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|  NUS NUS Safety & Health Guidelines <small>National University of Singapore</small> | | Procedure No: | OSHE/SOP/GE/04 |
| Instructions to complete the safety training through IVLE | | Rev No | 05 |
| | | Page: | 1 of 9 |
| Document owner Gisela Ho | Approver Saravanan S/o Gunaratnam | Review Date Oct 22 2015 | |

Amendment

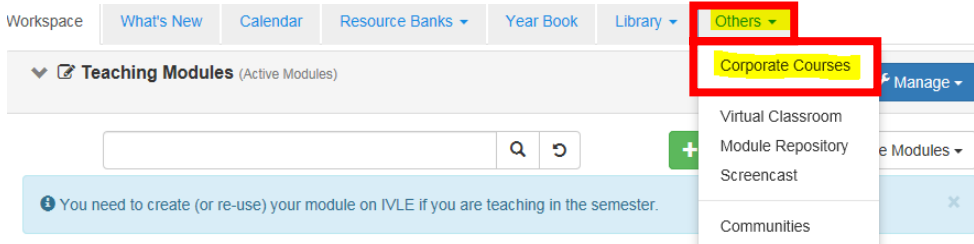
| Revision No. | Released Date | Description | Prepared by |
|--------------|---------------|--|----------------|
| 00 | 1/2/2012 | New document | Document owner |
| 01 | 1/8/2012 | Addition of Safety Management System Training information - OSHSMS01 | Document owner |
| 02 | 16/10/2012 | Addition of Biosafety Refresher Training – OSHBIO02 | Document owner |
| 03 | 22/7/2013 | Revised instructions on selecting and bookmarking course module | Document owner |
| 04 | 21/2/2014 | <ol style="list-style-type: none"> 1. Revised of technical contact 2. Add instruction on miss out the summary page to check on the assessment mark | Document owner |
| 05 | 22/10/2015 | <ol style="list-style-type: none"> 1. Revised of Program manager 2. Add in new course* 3. Revised the "The new IVLE page" sign up process | Document owner |
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Please follow the instructions below to complete the Safety Training through IVLE.


A. Selecting and Sign Up the course module

1. Visit - <https://ivle.nus.edu.sg/>
2. Login using your NUS User ID and password. You can login only with a valid NUS ID (either staff, student or visitor accounts).
3. If you do not have any of these accounts please request an IVLE GUEST account by emailing oshosk@nus.edu.sg. Please provide Name and Email Address of the GUEST and also Name and Email Address of the SUPERVISOR of the guest. Upon received the IVLE guest account, proceed to section B - Starting the course module.
4. Go to the tab “Others” and select the “Corporate Courses”



5. From the list of various office/department, scroll down to “Office of Safety, Health And Environment” for the list of safety courses and “sign up” the course by clicking “Yes”

