Prevent Workplace Injury with

SAFETY TRAINING

SPMS-SaM-10-2021

It is important to build safety competency for our workforce so that our work activities can be safely carried out and protecting our people from getting injured. In addition, we should be prepared to handle emergency situations arising at the workplace. Hence, the training for our emergency responders is an essential and crucial element too.

NTU has developed many safety training modules and it is important that we complete the required safety training modules as per the established SPMS Safety Training Matrix.

WHAT IS THE SPMS SAFETY TRAINING MATRIX?

The safety training matrix defines the types of safety training a person is to complete in order to acquire the competency so as to accomplish the task safely. In SPMS, the safety training matrix consists mainly of the following category:

SPMS Safety Training:

- ✓ Core training
- ✓ Job specific
- ✓ By law to complete

*new staff or lab user is to complete the core and job specific safety training before granting the lab access

Prevent Workplace Injury with

SAFETY TRAINING

SPMS-SaM-10-2021

Core safety training

These include the basic safety induction programme and the prescribed safety training modules for all new staff or lab users coming to SPMS to complete. These include:

1. Watching the safety induction video of SPMS as part of familiarisation to the school, the safety rules as well as the emergency response procedures
2. Complete and pass the online Basic Safety Training (BST) modules
3. Complete and pass the Risk Management training modules (Risk Management Core and Risk Management for Workplace modules)

Safety training by law

These refer to the mandatory by law courses such as:

1. The lifting supervisor course for an overhead crane to be operated in the lab
2. The Occupational First Aider (OFA) and the Company Emergency Response Team (CERT) members
3. Hazardous Substance (HS) licence holder

Job specific safety training

these refer to the job specific training courses such as:

1. Biosafety courses for persons working with biological agents
2. Chemical safety courses for chemical users
3. Radiation safety courses

This includes:

Both the Ionisation and Non-Ionisation Radiation modules.

4. Specific training for emergency responders e.g. the fire warden, emergency coordinator, Liaison Officer and the Company Emergency Response Team (CERT) members

Prevent Workplace Injury with

SAFETY TRAINING

SPMS-SaM-10-2021

Where can one take the safety training developed by NTU?

For Students → NTUlearn

For faculty and staff → Workday@NTU

Where can one see his/her training records?

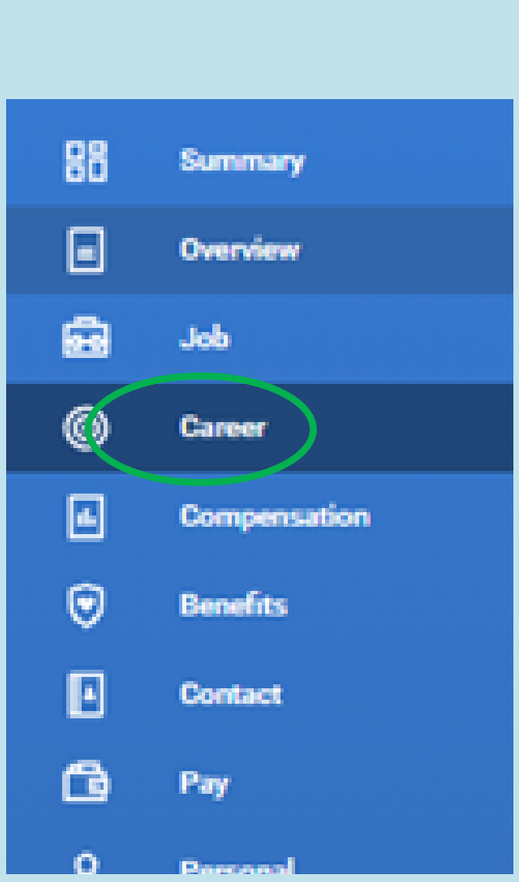
NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

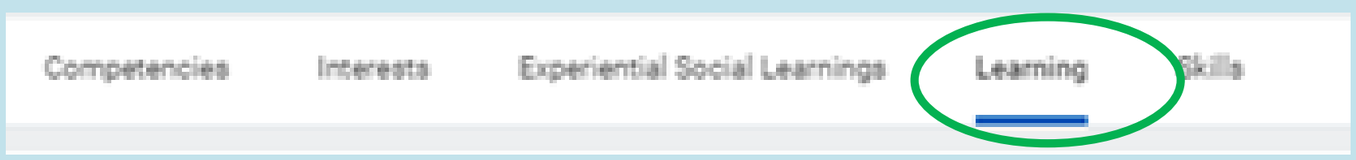
Safety Training Management System

Main Menu

- Home
- Application
  - Apply Course
- View
  - My Training Records

For students, access the STMS via the student link to view "My Training Records"





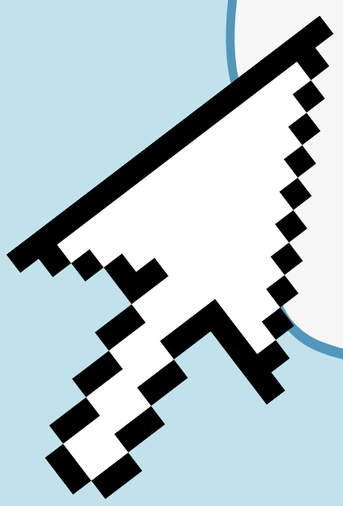
For faculty and staff, view your training records from the Workday. Go to your profile, click "Career" and then select "Learning" to see all your completed training records.

