

TREE OF ANDRY



SAFETY & HEALTH NEWSLETTER

Special points of interest:

- DEPARTMENT SAFETY & HEALTH MISSION, OBJECTIVES & PROGRAMME
- TOTAL WORKPLACE SAFETY & HEALTH (TWSH) PROGRAMME
- EMERGENCY RESPONSE & PREPAREDNESS PROGRAMME
- SAFETY BRAIN TEASER
- SPECIAL SAFETY & WELLNESS FOCUS

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The Tree of Andry

DEPARTMENT SAFETY & HEALTH OBJECTIVES & PROGRAMME

2023 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
2023 Department Safety & Health Objectives		
No.	Objectives	
1	Identify & organize 1 relevant Health Intervention Promotional Programmes Enablers (HIPPE) programme by end of 2023 based on the department's Basic Health Insight (BHI) survey results, as part of the department participation in the NUS Total WSH programme	
2	Complete the corrective action plan for the NUSSHA 2023 audit findings (AFIs) by December 2023.	
3	Reduce the non-conformance of the department safety inspections for 2023 by 10% as compared to 2022	

2023 Department Safety & Health Programme						
No	Programme	Responsible	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1	<u>Safety Awareness & TWSH Programme:</u> Identify & organise at least 1 safety & Health activities ,including relevant Health Intervention Promotional Programmes Enablers (HIPPE) programme, to serve as an avenue to raise awareness of work, safety & health for staff & students	Department Safety & Health Committee (DSHC)	- DSHC & Research Admin Meeting (09/02)	- DSHC & Research Admin Meeting (25/05)	- TWSH Townhall (10/07) - DSHC & Research Admin Meeting (03/08)	- TWSH Southern Ridge Walk (27/10) - DSHC & Research Admin Meeting (28/11)
2	<u>Emergency Response & Preparedness Programme:</u> Conduct emergency response exercises to familiarize staff & students with emergency procedures not limited to: a) Internal Fire Evacuation Drill b) Chemical & Biological Spill training for new staff & students c) Tabletop ERP exercise & drills (E.g., BCP)	DSHC & Dept. Emergency Responders	- Biological & Chemical Spill Response Exercise (03/02)	- MD11 Fire Drill (31/05)	- Biological & Chemical Spill Response Exercise (24/07) - BCP Exercise (29/09)	- Biological & Chemical Spill Response Exercise (06/12)
3	<u>Safety Inspection Programme:</u> a) Conduct workplace safety inspections once a year b) Track the categories & number of inspection findings of current and previous years c) Encourage the safety leads to minimise recurrence of inspection findings by sharing their previous inspection reports before the actual inspection takes place.	DSHC	-	-	Internal Safety Inspection (Aug)	-
4	<u>Safety Audit Programme:</u> a) Track the categories & number of NUSSHA 2023 audit findings b) Follow-up on the action plan and rectification status of the findings from the NUSSHA audit conducted by ORMC in 2022	DSHC	-	-	-	- Rectification pf AFIs (Dec)
5	<u>Performance Monitoring Programme:</u> Review workplace safety performance once a year to ensure continual improvement	Head of Department	-	-	-	Mgt Review (Dec 2023 – Jan 2024)
6	<u>Training Programme:</u> Workplace safety lead to conduct safety induction training to new staff and students	Safety lead & Safety Coordinator	Dept. Safety Induction (03/02)		Dept. Safety Induction (24/07)	Dept. Safety Induction (06/12)

MD11 INTERNAL FIRE EVACUATION DRILL EXERCISE (MAY 2023)

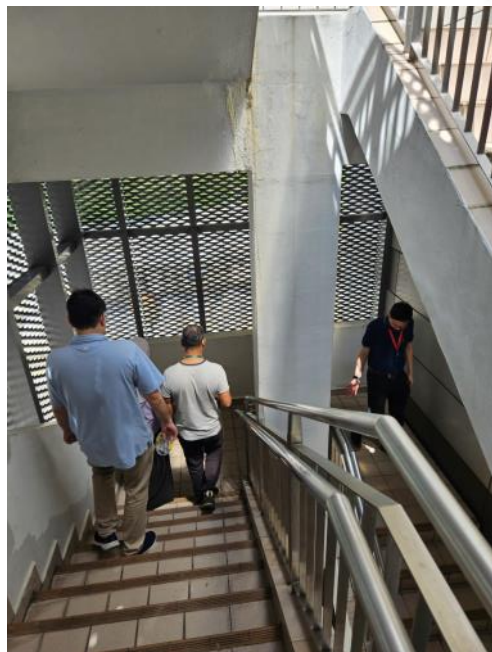
MD11 fire evacuation drill was organized in order to familiarize ourselves with the fire emergency procedures as well as time our evacuation from MD 11 to the assembly area (Multi-purpose field)