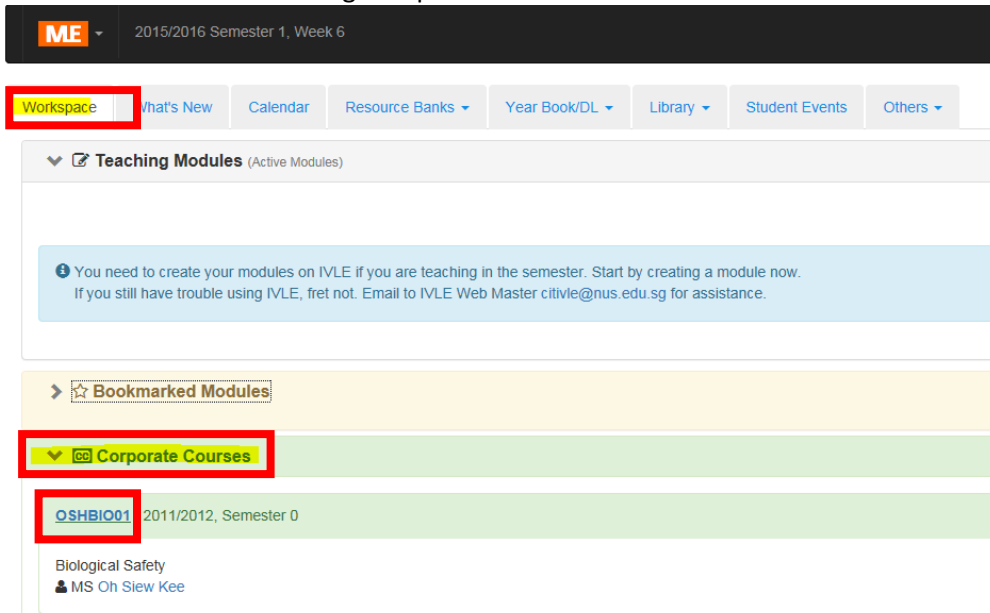
| Office Of Safety, Health And Environment | | | | |
|--|---|--|---|---------------|
| Sign Up | Course Information | Facilitators | Purpose | Last Modified |
| Yes No | OSHBIO01 Biological Safety | Oh Siew Kee Tessy Joseph Sania Bintie Nader Jayavani D/O Karuppusamy Lum Wai Kiong, Danny Gisela Ho Pui Fun | This module is about awareness of Biological hazards in the lab, understanding of biosafety principles and levels and applying these principles through procedures and design. To completely review all the multimedia training materials might take about 90 to 120 minutes. The assessments consists of 30 questions with no time limit. | 30-Jul-2015 |
| Yes No | OSHBIO02 Biological Safety Refresher | Oh Siew Kee Lim Chet Peng Sania Bintie Nader Gisela Ho Pui Fun | This module is about biological risk management and understanding different classes of disinfection, decontamination methods and various sources of laboratory-acquired infections. This will also reflect on some incidences and accidents that have arisen due to safety lapses. To completely review all the multimedia training materials might take about 90 to 120 minutes. The assessments consists of 30 questions with no time limit. | 26-Jun-2015 |
| Yes No | OSHCHM01 Chemical Safety | Oh Siew Kee Swee Dao Wen Gisela Ho Pui Fun Sania Bintie Nader | This module is to equip all staff working in laboratories to be competent in handling, storing and using chemicals. It will also guide staff to develop safety operating procedures and checklist for chemical handling. To completely review all the multimedia training materials might take about 90 minutes. The assessment consists of 30 questions with no time limit. | 26-Jun-2015 |
| Yes No | OSHERG001 NUS Office Ergonomics Training | Oh Siew Kee Joshua Wong Gisela Ho Pui Fun | This module is about awareness of ergonomic hazards in the office, awareness of common musculoskeletal disorders related to work, understand good practices of ergonomics, self-evaluate your workstation, apply control measures to reduce ergonomic hazards. To complete review all the training materials might take about 16 minutes. | 24-Jul-2015 |
| Yes No | OSHERG002 NUS Laboratory Ergonomics Training | Oh Siew Kee Joshua Wong Gisela Ho Pui Fun | This module is about awareness of ergonomic hazards in the laboratory, awareness of common musculoskeletal disorders related to work, understand good practices of ergonomics, self-evaluate your workstation and apply control measures to reduce ergonomic hazards To complete review all the training materials might take about 20 minutes. | 14-Aug-2015 |

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6. It will prompt you a successful signed up message and continue by clicking "OK"
7. The system will bring you back to the tab "Workspace"


B. Starting the course module

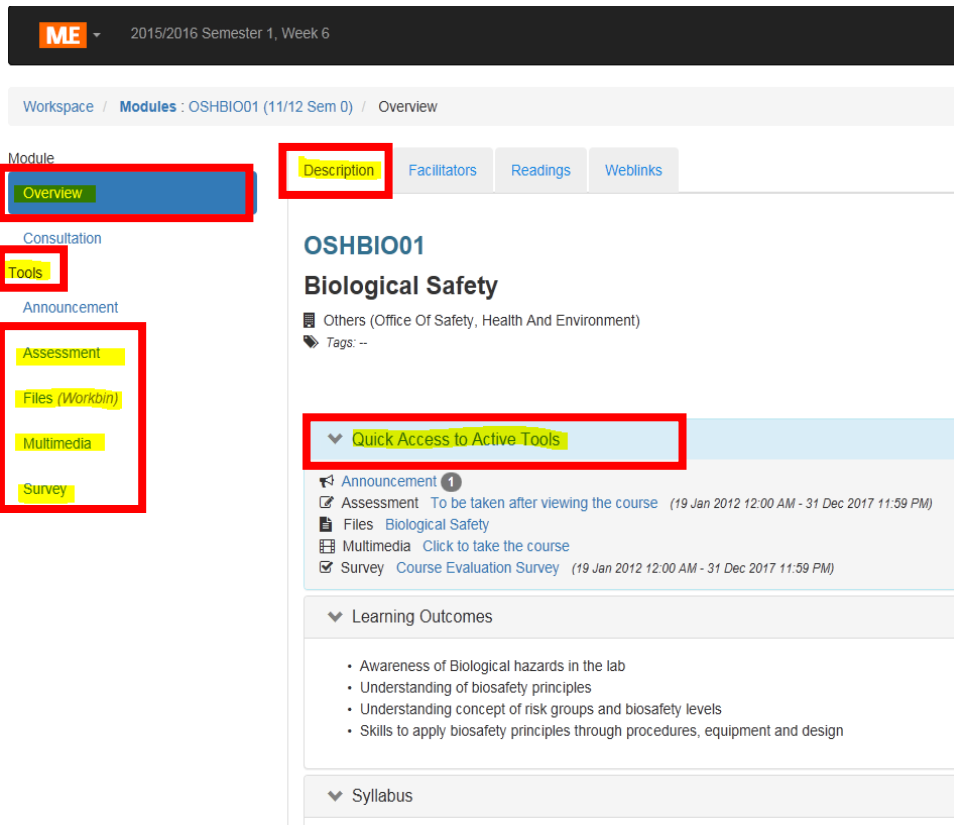
1. Scroll down to the heading "Corporate Courses" and click on the course code.



