to answer them all !!

Online Interview of the PI & key group members through Microsoft Teams

Does this electrical adapter have a "Safety Mark"?

**PI
LAB
AUDIT**



Comprehensive physical lab inspection by OSHE auditors to ensure compliance of lab safety practices



Closing Meeting with sharing of audit findings by the OSHE auditors

PROF EH LEE'S LAB SURVEILLANCE AUDIT BY OSHE (JULY 2021)

Prof EH Lee's lab was the second PI lab to be audited by OSHE. Due to COVID-19 pandemic, the interview of the PI & group members by the OSHE auditors were done online using Microsoft Teams on the 7th July 2021 while the physical inspection of the lab was conducted on 19th August 2021 but limited to a maximum of 5 persons.



Online Interview of the PI & key group members through Microsoft Teams

PI LAB AUDIT



Start of the physical lab inspection by the OSHE auditor



OSHE Auditor overseeing the chemical spill kit verification in the laboratory



Let's see if I can find any chemical with improper GHS labelling!!

PROF HK WONG'S LAB SURVEILLANCE AUDIT BY OSHE (JULY 2021)

Prof HK Wong's lab was the last PI lab to be audited by OSHE. Due to COVID-19 pandemic, the interview of the PI & group members by the OSHE auditors were done online using Microsoft Teams on the 29th July 2021 while the physical inspection of the lab was conducted on 19th August 2021 but limited to a maximum of 5 persons.



Online Interview of the PI & key group members through Microsoft Teams

Document Review
in progress



PI LAB AUDIT

I hope there is
no expired
items inside!!



Checking of the biological spill kit items by the OSHE auditor



Checking of First Aid box items by OSHE auditor

EMERGENCY TABLE-TOP EXERCISES (TTXs) (AUGUST & OCTOBER 2021)

- In order to prepare the department core & research labs as well as offices for possible emergency situations that may arise in their day to day work activities, the department emergency team created possible emergency scenarios that can and have occurred before.
- These scenarios were given to 4 groups namely NUSTEP, MD11, ODC & NUHS Tower Block.
- Each group had to brainstorm, conduct and present a table top exercise (TTX) based on the scenarios provided after the research admin meeting.

MD11 Emergency Scenario

Part 1: Main Scenario

Fire started inside chiller room where the chiller machine of the MTS machine is located

Date & Time: 24 August 2021 @ noon

Location of Spill: MD11 #B1-03A (Chiller room)

What should you do next?

Part 2: Injection of additional scenario

When the smoke was detected in the chiller room, the lab user accidentally panicked and got his finger crushed during operation of biomechanical machine

Location of injury: MD11, #B1-04 (Biomechanics room)

What should you do next?

NUHS Tower Block Office Emergency Scenario

Main Scenario

A fire started at the pantry area of NUHS tower block due to faulty/loose electrical wire of the microwave oven

Date & Time: 24 August 2021 @ noon

Location of Fire: NUHS Tower block Level 11

What should you do next?

ODC Emergency Scenario

Part 1: Main Scenario

Fire at reception desk due to electrical short circuit of receptionist computer

Date & Time: 24 August 2021 @ noon

Location of Fire: Reception Area, ODC, NUH Main Building Level 3

What should you do next?

Part 2: Injection of additional scenario

While evacuating, someone slipped and fell on the front steps, as a result, the right arm cannot move.

What should you do next?

NUSTEP Emergency Scenario

Part 1: Main Scenario

2.5L bottle of formic acid spilled inside the Histology Lab flammable/acid cabinet

Date & Time: 24 August 2021 @ noon

Location of Spill: Lab 5

What should you do next?

Part 2: Injection of additional scenario

A research staff working at the adjacent Lab 4 bench was found unconscious on the floor (likely overcome by fumes from the chemical spill).

What should you do next?

SLIPS, TRIPS & FALLS (STFs) PREVENTION

◆ *Slips, Trips and Falls (STFs) have been the top cause of both major and minor injuries in workplaces since 2012. In particular, there was a 15% increase in STF-related injuries from 2015 to 2020.*

◆ *Companies can co-create safe workplaces by working together with their employees to set and fulfil an STF resolution to take time to check, clean and share good practices to minimize or eliminate STF hazards.*

◆ *Accidents can occur when accessing or using workspaces, when getting up or down the steps, when walking up or down the slopes, or when one is distracted or tired. It is important to train your workers to identify STF hazards so that they can take actions to keep themselves safe.*



Slippery areas

- Causes: wet, powdery, greasy
- Commonly found in kitchen, toilet, pantry, corridors, walkways, vehicle platforms, and steps used to mount or dismount from vehicles.