Time to reach the assembly area : 5 mins 51 sec

Group photo before fire emergency procedures briefing at MD11 B1 loading

MD11 FIRE EVACUATION DRILL EXERCISE



Familiarizing with the emergency staircase



Familiarizing with the route towards the Assembly Area



After roll call & debriefing at Assembly Area

BIOLOGICAL & CHEMICAL SPILL RESPONSE EXERCISE (FEB, JULY & DEC 2023)

To improve the in-house spill response training and help the new staff and students acclimatize to their lab procedures in handling manageable spill, the spill exercise was, hence, conducted in their respective lab area. Their most hazardous biological and chemicals real-life spill scenarios were simulated and the training on the cleaning procedures by the department spill responders was successfully completed.



February 2023 batch:
Evelyn Koh Linyi, Zeng Zhipeng, Goh Wen Xi, Soo Yen Ee & Justin Koh



Spill Cleanup exercise in progress



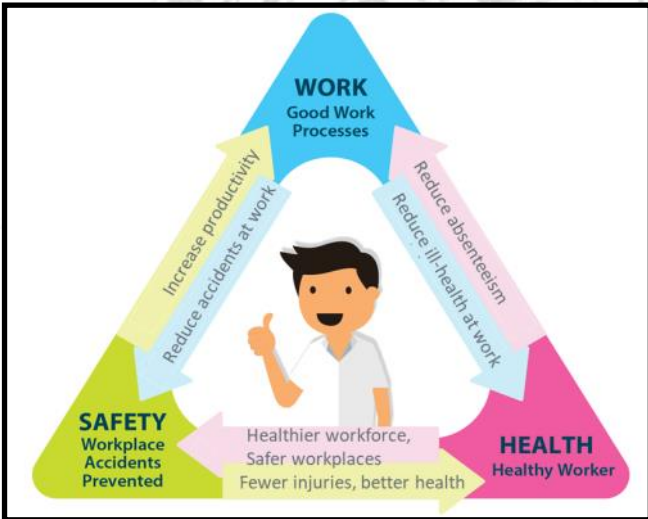
July 2023 batch:
Han Ri



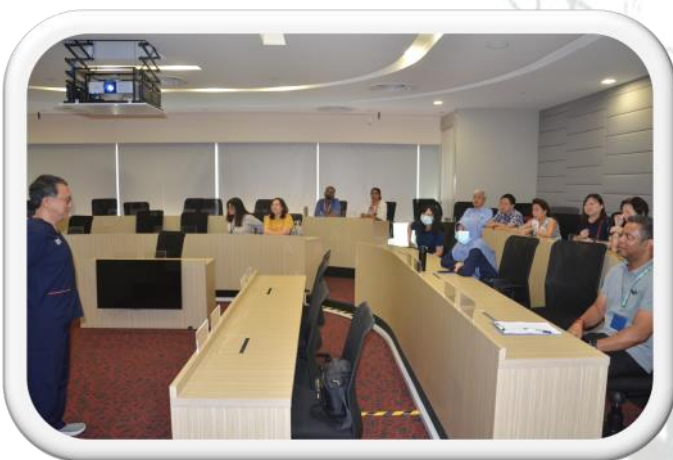
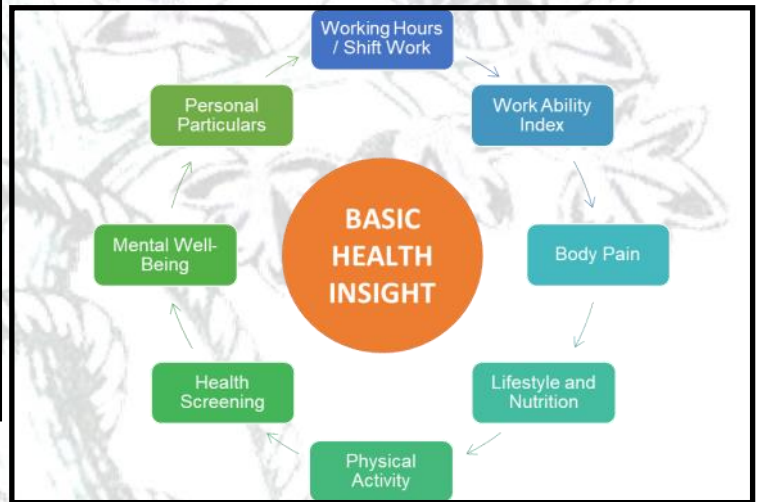
December 2023 batch:
Ng Chiew Yong, Christopher Chong & Wang Tianqi