The screenshot shows the IVLE interface. At the top, there is a navigation bar with the 'ME' logo and the text '2015/2016 Semester 1, Week 6'. Below this is a menu bar with several tabs: 'Workspace', 'What's New', 'Calendar', 'Resource Banks', 'Year Book/DL', 'Library', 'Student Events', and 'Others'. The 'Workspace' tab is highlighted with a red box. Below the menu bar, there is a section titled 'Teaching Modules (Active Modules)'. A blue message box states: 'You need to create your modules on IVLE if you are teaching in the semester. Start by creating a module now. If you still have trouble using IVLE, fret not. Email to IVLE Web Master citivle@nus.edu.sg for assistance.' Below this is a section titled 'Bookmarked Modules'. Underneath, there is a section titled 'Corporate Courses' which is highlighted with a red box. This section contains a course entry for 'OSHBI001' (2011/2012, Semester 0) with a red box around the course code. Below the course entry, the text 'Biological Safety' and 'MS Oh Siew Kee' is visible.

2. "Overview" page will provide a "description" of the course, ie learning outcomes, Syllabus, Assessment, Who should attend and Duration.

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ME 2015/2016 Semester 1, Week 6

Workspace / Modules : OSHBIO01 (11/12 Sem 0) / Overview

Module

- Overview
- Consultation
- Tools
- Announcement
- Assessment
- Files (Workbin)
- Multimedia
- Survey

Description Facilitators Readings Weblinks

OSHBIO01 Biological Safety

Others (Office Of Safety, Health And Environment)
Tags: --

Quick Access to Active Tools

- Announcement
 - Assessment To be taken after viewing the course (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)
 - Files Biological Safety
 - Multimedia Click to take the course
 - Survey Course Evaluation Survey (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)

Learning Outcomes


- Awareness of Biological hazards in the lab
- Understanding of biosafety principles
- Understanding concept of risk groups and biosafety levels
- Skills to apply biosafety principles through procedures, equipment and design

Syllabus

- Depending on the course requirements, the sections stated under “Tools” will be listed to complete of course.
 - Multimedia – This module contains the audio-video presentation training material that the learner has to review.
 - Assessment – Assessment question that need to be completed by the learner AFTER completing the Multimedia module. (except for OSHSMS01, OSHERGO01, OSHERGO02)
 - Survey – This module has the 10 question course evaluation survey
 - Files (workbin)- Training material in PDF format
- To start the online training module click on “Multimedia” under the “Tools” or “Quick Access to Active Tools”

C. Completing assessment and getting certificate

- After reviewing the training material, Click the “Assessment” under the “Tools” on the left menu to take the assessment. (except for OSHSMS01, OSHERGO01, OSHERGO02, OSHGEN02)

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ME 2015/2016 Semester 1, Week 6

Workspace / Modules : OSHBIO01 (11/12 Sem 0) / Overview

Module

- Overview
- Consultation
- Tools**
- Announcement
- Assessment**
- Files (Workbin)
- Multimedia
- Survey

OSHBIO01

Biological Safety

Others (Office Of Safety, Health And Environment)

Tags: --

Quick Access to Active Tools


- Announcement 1
- Assessment To be taken after viewing the course (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)
- Files Biological Safety
- Multimedia Click to take the course
- Survey Course Evaluation Survey (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)

