

Department of Physiology
New Personnel Safety Orientation Checklist Package
Version 2.4 (June 2026)

<p>Trainee: _____</p> <p>Staff / Matrix No: _____</p> <p>Designation: Student / RA / RF / PI / LT / LE / Collaborator / Visitor / Others: _____</p> <p>P.I.: _____</p> <p>Date: _____</p>	<p>_____</p> <p>Trainee Signature</p> <p>_____</p> <p>PI Signature</p>
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A. Guide to receive access to Physiology courses (PHS00 to PHS06) in CANVAS

- (1) Please request access via link, <https://forms.office.com/r/wd4QCS6TjK>
- (2) CANVAS invitation for all 7 courses will be sent via email, then click “Get Started”.

You have been invited to participate in the course, Physiology Emergency Preparedness and Response. Course role: Student

Name:
Email:
Username:

[Get started](#)



[Click here to view the course page.](#) | [Update your notification settings.](#)

B. Guide to access ORMC courses in CANVAS

- (1) Please access CANVAS via **Google Chrome** at <https://canvas.nus.edu.sg/>
- (2) Login using your NUS user ID and password, go to ‘Courses’ on the left taskbar, scroll down and select ‘All courses’. Select ‘Browse more courses’.
- (3) Search for the course by inputting the course title into the search bar. Click ‘Join this course’. Click ‘Enroll in course’ in the pop-up window.
- (4) A new pop-up window will appear. Choose to return to dashboard to enroll in more courses or go to the course to start the training.

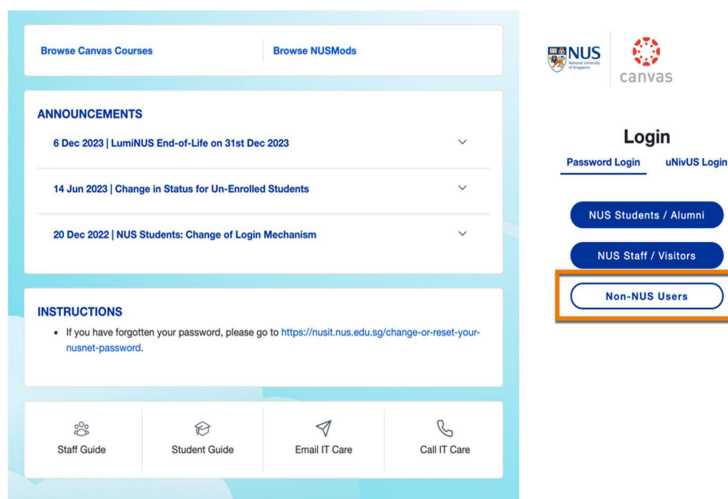
C. Accessing CANVAS for Visitors/Guests

NUS Visitor Account

- (5) Please approach your Department Admin for them to submit a request to create a visitor account via the **IAM Visitor Portal** (<https://iam.nus.edu.sg>).
- (6) Once your account has been created, install the **VIP Access** app on your chosen 2FA device (<https://inetapps.nus.edu.sg/2fa/start.html>).
- (7) Register your 2FA device at <https://2fa.nus.edu.sg>.
- (8) Once the 2FA registration is completed, you can proceed to use your visitor account to access CANVAS, using the NUS Staff/Visitors link to log in (see below)