NUS TOTAL WORKPLACE SAFETY & HEALTH PROGRAMME (JULY 2023)

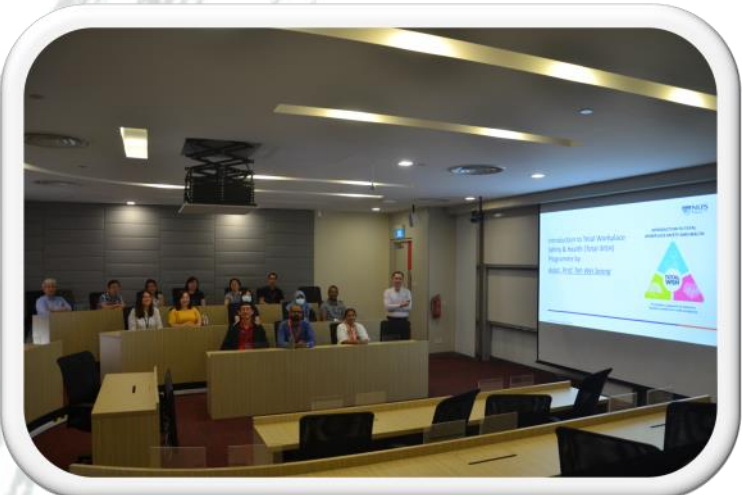
Our Department was invited to participate in the NUS Total Workplace Safety & Health Programme. We attended a TWSH workshop organized by Office of Risk Management & Compliance (ORMC) to equip ourselves with the knowledge of TWSH and how to implement it in our department. In July 2023, we organized a department Townhall meeting to brief the department NUS staff followed by a Basic Health Insight Survey.



Total WSH is a **holistic** and **integrated** approach to manage the interactions between Work, Safety and Health so as to promote the **well-being** of workers.



Welcome Speech by our Head of Department Prof. James Hui



Presentation by our Dept. TWSH Champion, Assoc. Prof. Toh Wei Seong, on the NUS TWSH Programme followed by a Basic Health Insight (BHI) Survey for Dept. NUS Staff

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SOUTHERN RIDGE NATURE WALK (TWSH PROGRAMME) (OCT 2023)

Based on the results of the Basic Health Insight (BHI) survey & in line with NUS TWSH Programme, we decided to organize this wellness nature walk to help the participants destress as well as enjoy some team bonding with each other. We conducted a post-event survey to gather the feedback of the participants in order to improve on the next wellness activity.



Group photo at NUHS Tower Block lobby before we start the nature walk along Southern Ridge



We are checking our current location and the route to our final destination



Group selfie at the peak of Kent Ridge Park



Reliving my childhood days when I used to play hide and seek !!



We achieved about 6000 steps from NUHS Tower Block to Hortpark

Congratulations!

NUS SAFETY & HEALTH AWARDS (NUSSHA 2023)

OVERVIEW OF NUS SAFETY & HEALTH AWARDS (NUSSHA)
 1. Encourage departments to establish safety and health management system (SHMS)
 2. Conducted together with the mandatory audits required for high hazard departments
 3. Recognise departments' safety & health performance and sharing of best practices
 4. Promote culture of continual improvement



2023 NUS Safety & Health Awards
 COMMENDATION AWARD
 Department of Orthopaedic Surgery



2010
 (Merit Award)



