

## Department of Paediatrics

# Safety & Health Induction Checklist For New Personnel

### (MD1/MD6)

#### Guidelines for Supervisors/Principal Investigators

A new personnel could be a NUS/external staff, visiting professor or NUS/NTU/attachment/polytechnic student, etc. Emergency procedures should be covered on the first day and induction should be completed within two weeks of starting work. The relevant boxes should be ticked when going through each point. For points not covered or completed, reasons or expected date for completion should be stated in the comments. Both the new personnel and the person conducting the induction should sign the form, and a copy should be given to the new personnel. If required, this form can also be used for new Paediatrics personnel at NUS locations other than MD1/MD6.

**Name:**

**Job Title:**

**Start Date:**

**Division :**

**Location:**

| 1 Health and Safety Policy & Information  | Yes                      | No                       | Comments |
|---|--------------------------|--------------------------|----------|
| 1.1 Has the <i>University's Safety and Health Policy</i> and the <i>Paediatrics Department Safety Policy</i> been explained to the new personnel?<br><br><i>University's Safety and Health Policy</i><br><i>Faculty's Safety and Health Policy</i><br><i>Department's Safety and Health Policy</i><br>All available at <a href="https://medicine.nus.edu.sg/paed/safety/policies.html">https://medicine.nus.edu.sg/paed/safety/policies.html</a>                | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 1.2 Has the personnel been told who the Department's Safety and Health key personnel are?<br><br><i>DSHC Organization Chart:</i><br><a href="https://medicine.nus.edu.sg/paed/safety/organization-chart.html">https://medicine.nus.edu.sg/paed/safety/organization-chart.html</a>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 1.3 Has the personnel been made aware of the following services, and how to contact them if advice is needed?<br><br><ul style="list-style-type: none"> <li>• Campus Security (all emergencies) – 6874 1616</li> <li>• ORMC – 6516 1084</li> <li>• Medical Assistance Service – 6776 1631 / 6516 2880</li> <li>• University Counselling Service – 6516 7777 (24-hrs)</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 1.4 Has the personnel been told about the Department's Safety and Health Website?<br><br><a href="http://medicine.nus.edu.sg/paed/safety/">http://medicine.nus.edu.sg/paed/safety/</a>  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 1.5 Has the Department's policy on work outside normal working hours been explained to the personnel?<br><br><ul style="list-style-type: none"> <li>• Undergraduate students shall not work unsupervised in the labs nor be issued with keys/transponders that allow them unrestricted access to labs. (NUS Safety Directives 0701, 0702)</li> <li>• Laboratory-based experiments that are unsupervised/unattended and beyond office hours must have</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |          |

|   |                          |                          |          |
|---|--------------------------|--------------------------|----------|
| <p>adequate risk assessment and management in place. (Circular OSHE/2019/03)</p> <p><i>Relevant General Safety and Health Directives:</i><br/> <a href="#">Directives-access-to-and-supervision-of-UG-in-lab-for-project-and-research-work-dir0701.pdf</a><br/> <a href="#">Directives-authorized-access-to-laboratories-dir0702.pdf</a><br/> <i>Circular on Adequate Safety Reviews for Lab-based Experiments:</i><br/> <a href="#">2019_03 Circular on Adequate Safety Reviews for Lab-based Experiments.pdf</a></p>  |                          |                          |          |
| <p>1.6 Has the personnel been informed that staff and students must display their staff ID / badge prominently at all times while they are in the laboratories.</p>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.7 Has the personnel undergone the necessary occupational health medical assessment?</p>  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.8 Has the personnel completed the “Facility access exclusion of liability and indemnity form (NUS Medicine)”? This is applicable to external (non-NUS) staff and students only.</p> <p><i>Form available on Department’s Safety and Health Website</i></p>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.9 Has card access been applied for the new personnel?</p> <p>NUSMed PowerApps: <a href="#">NUS Medicine Card Access Application System</a></p> <p>For MD1 access applications, please include Liang Ai Wei (paelaw@nus.edu.sg) and Chan Fong Yee (fongyee@nus.edu.sg) in the “Notification List (Internal)” during submission.</p> <p>For MD6 access and MD6 personnel requiring MD1 access applications, please approach your division representative.</p> <p>Note: NUHS cards and Tower Block access are managed by Dean’s Office, and will be provided by them for new staff.</p> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.10 Have the locations of the toilets, washing facilities, pantry, lockers, etc. been pointed out to the personnel?</p>   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.11 Has the personnel been informed of the available feedback channels in the Department?</p> <ul style="list-style-type: none"> <li>• <a href="#">Online feedback form</a> (access via the Dept’s S&amp;H Website)</li> <li>• Physical feedback box at MD1 Office (near main entrance)</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p>1.12 Has the personnel been informed of the Department’s commitment to improve sustainability and efficiency in the workplace?</p> <p><i>NUS Green Laboratory Programme:</i><br/> <a href="https://sustainability.nus.edu.sg/get-involved/green-laboratory-programme/">https://sustainability.nus.edu.sg/get-involved/green-laboratory-programme/</a></p>  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <p><b>2 Risk Assessments &amp; Training</b></p>   | Yes                      | No                       | Comments |