Without NUS Visitor Account

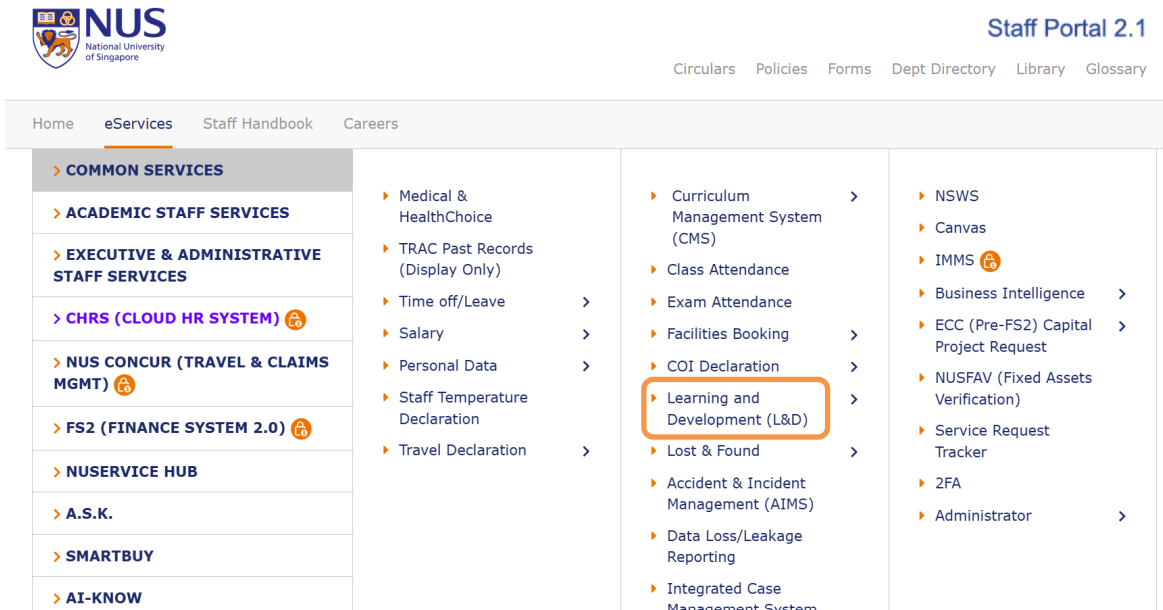
- (1) NUS users can apply for CANVAS accounts for non-NUS users through this form (<https://forms.office.com/r/bApRn68RdN>). Fill in the provided excel template and submit to the form.
- (2) You may refer to this page for more info:
<https://nus.atlassian.net/wiki/spaces/canvasstudent/pages/74645559/Log+in+to+Canvas+on-NUS+users>.
- (3) After the visitor completes the registration process via an email sent to them, they should use the **Non-NUS Users** link to log in (see below).



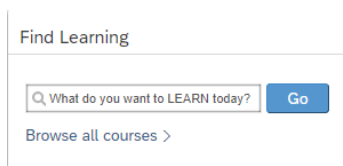
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D. Instructions to assess CHRS courses

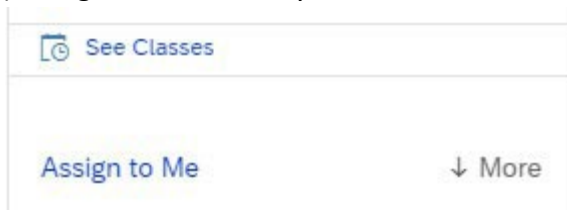
- (1) Log on to staff portal <https://staffportal.nus.edu.sg/>
Under “eServices” tab, select [Learning and Development \(L&D\)](#) → [CHRS Learning](#)



- (2) After entering the CHRS Learning portal, on the right, search for the course that you need to attend.



- (3) Assign the course to yourself



- (4) Follow instructions once you are on the course to complete it.

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COMPULSORY TRAININGS FOR NEW PERSONNEL

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
All personnel	Physiology Induction Course	PHS00 [CANVAS]	one-time			Within one-month on joining NUS
	Physiology General Safety	PHS01 [CANVAS]	one-time			
	Physiology Chemical Safety	PHS02 [CANVAS]	one-time			
	Physiology Biological Safety	PHS03 [CANVAS]	one-time			
	Physiology Core Facilities	PHS04 [CANVAS]	one-time			
	Physiology Emergency and Preparedness	PHS05 [CANVAS]	one-time			
	Physiology MD9 Tour Video	PHS06 [CANVAS]	one-time			

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
Principal Investigator/ Research Staff	NUS Requirements on Safety, Health and Emergency Management	OSHGEN03 [CHRS]	one-time			Within one-month on joining NUS
	Online Fire Safety Training Course	OSHFS01 [CHRS]	one-time			
	Laboratory Safety Induction Training	OSHGEN01 [CANVAS]	one-time			PRIOR to performing activities in the laboratory
	Chemical Safety	OSHCHM01 [CANVAS]	3 years			
	Biosafety Legislations and Guidelines	OSHBIO04 [CANVAS]	one-time			
	Biosafety for BSL-2 Laboratories	OSHBIO08 [CANVAS]	3 years			

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
Lab Technologist/ Lab Executives	NUS Requirements on Safety, Health and Emergency Management	OSHGEN03 [CHRS]	one-time			Within one-month on joining NUS
	Online Fire Safety Training Course	OSHFS01 [CHRS]	one-time			
	Laboratory Safety Induction Training	OSHGEN01 [CANVAS]	one-time			PRIOR to performing activities in the laboratory
	Chemical Safety	OSHCHM01 [CANVAS]	3 years			
	Biosafety Legislations and Guidelines	OSHBIO04 [CANVAS]	one-time			
	Biosafety for BSL-2 Laboratories	OSHBIO08 [CANVAS]	3 years			
	Fire Safety Education Course (FSEC)	Classroom Training [CHRS]	3 years			