Learning Outcomes

- Awareness of Biological hazards in the lab
- Understanding of biosafety principles
- Understanding concept of risk groups and biosafety levels
- Skills to apply biosafety principles through procedures, equipment and design

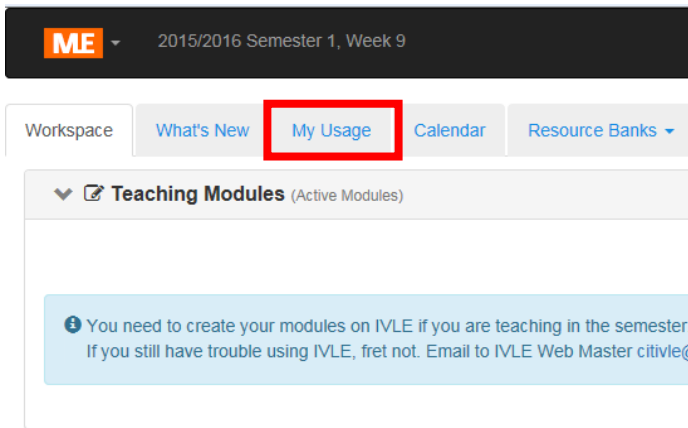
Syllabus

- Please read through the “Objectives and Instructions” on details of the assessment requirements and issuance of training certificate. Click “Start” to begin the assessment.
- Click “Submit” for the submission of the assessment.
- Click “Detailed Responses & Answers” to review the Total Marks to ensure that you have answered correctly based on the minimum score that is stated in Annex I.
- If you have obtained less than minimum score, please review the training material and attempt the assessment again. You have a maximum of three attempts to successfully complete the assessment.
- Upon successful completion of the assessment, please take time to complete the Training Evaluation Survey by click “Survey” on the left menu.
- OSHE will email the Training Certificate within 7 working days upon successful completion of the assessment. (except for OSHSMS01, OSHFS01, OOSHERGO01, OSHERGO02, OSHGEN02)

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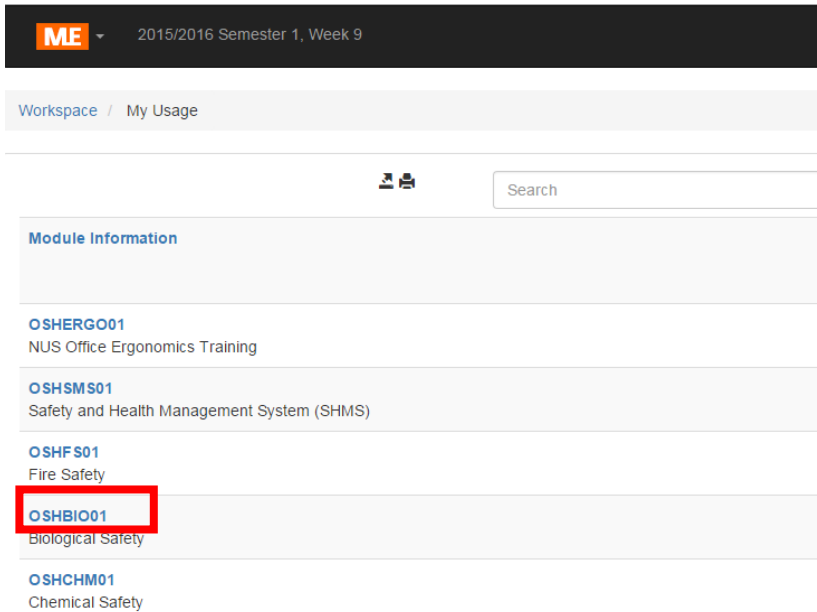
D. Verify successful completion of assessment

1. Click the Tab “My Usage”




The screenshot shows the top navigation bar with 'ME' and '2015/2016 Semester 1, Week 9'. Below it, a menu contains 'Workspace', 'What's New', 'My Usage' (highlighted with a red box), 'Calendar', and 'Resource Banks'. Underneath, there is a section for 'Teaching Modules (Active Modules)' with a message: 'You need to create your modules on IVLE if you are teaching in the semester. If you still have trouble using IVLE, fret not. Email to IVLE Web Master citivle@'.


