

Safety Induction for New Laboratory Users

Personal Particulars (to be completed by the new laboratory users)	
Name of User:	Email:
Staff/Student No.:	PI/Supervisor:
Contact No.:	Lab Location:

Safety Induction Briefing	
Emergency Numbers: <ul style="list-style-type: none"> <input type="checkbox"/> College of Design and Engineering: Gabriel Chen (65168599) <input type="checkbox"/> Department Safety & Health Coordinator, Dinah Tan: 65167316 <input type="checkbox"/> Campus Security: 68741616 <input type="checkbox"/> University Health Centre (UHC): 67761631 <input type="checkbox"/> University Counselling Service: 65167777 (24 hours) <input type="checkbox"/> Ambulance: 995 <input type="checkbox"/> First-Aiders (E7): Lee Yee Wei (65165985), Dinah Tan (65167316) 	
Briefed On: <ul style="list-style-type: none"> <input type="checkbox"/> Department Safety Policy <input type="checkbox"/> Fire Emergency Response, evacuation route and assembly area <input type="checkbox"/> PPE Requirement <input type="checkbox"/> Location of Fire extinguisher; emergency eyewash and shower <input type="checkbox"/> Proper handling and storage of Chemical Waste / Biological Waste <input type="checkbox"/> Activity-Based Risk Assessment <input type="checkbox"/> Safe Operation of Equipment <input type="checkbox"/> Accident / Incident Reporting Procedures <input type="checkbox"/> Mandatory use of Eye Protection 	
Induction Conducted By: (PI / Safety Lead / Senior Lab member)	Date:

Safety Training
<u>OSHE Structured Safety Training System (CANVAS)</u> Link: <u>https://www.nus.edu.sg/canvas/</u> <u>Stage A: Induction Training</u> <ul style="list-style-type: none"> <input type="checkbox"/> Module Code: OSHGEN03 NUS Requirements on Safety, Health and Emergency Management Mandatory for staff - CHRS "My Learning" tab (link <u>here</u>) <input type="checkbox"/> Module Code: OSHFS01 Online Fire Safety Training Course Mandatory for staff - CHRS "My Learning" tab (link <u>here</u>) <input type="checkbox"/> Module Code: OSHGEN01 Laboratory Safety Induction Training (Mandatory for Research staff and Postgraduate students) <input type="checkbox"/> Module Code: OSHGEN06 Risk Management for Laboratories (Mandatory for Research staff and Postgraduate students)

- ☐ Module Code: OSHGEN02
Introduction to Laboratory Safety and Health in NUS – Policy, Principles and Practice (Mandatory for undergraduate students)
- ☐ Module Code: OSHGEN10
Campus Safety & Health: Our Responsibility (Recommended for undergraduate students)

Stage B: Hazard Specific

Chemical

- ☐ Module Code: OSHCHM01 - Chemical Safety
- ☐ Module Code: OSHCHM02 - Safe Use & Handling of Hydrofluoric Acid
- ☐ Module Code: OSHCHM03 - Safe Use & Handling of Pyrophoric Chemicals

Biological

- ☐ Module Code: OSHBIO07 - Biosafety for BSL-1 Laboratories
- ☐ Module Code: OSHBIO08 - Biosafety for BSL-2 Laboratories
- ☐ Module Code: OSHBIO03 – Safe Handling of Human Tissue and Fluids
- ☐ Module Code: OSHBIO06 – Safe Needle Usage in Research Laboratories

Radiation

- ☐ Module Code: OSHRAD02 – Laser Safety Training (For use of Class 3B or Class 4 lasers)
- ☐ Module Code: OSHRAD03- Safe Handling of Radioactive Materials
- ☐ Module Code: OSHRAD04 - Safe Handling of X-ray Machines

General Safety

- ☐ Module Code: OSHGEN04 – Respiratory Protection Programme Training for first-time users
- ☐ Module Code: OSHGEN05 – Respiratory Protection Programme Training for returning users

Please refer to OSHE Structured Training System for more trainings:

<https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>

Note: PI/lab supervisor to determine the training needs of staff and students

Safety Matters	Briefed by	Date Completed
Shown the nearest locations and briefed on the proper usage of: <ul style="list-style-type: none"> <input type="checkbox"/> Chemical Spill Kit <input type="checkbox"/> Biological Spill Kit <input type="checkbox"/> Flammable Cabinet and other chemical storages <input type="checkbox"/> Fume hood <input type="checkbox"/> Biological Safety Cabinets <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> First aid box <input type="checkbox"/> Safety Eyewash <input type="checkbox"/> Safety Shower 		
Chemical Management: <ul style="list-style-type: none"> <input type="checkbox"/> Laboratory Materials Management System (LMMS) <input type="checkbox"/> Online Regulated Material Identifier (ORMI) https://www.nus.edu.sg/rci/Pages/Select.aspx?nav=10 		

Radiation Licensing Requirement <input type="checkbox"/> N2 – Non-Ionizing Radiation Apparatus Licence <input type="checkbox"/> N3 – Laser User Licence https://inetapps.nus.edu.sg/osh/portal/rad_safety/radiation.html		
Assigned Personal Protective Equipment (e.g. lab coats and safety goggles) and instructed on proper use, storage and maintenance		
Laboratory specific trainings: <i>(Please list details)</i>		
To complete laboratory-based training by PI or designate on all Risk Assessments (RAs) and Standard Operating Procedures (SOPs) applicable to new user's laboratory activities. Record of this training to be documented in lab's Safety Management System (EHS 360 - WSHIR) and must be available at any time for verification.		

Additional Remarks:

Declaration	Name & Signature	Date
Staff / Student: I acknowledge the above orientation briefing I have received and agree to comply with all safe work practices		
Principal Investigator/Supervisor: The above staff/student has been briefed on safe work practices		