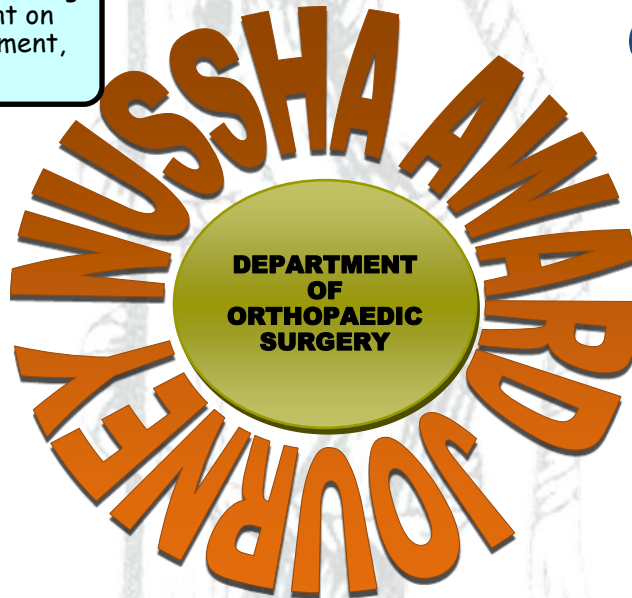
2011
 (Silver Award)



2013
 (Commendation Award)



2023
 (Commendation Award)



2020
 (Commendation Award)



2017
 (Commendation Award)



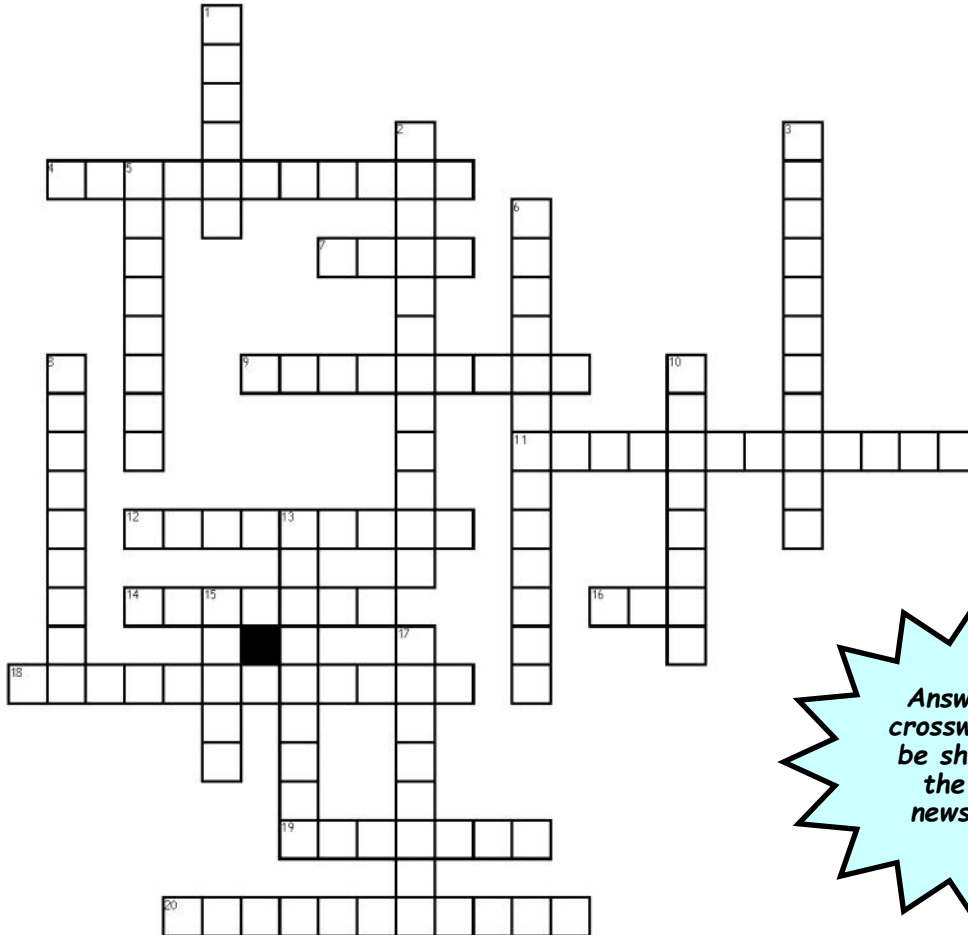
2015
 (Commendation Award)