Prevent Workplace Injury with

SAFETY TRAINING

SPMS-SaM-10-2021

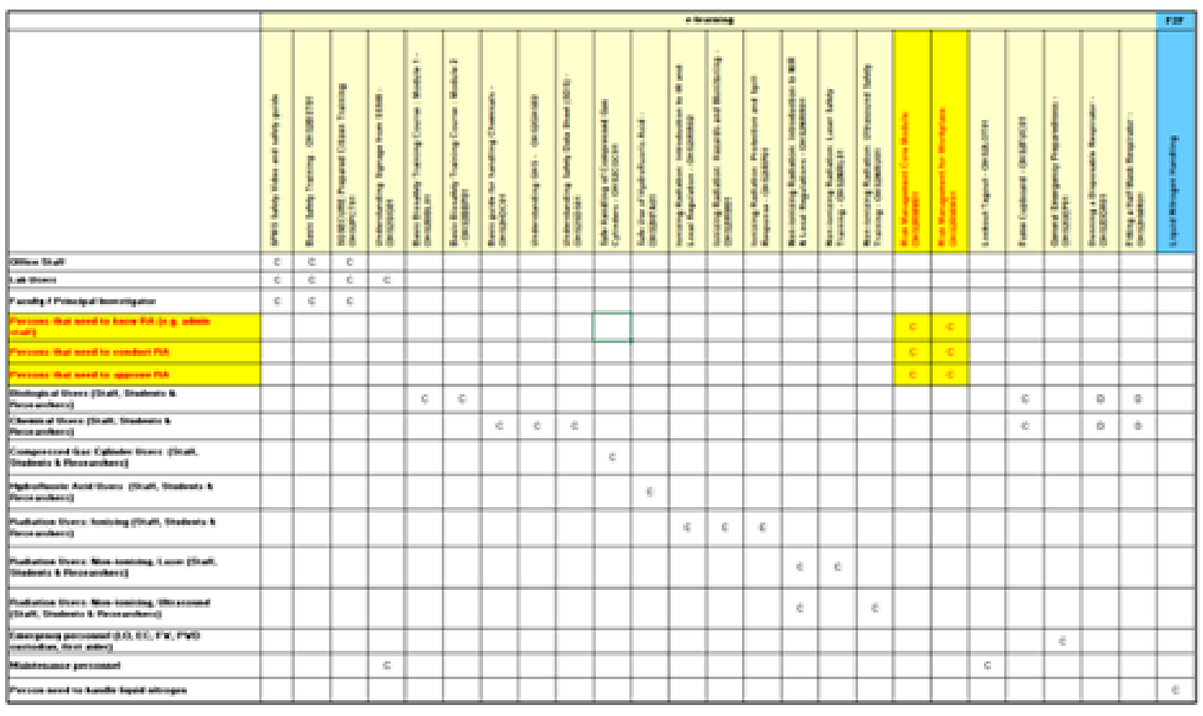
For more information, refer to the SPMS Safety Website for the SOP on safety training , the Safety Training Matrix and the Guide for New Users



NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

School of Physical and Mathematical Sciences
College of Science

Ref: SPMS/SOP/3.3	Date of issue: 08 Oct 2020	Next review date: 07 Oct 2023
Title:	SOP on Safety Training	
Audience:	All SPMS Staff and Students	



Handle or work with biological agents	Handle or work with chemicals	Handle hydrofluoric acid	Operate high power laser equipment	Operate X-ray machine or handle radioactive materials
Basic Biosafety Training course modules 1	Basic guide for handling chemicals	Safe use of hydrofluoric acid	NIR training: Introduction to NIR and local regulations	IR training: Introduction to IR and local regulations
Basic Biosafety Training course modules 2	Understanding GHS		NIR training: Laser Safety Training	IR training: Hazards and monitoring
	Understanding SDS			IR training: Protection & Spill response
	Fume cupboard			
	Safe handling of compressed gas cylinders			

ces > Research > Safety > Guide for New Users

Guide for New Users

Before beginning work at a research laboratory or other workplace at SPMS, new users must complete following procedures.

1. Safety Training and Risk Assessment

Before being granted access to any laboratory facility, you must first do the following:

- Download the Quick Safety Guide for SPMS and read it.
- Watch the SPMS safety video.

If you cannot see the video, click here to view it on YouTube.

- Complete the **Basic Safety Training**, **Risk Management** and **Job Specific online training courses**
  - For faculty and staff, the courses can be accessed via Workday. Click on "*Learning*" and "*Topics*", then select "*Health & Safety*".
  - For students, the courses can be accessed via NTULearn. Click on the "*Courses*" tab, followed by "*Safety Training Topics*".
  - The **Basic Safety Training** course should cover Fire Safety, Electrical Safety, Slip, Trip and Fall (STF), Manual Lifting, and Office Ergonomics.
  - The **Risk Management** course should consist of two modules, "*Risk Management Core*" and "*Risk Management for Workplace*".
  - The **Job specific online safety** courses are shown in the table below (see SPMS Safety Training Matrix). Complete the courses relevant for your work.
  - After passing each required module, take a screenshot. Email your screenshots to spms-safety@ntu.edu.sg.