2. Select the “ Course code”

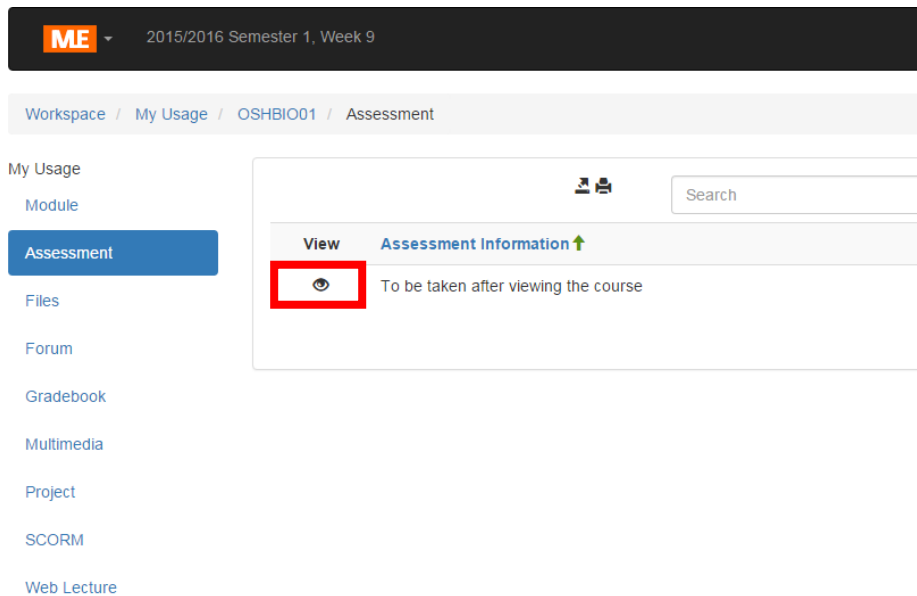


The screenshot shows the 'My Usage' page with a search bar and a list of modules under 'Module Information'. The list includes:

- OSHERG001: NUS Office Ergonomics Training
- OSHSMS01: Safety and Health Management System (SHMS)
- OSHFS01: Fire Safety
- OSHBIO01: Biological Safety** (highlighted with a red box)
- OSHCHM01: Chemical Safety


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3. Click the "Assessment" on the left hand.
4. Click "View"  icon to view the result.
- 5.



Note: you will able to view the results only for three days since the completion of the assessment


Please contact citivle@nus.edu.sg if you encounter technical difficulties in logging on to IVLE or attempting the IVLE learning course.

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Please contact the training Program Manager listed if you have any questions regarding the training.

Annex I

| Safety Training | Safety Modules (course code) | Minimum score for Assessment | Program Manager |
|----------------------|---|---------------------------------|---|
| Chemical | Chemical Safety Training (OSHCHM01) | 24/30 | Joel Swee (oshsdw@nus.edu.sg) Gisela Ho (oshghpf@nus.edu.sg) |
| Biological | Biological Safety Training (OSHBIO01) | 24/30 | Tessy Joseph(oshghpf@nus.edu.sg); Jaya (oshjk@nus.edu.sg); Danny Lum (oshlwkd@nus.edu.sg) |
| | Biological Safety Refresher Training –(OSHBIO02) | 24/30 | Lim Cheh Peng (oshlimcp@nus.edu.sg) |
| Radiation | Ionizing Radiation Safety Training (OSHRAD01) | 24/30 | Jedison Ong (oshoca@nus.edu.sg) |
| | Laser Safety Training (OSHRAD02) | 24/30 | Jedison Ong (oshoca@nus.edu.sg) |
| Management system | Safety and Health Management System (SHMS) – Tools & Techniques for Development, Implementation and Maintenance of SHMS – OSHSMS01 | No assessment | Danny Toh (oshtwl@nus.edu.sg) |

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| Safety Training | Safety Modules (course code) | Minimum score for Assessment | Program Manager |
|-----------------|---|---------------------------------|--|
| Ergonomics | *NUS Office Ergonomics Training (OSHERGO01) | No assessment | Joshua Wong oshv51@nus.edu.sg Gisela Ho oshghpf@nus.edu.sg |
| | *NUS Laboratory Ergonomics Training (OSHERGO02) | No assessment | Joshua Wong oshv51@nus.edu.sg Gisela Ho oshghpf@nus.edu.sg |
| General | * Laboratory Safety Induction Training (OSHGEN01) | 4/5 | Wong Su Ee oshwsee@nus.edu.sg Goh Keng Beng oshgkb@nus.edu.sg Gisela Ho oshghpf@nus.edu.sg |
| | * Introduction to Laboratory Safety and Health in NUS – Policy, Principles and Practice (OSHGEN02) | No assessment | Jedison Ong oshoca@nus.edu.sg |

* new course