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Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
Postgraduate Students	Chemical Safety	OSHCHEM01 [CANVAS]	3 years			PRIOR to performing activities in the laboratory
	Biosafety for BSL-2 Laboratories	OSHBIO08 [CANVAS]	3 years			
	Biosafety Legislations and Guidelines	OSHBIO04 [CANVAS]	one-time			

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
Undergraduate / Internship Students	Introduction to Laboratory Safety and Health in NUS - Policy, Principles and Practice	OSHGENO2* [CANVAS]	one-time			PRIOR to entry into the laboratories
	Chemical Safety	OSHCHEM01 [CANVAS]	3 years			PRIOR to performing activities in the laboratory
	Biosafety Legislations and Guidelines	OSHBIO04 [CANVAS]	one-time			
	Biosafety for BSL-2 Laboratories	OSHBIO08 [CANVAS]	3 years			

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	To be completed
Collaborators & Visitors [^]	Laboratory Safety Induction Training	OSHGENO1 [CANVAS]	one-time			PRIOR to performing activities in the laboratory
	Chemical Safety	OSHCHEM01 [CANVAS]	3 years			
	Biosafety Legislations and Guidelines	OSHBIO04 [CANVAS]	one-time			
	Biosafety for BSL-2 Laboratories	OSHBIO08 [CANVAS]	3 years			

General note: E-certificate email notification for Physiology and ORMC S&H courses will only be sent out 2-3 days after your fulfillment of all course requirements.						
*Note for OSHGENO2 & OSHBIO04: (1) No e-certificate will be issued by ORMC for this module.						
[^]Note for collaborators & visitors: (1) PI shall identify the training needs for his/her collaborators & visitors. Highly recommended that collaborators working in the laboratories undertake equivalent type of training as those of NUS counterparts. (2) Staff or students holding valid chemical safety training certificates from A*STAR, NTU, Singhealth or SIT and conducting research in NUS would not need to undergo NUS chemical safety training module. (3) Staff or students holding valid biological safety training certificates from A*STAR, NTU, NYP, Singhealth or SIT and conducting research in NUS would not need to undergo NUS biological safety training module.						

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Appendix B

COMPULSORY ACTIVITY-SPECIFIC TRAININGS

Supervisor/PI should determine what supplementary training modules should be taken by individuals.

Courses to be completed prior to performing activities

Designation	Course	Course Code [Course Platform]	Training Validity	Check	Date completed DD.MM.YY	Remarks
For relevant personnel	Safe Use & Handling of Hydrofluoric Acid	OSHCHM02 [CANVAS]	one-time			Individuals working with hydrofluoric acid.
	Safe Use & Handling of Pyrophoric Chemicals	OSHCHM03 [CANVAS]	one-time			Individuals working with pyrophoric chemicals.
	Safe Handling of Human Tissue and Fluids	OSHBIO03 [CANVAS]	one-time			Individuals working with materials of human origin eg. tissue, cell line, body fluids etc.
	Safe Needle Usage in Research Laboratories [^]	OSHBIO06 [CANVAS]	one-time			Individuals working with needles when conducting life science research.
	Safe Handling of Non-human Primate Derived Materials	OSHBIO09 [CANVAS]	one-time			Students and staff members who will be handling Macaque-derived materials.
	Viral Vector Safety and Regulations Training	OSHBIO10 [CANVAS]	one-time			Individuals working with viral vectors.
	Laser Safety	OSHRAD02 [CANVAS]	3 years			Individuals performing activities involving use of Class 3b or Class 4 lasers.
	Safe Handling of Radioactive Materials	OSHRAD03 [CANVAS]	3 years			Individuals performing activities involving use of radioactive materials or equipment containing radioactive materials (eg. Gauges, Gamma Irradiators).
	Safe Handling of X-ray Machines	OSHRAD04 [CANVAS]	3 years			Individuals using X-ray machines or machines that can produce X-rays.
	Respiratory Protection Programme Training	OSHGEN04 [CANVAS]	1 year			Individuals who are required to wear respirators in the course of their teaching and research work on the correct use of respirators. Refresher course: Respiratory Protection Programme training for returning users [CANVAS]
Fire Safety Education Course (FSEC)	Classroom Training [CHRS/CES]	3 years			Individuals who will be handling PFMs in the lab and any other laboratory personnel identified by their Principal Investigators (PIs) are required to attend this course. (eg exchange students, visiting scientists and researchers) Refresher course: Fire Safety Refresher Course	

General note:

E-certificate email notification for ORMC S&H courses will only be sent out 2-3 days after your fulfillment of all course requirements.

[^]Note for collaborators & visitors:

(1) staff or students holding valid safe needle usage training certificate from Singhealth and conducting research in NUS would not need to undergo NUS Safe Needle Usage in Research Laboratories training module.