

SAFETY RESPONSIBILITY

HEAD OF DEPARTMENT (HOD)

1. To take ultimate responsibility for establishing the Departmental Safety and Health Management System (SHMS) and for the safety and wellness of all staff and students in the department.
2. To ensure that the department comply with all applicable Safety and Health (S&H) legislative requirements and NUS S&H policies.
3. To appoint Department Safety and Health Committee (DSHC) and endorses the Safety and Health promotion programmes and activities.
4. To exercise authority to close and reopen laboratories that have lapses in safety compliance based on findings of Department's safety inspections or investigations.

PRINCIPAL INVESTIGATOR (PI)

1. To establish an effective SHMS specific for his/her laboratory.
2. To obtain Lab Safety and Health Management System Certification issued by Office of Risk Management and Compliance (ORMC).
3. To ensure that the laboratory activities and laboratory personnel (including staff, students, visitors and contractors) comply with applicable legislative requirements and NUS, Yong Loo Lin School of Medicine (NUS Medicine) and Department of Physiology's policy.
4. To enforce safety and health rules and regulations in his/her laboratory.
5. To ensure that risk assessments (RAs) are conducted, and Standard Operating Procedures (SOPs) are established for all activities.
6. To support and facilitate safety and health promotion programmes organised by DSHC and encourages laboratory members to participate in safety activities
7. To ensure that the laboratory staff and students attend relevant safety training courses.
8. To obtain radiation and laser licenses if the laboratory works with radioactive compounds and for possession of non-ionising radiation irradiating apparatus.
9. To work with the safety lead in the laboratory to investigate accidents, incidents and near-misses.
10. To ensure the lab internal audit to be conducted at least once every three years.

DEPARTMENT SAFETY AND HEALTH COMMITTEE (DSHC)

1. To establish, review and implement the Department SHMS, under the direct leadership of HOD.
2. To support and assist PIs in the effective implementation of the Department's SHMS in the laboratories.
3. To identify, evaluate and eliminate potential health hazards in the Department.
4. To investigate accidents, incidents and near-misses in the Department.

5. To promote safety awareness and conduct promotional activities in the Department.
6. To plan and coordinate emergency responses including fire, gas and both chemical and biological spills.
7. To devise emergency plans and to conduct safety drills in the Department.
8. To maintain the safety and health equipment and emergency equipment in the Department.
9. To provide guidance, advice and technical assistance to PIs, safety leads, research personnel and students in the Department on measures to be taken in the interests of safety and health issues.
10. To facilitate in the Department safety audits.
11. To organise, conduct and oversee regular biological, chemical, and radiation waste disposal.
12. Report any staff/students who do not follow safety rules.

SAFETY LEAD

1. To assist the PI in establishing an effective SHMS specific for the laboratory.
2. To support the PI in implementing and enforcing the SHMS in the laboratory and PI certification.
3. Together with PI, to implement and enforce University, School and Departmental safety and health regulations.
4. To coordinate the safety and health activities and events in the laboratory.
5. To conduct safety orientation and training for new staff and students in the laboratory.
6. To support the PI in conducting the work-based RAs and SOPs for new research activities and new laboratory equipment.
7. To encourage laboratory members to participate in safety promotion programmes organized by DSHC.
8. To report any laboratory-related accidents, incidents and near-misses to PI, DSHC, HOD and ORMC, and submit the report to the Online Reporting System if applicable.
9. To take charge of all waste disposal processes in the laboratory.

RESEARCH STAFF AND STUDENTS

1. To comply with all S&H rules and regulations of the laboratory, Department, NUS Medicine and NUS.
2. To familiarise and understand the SHMS of the laboratory and the Department.
3. To conduct relevant RA and establish SOPs for any new laboratory activities, new materials or equipment.
4. To understand risks involved at workplace and follow RAs and SOPs conducted in the laboratory.
5. To read Safety Data Sheet (S.D.S.)* before using chemicals in the laboratory.
**Formerly known as Material Safety Data Sheet (M.S.D.S.).*
6. To attend relevant training courses organised by NUS Medicine and ORMC with certification and to submit these certificates to the safety lead for records.

7. To attend the Animal Handling Course conducted by Comparative Medicine and Institutional Animal Care and Use Committee (IACUC) if they are required to do animal work.
8. To participate in all the S&H programmes and activities organised by DSHC.
9. To provide feedback to PI, safety lead and DSHC for improvements of S&H practices in the laboratory.
10. To be vaccinated against Tetanus (for animal work) and Hepatitis B (for human samples).
11. To apply licenses (e.g.: radiation or laser license) and import permits for regulated materials (e.g.: items under Biological Agents and Toxins List).
12. To report any laboratory-related accidents, incidents and near-misses to PI, safety lead, DSHC, HOD and ORMC, and to submit the report in the Online Reporting System, if applicable.

ADMINISTRATION OFFICE

1. To ensure workplace safety in the administration office (e.g.: fire safety, ergonomic safety).
2. To report any admin office-related accidents, incidents and near-misses to DSHC, HOD and ORMC, and to submit the report in the Accident and Incident Management System (AIMS), if applicable.
3. To participate in relevant training programmes provided by the Department and ORMC.

ALL PERSONNEL IN THE DEPARTMENT

1. To keep themselves informed of the conditions affecting their safety and health.
2. To adhere to safety and health practices in their workplace, classroom and laboratories.
3. To report to the respective supervisor or PI, Safety Lead or DSHC of hazards in the workplace, classroom or laboratories.
4. To participate in training programmes provided by the Department and ORMC.



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