Assoc. Prof. Toh Wei Seong receiving the award for the department on behalf of our Head of Department, Prof. James Hui

SAFETY BRAIN TEASER : WORK, SAFETY & HEALTH CROSSWORD



Test your Workplace, Safety & Health Knowledge



Answers to crossword will be shared in the next newsletter

Across

- 4. . An employer has a legal duty to provide _____
- 7. The likelihood of this hazard resulting in an injury _____
- 9. An employee has a legal duty to _____ with an employer
- 11. The Workplace Health and Safety (WHS) often referred as _____ Health and Safety
- 12. One of the hazards when working in an office environment is _____ hazards
- 14. WHS involves the assessment and migration of risks that may impact the health, safety or _____ of those in your workplace
- 16. . Some of the safe work practices are to never stand on the chair or table to reach anything. The top of your computer should be at _____ level to avoid neck strain. Use safe lifting practices (bending your knees)

18. If injuries or accident happen you must report all injuries or accident _____

19. Some of the leading type of disabling office accidents are: falls and slips, _____ and over-exertion, struck by or striking against object and caught in object

20. Duties of employers to their employees is to train them, provide protection and maintain a healthy working _____

Down

- 1. Anything with the potential to cause injury _____
- 2. There are many hazards in an office such as incorrect workstation set-up, poor lighting, poor layout of furniture and equipment, poor _____ etc...
- 3. . One of the step to manage work health and safety risks is to _____ hazards

- 5. . The type of basic hazard categories is _____, chemical, biological and ergonomic
- 6. . Loose lying cables can cause: tripping hazards, _____ and damage to equipment
- 8. one of the responsibility of an employee is to provide safe _____
- 10. One of the responsibly of an _____ is to protect their own health and safety
- 13. Codes of _____ are practical guides to achieving the standards of health, safety and welfare required under the Work Health and Safety Act and WHS Regulations in jurisdiction
- 15. . As a business owner there are _____ requirements that you must comply with to ensure your workplace meets WHS obligation
- 17. . A disorder you get from sitting too long in an office _____

Word Bank

- | | | | | |
|-------------|-------------|--------------|---------------|----------|
| EQUIPMENT | EYE | PRACTICES | LEGAL | RISK |
| PHYSICAL | EQUIPMENT | HOUSEKEEPING | STRAIGHTAWAY | BACKPAIN |
| WELFARE | SUPERVISION | OCCUPATIONAL | ELECTROCUTION | EMPLOYEE |
| IDENTIFYING | COOPERATE | ENVIRONMENT | HAZARD | STRAINS |

SPECIAL SAFETY FOCUS: SLIP, TRIP & FALL CAMPAIGN AT NUS

#STFcampaign

**Slips,
Trips and
Falls
Campaign**

Hey NUS!

As we reach the final week of our campaign, it's important to remember the tips and lessons shared in the previous weeks. We encourage you to carry these insights with you and apply them in all situations, every time.



**Tip of the Week
Do Not Rush**

1

Rushing during your daily commute increases the risk of slips, trips, and falls. Taking precautions and avoiding haste ensures your safety.



Plan Your Commute in Advance

Check traffic conditions and transportation schedules to allow for enough travel time. Give yourself an adequate buffer to reduce the need to hurry.



Avoid Running for Transportation

Resist running after buses, trains, or other transportation modes. Running on uneven or slippery surfaces increases the chances of slips, trips, and falls.



Walk with Caution

Walk at a comfortable pace, taking care on uneven surfaces. Stay aware and adjust your stride to avoid obstacles or hazards.

2

**Do You Know?
Haste Makes Waste**

Did you know that rushing can increase the risk of slips, trips, and falls?



When we are in a rush, our focus and attention may be compromised, causing us to overlook potential hazards that could lead to slips, trips, and falls.

Additionally, rushing often leads to taking shortcuts or not following proper procedures, such as not using handrails or ignoring warning signs, increasing the risk of accidents.



Furthermore, when we rush, our movements may become more hurried and less controlled, increasing the likelihood of losing balance or stepping on unstable surfaces.

