

## Quick Safety Guide in SPMS

Welcome to SPMS. The School places high emphasis on all health & safety aspects and ensuring our community carry out our activities in a safe and responsible manner.

As a new joiner to SPMS, believed you have watched our SPMS Safety Video (*please watch if yet to do so*) as part of the safety introduction to SPMS as well as some of the house rules.

Apart from the orientation given by your work group, listed below the quick safety pointers you should always keep in mind and familiarize with the needful topics as you go along:

1. Read up the SPMS safety policy endorsed by our School Chair on our website and be part of our safe community in driving for a safer place to work for everyone
2. Complete all needful safety training as required (core, job related or legally required)
3. Carry out your risk assessment for the work to be performed
4. Understand the emergency procedures and emergency numbers to call
5. Report all incident happened while at work (within or out of campus) immediately
6. Familiarise yourself with the various emergency items in the School or your lab, e.g. AED, fire blanket, fire extinguishers, first aid boxes, emergency eyewash/ shower stations, spill kits, etc)
7. Report/ rectify unsafe conditions and assist to correct unsafe acts
8. Understand & implement specific requirements for various work processes, e.g. chemical safety management, radiation safety controls, purchase controls for items or materials, waste disposal procedures, fire safety practices, etc
9. Practise good housekeeping and personal hygiene at all times to prevent causing contamination to yourself or others
10. Abide by all safety and security rules. Note that offenders will be subject to disciplinary action by the School.
11. Understand and abide all safe management measures against Covid-19 imposed by the University
12. Implement the contractor safety management SOP if you are engaging any contractor to work for SPMS

Your safety matters. Please ask when in doubt. You may contact [SPMS-Safety](#) for any query on safety matters. Alternatively, visit the [SPMS safety website](#) for more information.

Stay safe and healthy!  
SPMS Safety Committee