STF hazards in the workplace



Slopes

- Causes: wet, steep
- Commonly found when accessing different levels of work areas, walkways, and ramps at loading/unloading bays.



Uneven areas

- Commonly found in work areas with slight difference in the levels, or with damaged floor surfaces.



Cluttered areas

- Cause: poor housekeeping
- Commonly found in work areas and along corridors/walkways.

Possible Control Measures to minimize STF

- Put up warning signages at areas with STF risks.
- Ensure that workers wear non-slip footwear for wet/oily flooring.
- Install handrails at steps.
- Cordon off hazardous areas, for example where there are leaks and broken tiles.
- Share safety messages on STFs with workers.
- Remove clutter and practice good housekeeping regularly. Inform your workers how frequently they should do housekeeping in their workplace.

References:

- <https://www.tal.sg/wshc/campaigns/2021/slips-trips-and-falls-campaign-2021>
- The STF Resolution Youtube Video: <https://www.youtube.com/watch?v=bEIHhspimEs>
- WSH bulletin, 27 August 2021: Join us for the Diving Safety Seminar 2021 on 17 September 2021 // Take time to check, clean and share about STF prevention

SPECIAL WELLNESS FOCUS:

6 TIPS ON COPING WITH WORRIES, FEARS & ANXIETY IN THE WORKPLACE



TIP 1: CHECK IN ON YOURSELF

Allocate some time for a self check-in to assess how you're feeling and what's causing you to feel that way. You can use The Feelings Tracker (as a guide for your daily self check-in's).



TIP 2: TURN NEGATIVE THOUGHTS INTO POSITIVE ONES

Remember that these challenging times are temporary; try to make the best out of the situation by focusing on things you can control. For example, you may not be able to meet up with loved ones, but you can always choose to call and video chat with them.



TIP 3: STAY CALM EVEN WHILE STAYING INFORMED

Stay informed by getting updates from official news sources for accurate information. If you find yourself feeling anxious or worried by any news, avoid excessively checking for news updates.



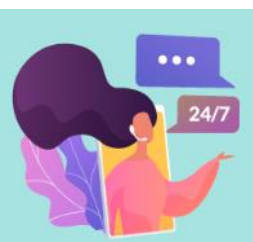
TIP 4: OCCUPY YOUR TIME WITH THINGS YOU ENJOY

When you occupy your time and mind with things you enjoy, it helps displace anxious thoughts.



TIP 5: TRY MINDFUL EXERCISES

Practicing mindful exercises can help you focus on the present instead of letting your mind wander about all the negative things that can possibly happen.



TIP 6: SEEK HELP WHEN NEEDED

Talking to others can help release pent-up feelings and worries. If you need to talk to someone or require professional help, you can call the 24-Hour National Care Hotline.

Sources:

- Feelings Tracker: https://www.healthhub.sg/sites/assets/Assets/Programs/stay-well/phase-3/pdfs/Stay_Positive/Feelings_Tracker.pdf
- <https://www.healthhub.sg/programmes/170/StayWell#sleep-better>

HIGHLIGHTS OF NUS/OSHE SAFETY & HEALTH NEWS (AUG - DEC 2021)

Radioactive Waste Disposal

- OSHE Conducting Radioactive Waste Disposal
- Submission Deadline: 22nd October 2021
- Waste Inspection: 28th October 2021
- Collection for Disposal: 30th November 2021 (Tentative)
- Contact: Mr Leong Wai Mun at 8499 1048 or 6601 1797

NUS Medicine Business Continuity Plan

- All PIs are required to update their BCP status for both wet and dry laboratories using the centralized NUS Medicine Research Business Continuity Plan Application System
- Deadline: Friday, **29 October 2021 (Revised)**
- For enquiries: medbox81@nus.edu.sg

Card Access Data Wipe-out Exercise

- Purpose: To enhance safety and security in NUSMed research laboratories
- Carried out annually
- Only authorized users will be reflected in the card access system