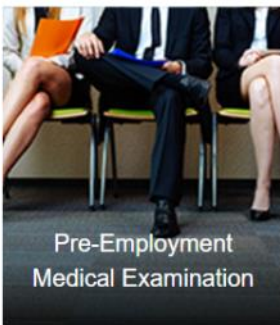
SPECIAL WELLNESS FOCUS: NUS UNIVERSITY HEALTH CENTRE

As part of the NUS community, the University Health Centre is dedicated providing high quality service to the NUS community.

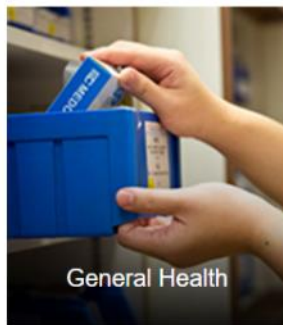
Did you know that there are a lot of health and wellness related information, articles, programmes and activities all year round?

University Health Centre

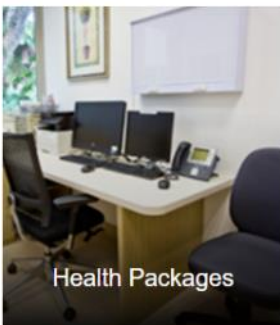
Staff



Pre-Employment
Medical Examination



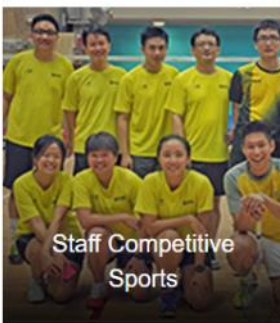
General Health



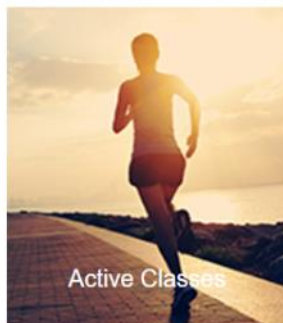
Health Packages



Staff Counselling



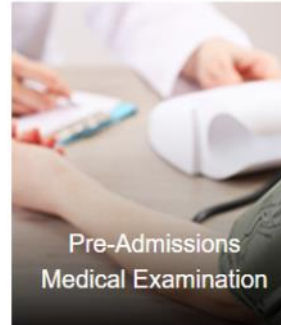
Staff Competitive
Sports



Active Classes

Click on the pictures for more information

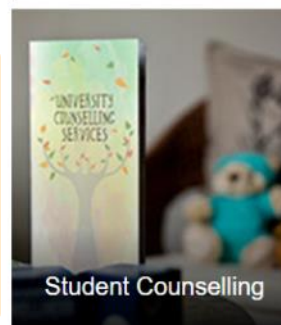
Students



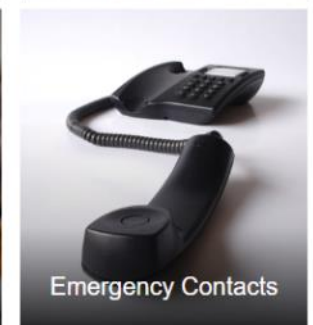
Pre-Admissions
Medical Examination



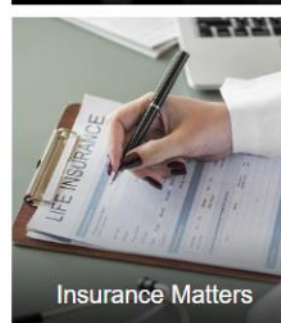
General Health



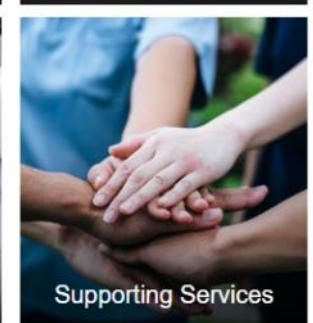
Student Counselling



Emergency Contacts



Insurance Matters



Supporting Services

For more in-depth and real time information, please refer to the official website of UHC at <https://nus.edu.sg/uhc>

University Health Centre is located at 20 Lower Kent Ridge Road, Level 1, Singapore 119080 .
Clinic: +65 6601 5035 (Tel), email: uhc_health@nus.edu.sg
University Counselling Services: +65 6516 2376
Lifeline NUS: +65 6516 7777 (24 hours psychological support for students and staff)
Wellness Outreach: uhc_wellness@nus.edu.sg

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