	<b>Department of Biochemistry</b> <b>Yong Loo Lin School of Medicine, NUS</b>	Doc. No:	SOP-BCH- BCHSAFETY-029v14
	<b>Standard Operating Procedure</b>	Version No: Issue date:	014 24 Aug 2017
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Dr Yap Lai Lai Prepared by	Dr Kenneth Ban Approved By	24 August 2017 Review Date
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### Safety and Health Orientation Program for New Laboratory Users

#### Personal Particulars (to be filled by the new staff/student)

Name of New Staff/Student : \_\_\_\_\_

Staff/Student No : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

Date Joined : \_\_\_\_\_ Contact No : \_\_\_\_\_

Appointment : \_\_\_\_\_ PI/Supervisor : \_\_\_\_\_

#### Safety Induction Briefing (executed by Safety Committee)

Save these important contact numbers in your mobile phone:

Departmental Emergency Numbers – **6516 3255** or **6516 8891** (email: [bchsafety@nus.edu.sg](mailto:bchsafety@nus.edu.sg))  
 Campus Security Number/All Emergencies – 6874 1616  
 OSHE main contact line – 6516 1084  
 Medical assistance service – 6776 1631 / 6516 2880  
 University Counselling Service – 6516 7777 (24 hours)


Briefed on:

- Department of Biochemistry Safety Website: <http://bch.nus.edu.sg/safety/>
- Department's Occupational Health & Safety and Access Policies (including card access hours)
- General Laboratory Safety
- Relevant Risk Assessments on Research Activities
- Fire Emergency Response (including escape route and fire assembly point)
- Biological Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response)
- Chemical Safety (Safe Handling, Transport, Waste Disposal, Emergency Spill Response)
- Safe Operation of Equipment (including Autoclave, Biological Safety Cabinet Class II, Fume Hood, Centrifuge, Liquid Nitrogen)
- Mandatory use of Eye Protection while working in the lab
- Accident/Incident Management System (for reporting accidents/incidents; website: [https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360\\_aims.html](https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html))
- Undergraduates have been told **NOT** to work unsupervised in the lab

Induction conducted by	Date	Assessment score

#### Attend OSHE Safety Training (tick those applicable)

- (1)  Biological Safety Training (OSHBIO01, IVLE)
- (2)  Chemical Safety Training (OSHCHM01, IVLE)
- (3)  Laboratory Safety Induction Training (OSHGEM01, IVLE)
- (4)  An Introduction to Safety, Health and Emergency Management (OSHGEM03, IVLE)
- (5)  Online Fire Safety Training (OSHFS01, IVLE)
- (6)  Fire Safety Education (In-House Training) [Compulsory for staff/students handling PFM]
- (7)  Ionizing Radiation Safety Training (OSHRAD01, IVLE) [Compulsory for staff/students working with ionizing radiation]
- (8)  Laser Safety Training (OSHRAD02, IVLE) [Compulsory for staff/students working with Class 3b/Class 4 lasers]
- (9)  Safe Handling of Human Tissue and Fluids (OSHBIO03, IVLE) [Compulsory for staff/students working with human samples/tissues or cell lines]
- (10)  Safe Needle Usage in Research Laboratories (OSHBIO06, IVLE) [Compulsory for staff/students using needles]
- (11)  Risk Management for Laboratories (In-House Training) [Compulsory for staff who are conducting risk assessments]

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(1) – (2) are mandatory for all lab-based students in the department  
 (1) – (5) are mandatory for all lab-based staff in the department

IVLE Instructions <https://inetapps.nus.edu.sg/osh/portal/training/ssts/IVLE%20Instructions%20for%20Learners.pdf>

Training certificates and records to be filed in lab's Safety Management System folder.

<b>Safety Matters (executed by Principal Investigator/Designate)</b>	Briefed by	Date completed
Shown the nearest locations and briefed on the proper usage of:  <input type="checkbox"/> Biological Spill Kit <input type="checkbox"/> Chemical Spill Kit <input type="checkbox"/> Fume Hood <input type="checkbox"/> Fire Extinguisher and Fire Blanket <input type="checkbox"/> First-aid Box <input type="checkbox"/> Safety Eyewash <input type="checkbox"/> Safety Shower		
Assigned Personal Protective Equipment (e.g. lab coats and safety goggles) and instructed on proper use, storage and maintenance.		
Arrange for medical assessment and vaccination (please tick those applicable): <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Tetanus <input type="checkbox"/> Others.....  <b>Hepatitis B vaccination is required for work with samples of human origin including human-derived commercial or non-commercial cell lines.</b> <b>Tetanus vaccination is required for work with animals.</b>  Please download 'Authorization Form for Occupational Health Services in NUS' form from Departmental Safety Website		
For all staff and students caring for, and using live vertebrates for scientific purposes:  <input type="checkbox"/> Responsible Care and Use of Laboratory Animals (RCULA) conducted by Comparative Medicine (CM)  IACUC website <a href="http://www.nus.edu.sg/iacuc/training.html">http://www.nus.edu.sg/iacuc/training.html</a>		
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 filed in lab's Safety Management System folder and must be available at any time for verification.		

Additional Remarks:

DECLARATION	Name and Signature	Date
<b>Staff/student:</b> I acknowledge the above orientation briefing I have received and agree to comply with all safe work practices.		
<b>Principal Investigator/Supervisor:</b> The above staff/student has been briefed on safe work practices.		
<b>Safety Committee:</b> The above staff/student has been briefed on safe work practices.		