|          |  |                          |                          |                 |
|----------|--|--------------------------|--------------------------|-----------------|
| 2.1      | Where appropriate, has the personnel been briefed on which work activities they are not permitted to undertake, equipment they are not authorized to use, substances they must not handle, and restricted locations?   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2.2      | Has the personnel been briefed on the relevant risk assessment pertaining to their research activities?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2.3      | Has the personnel been taught procedures for conducting risk assessments of their laboratory activities using form available from ORMC?<br><br><a href="#">Activity-based-risk-assessment.xls</a>  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2.4      | Has the personnel been told of the availability of Standard Operating Procedures (SOP) for common laboratory work and activities?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2.5      | Have the safety and health training needs of the personnel been identified? (Refer to the department's and if applicable, your division's training matrix. Record in Section 6 below).<br><br><i>ORMC's Structured Safety Training System and training courses:</i><br><a href="https://inetapps.nus.edu.sg/osh/portal/training/ssts.html">https://inetapps.nus.edu.sg/osh/portal/training/ssts.html</a>   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>3</b> | <b>Personal Protective Equipment</b>   | <b>Yes</b>               | <b>No</b>                | <b>Comments</b> |
| 3.1      | Have you informed the personnel of the activities for which personal protective equipment (PPE) or other safety equipment is required (and why it must be used)?<br><i>Eye &amp; Face Protection Requirements in Laboratories &amp; Workshops:</i><br><a href="https://inetapps.nus.edu.sg/osh/portal/genlab_safety/eyeProtection.html">https://inetapps.nus.edu.sg/osh/portal/genlab_safety/eyeProtection.html</a><br><br><i>Also see online for latest copy of ORMC's Laboratory Biorisk Management Manual, chapter on Personal Protective Equipment</i> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 3.2      | Has the necessary PPE been issued and its proper use, storage and maintenance explained?   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 3.3      | Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>4</b> | <b>Emergencies and Fire Arrangements</b>   | <b>Yes</b>               | <b>No</b>                | <b>Comments</b> |
| 4.1      | Has the personnel been informed of the procedure to follow upon discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4.2      | Has the personnel been briefed on where the fire assembly point is and the role of the Fire Evacuation Officer and Fire Wardens?<br><br><i>Assembly Point for MD1/MD6: NUS Multipurpose Field</i><br><br><i>Assembly Point for NUHS TB: Utility Block Carpark (proceed via TB Loading/unloading Area)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |                 |

|          |   |                          |                          |                 |
|----------|---|--------------------------|--------------------------|-----------------|
| 4.3      | Has the personnel been shown where the fire extinguishers and if available, fire blankets, are positioned. And explained how these operate and the type of fires they are suitable for extinguishing?   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4.4      | Has the personnel been shown the location and briefed on use of the eyewash and safety shower?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4.5      | Has the personnel been shown the location of the Biological / Chemical Spill Kits and informed of who the respective spill responders are?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4.6      | Has the personnel been shown the location of the nearest first aid box and informed of who the local first-aiders are (and how to contact them)?  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4.7      | Has the personnel been included into the Department's Microsoft Teams Channel and the division's communication channel e.g. call tree/chat group, and been told that these channels will be used to transmit or gather information, including during emergencies?   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>5</b> | <b>Accidents and Hazard Reporting</b>   | <b>Yes</b>               | <b>No</b>                | <b>Comments</b> |
| 5.1      | Has the personnel been briefed on incident / accident reporting procedure and how to report a hazard?<br><br><i>AIMS:</i><br><a href="https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html">https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html</a>  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>6</b> | <b>ORMC Safety Training Courses</b>   |                          |                          |                 |
| 6.1      | Has the personnel been added into EHS360 under their PI or reporting officer? And assigned to their training lead (usually the division's safety lead)?<br><br><i>Add or amend via EHS360 WSHIR or Service Request (under e-Services):</i><br><a href="https://staffportal.nus.edu.sg/staffportal/portal/safety-security-and-sustainability.html">https://staffportal.nus.edu.sg/staffportal/portal/safety-security-and-sustainability.html</a> | <input type="checkbox"/> | <input type="checkbox"/> |                 |

6.2 Record the safety courses that are mandatory for the new personnel. The required induction courses (marked with \*) and online fire safety course should be completed before entry to the lab.

| ORMC SSTS Course Name   | Required (Y/N) | Date attended |
|---|----------------|---------------|
| NUS Requirements on Safety, Health and Emergency Management (OSHGEM03)*                           |                |               |
| Online Fire Safety Training Course (OSHFS01)*   |                |               |
| Laboratory Safety Induction Training (OSHGEM01)*  |                |               |
| Introduction to Laboratory Safety and Health in NUS - Policy, Principles and Practice (OSHGEM02)* |                |               |
| Chemical Safety (OSHCHM01)  |                |               |
| Biosafety for BSL-2 Laboratories (OSHBIO08)   |                |               |
| Laser Safety Training (OSHRAD02)  |                |               |
| Safe Handling of Radioactive Materials (OSHRAD03)   |                |               |
| Fire Safety Education Course  |                |               |
| Others:   |                |               |
|   |                |               |
|   |                |               |
|   |                |               |

6.3 List any other specific health and safety training needs identified (including the timeline for attendance) and any additional safety and health information required by /for the new personnel.

**7 Declaration**

*I certify that the above health and safety induction sections have been explained.*

\_\_\_\_\_  
Name and Job Title of the Inductor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of New Personnel

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Checklist modified from ORMC’s Safety & Health Induction Checklist For New Laboratory Users  
Office of Risk Management and Compliance (ORMC) was known previously as Office of Safety, Health and Emergency (OSHE)

For more on NUS Safety & Health policy & information, please visit

1. Staff Portal – <https://staffportal.nus.edu.sg/staffportal/portal/safety-security-and-sustainability.html>
2. Student Portal – <https://myportal.nus.edu.sg/studentportal/alerts/all/>

For general enquiries on safety and health matters, please refer to (<http://nus.edu.sg/osh/aboutus/staff.html>)