Management of Card Access	
Research Facilities Management (RFM)	Individual Facility
<ul style="list-style-type: none"> • Anaesthesia (MD4) • Biochemistry (MD6, S9) • Diagnostic Radiology (S9) • Medicine (MD1, MD6 & MD11) • Obstetrics & Gynaecology (MD11) • Orthopaedic Surgery (MD11) • Otolaryngology (MD4) • Paediatrics (MD1 & MD6) • Pathology (MD11) • Pharmacology (MD6) • Physiology (MD1) • Surgery (MD6, MD11, S9) 	<ul style="list-style-type: none"> • Anatomy (MD1 & MD10) • Biochemistry (MD4 & MD7) • Medicine (NUH) • Microbiology & Immunology (MD1 & MD4) • Orthopaedic Surgery (DSO & NUH) • Pathology (NUH) • Pharmacology (MD1 & MD3) • Physiology (MD9) • Surgery (NUH)
RFM will carry out the data wipe-out exercise in 4 th Quarter 2021	To update RFM on the date of completion

NUS Medicine Laboratory Safety Inspection

- Date: November/ December 2021
- Foci: Regulatory Compliance & Documentation
- Exemptions:
 - ◆ Commissioned laboratories in 2021
 - ◆ PIs participating in OSHE surveillance or certification audit in 2021
 - ◆ Laboratories inspected by NUS Medicine Safety Committee in 2020
 - ◆ Laboratories from Department which received excellence or commendation awards for NUSSHA 2020
- Inspection checklist will be sent out at a later date

Usage Record Requirement for Regulated Chemicals @ NUS Medicine

Type of Regulated Chemical	Usage Record	
	Hardcopy	LMMS (via "Dispensed" function)
Chemical Weapons Convention Chemicals (Schedules 1 & 2 Only)	X	✓
Controlled Drugs and Temporarily Listed Drugs	X	✓
Poisons	X	✓
Explosive Precursors*	✓	✓
Hazardous Substances	X	X
Petroleum & Flammable Materials	X	X

Hardcopy usage record is no longer required.

Rationale:

- Align with OSHE's requirements (i.e. usage record in LMMS)
- Strong NUS IT support for LMMS with daily data backup, data recovery within 8 hours and annual data drill
- Quarterly inventory backup by RFM

*SPF's requirement of having responsible person or alternative responsible person to countersign the usage documentation records for each transaction cannot be done in LMMS.

OSHE-OETU Safety OE Meetup

- OSHE-OETU will be sharing progress updates on NUS Safety & Health OE project with YLLSoM
- Date: 1 November 2021
- Time: 2pm to 3pm
- Audience: S&H Coordinators & staff supporting department safety

HIGHLIGHTS OF NUS/OSHE SAFETY & HEALTH NEWS (CONT) (AUG - DEC 2021)

Enhanced Sphera User Interface and User Experience

- **New Interface Highlights:**
 1. User-friendly navigation access to various modules and functions
 2. New dashboard with customizable cards/widgets
- No change to existing features and services such as user access control, location of documents etc.
- Effect from 21 September 2021

Reference:

https://inetapps.nus.edu.sg/osh/portal/eServices/EHS360%20FAQs-Sphera_UI_and_UX.pdf

Enhancements to EHS360 Institutional Approvals GMAC Module Form

- EHS360 Institutional Approvals Module went live on Monday, 6 September 2021, 3pm

Process	New
GMAC Amendment/Extension Applications	<ul style="list-style-type: none">▪ Review by SHO instead of GMAC administrator
GMAC Category C Applications	<ul style="list-style-type: none">▪ Workflow ends at IBC approval.▪ GMAC endorsement not required.▪ Align with revised GMAC guidelines effective from 1 Oct 2020

Update on OH Clinic Contacts

Previous	New
<p>OH Nurse Email: oh_nurse@nus.edu.sg Telephone: 6516 7333</p> <p>Ms Goh Sha Wee Email: goh_shawee@nus.edu.sg Telephone: 6601 1781</p> <p>Dr Gregory Chan Senior OH Physician Email: gregchan@nus.edu.sg</p>	<p>Appointments: https://odmc.as.me/</p> <p>General Enquiries: OHClinic@nus.edu.sg</p> <p>Telephone: 66011781</p>

