



SPMS Occupational Safety & Health Management System (OSHMS) Documents Listing

<u>Management System Clause</u>	<u>Document No.</u>	<u>Title/ Remarks</u>
4.1 General requirements	SPMS//MS/1	SPMS OSHMS
4.2 OSH Policy		
4.2 Policy	SPMS/MS/2	SPMS OSH Policy
4.3 Planning		
4.3.1 Hazard Identification, risk assessment and determining controls	NTU/OHS/SOP/04	SOP on Risk Management
4.3.2 Legal and other requirements	SPMS/SOP/2	SOP on Legal and Other Requirements
4.3.3 Objectives and Programme(s)	NA	Refer to SPMS OSHMS section on Objective and Programmes
4.4 Implementation & Operation		
4.4.1 Resources, roles, responsibility, accountability and authority	NA	Refer to SPMS OSHMS section 4.4.1
	NTU/OHS/SOP/22	SOP on Terms of References for Workplace Health and Safety Committee, Workplace Safety Officers and Workplace Safety Representatives
4.4.2 Competence, Training & Awareness	SPMS/SOP/3	SOP on Safety Training
4.4.3 Communication, Participation and Consultation	SPMS/SOP/12	SOP on Communication, Participation and Consultation
4.4.4 Documentation	NA	Refer to SPMS OSHMS section on Documentation
4.4.5 Control of Document	SPMS/SOP/1	SOP on Control of Documents
4.4.6 Operational Controls	NTU/OHS/SMC/1	NTU safety manual for chemical work
	NTU/OHS/SMR/1.2	NTU safety manual for radiation work
	NTU/OHS/SMB/1	NTU safety manual for biological work
	NTU/OHS/SOP/3	SOP on The Use of Personal Protective Equipment
	NTU/OHS/SOP/7	SOP on Hot Work Operation
	NTU/OHS/SOP/8	SOP on Workplace Energy Lockout Tagout
	NTU/OHS/SOP/9	SOP on Working at Height
	NTU/OHS/SOP/10	SOP on Working in Confined Space
	NTU/OHS/SOP/11	SOP on Crane Lifting Operation
	NTU/OHS/SOP/12	SOP on CWC Chemicals
	NTU/OHS/SOP/13	SOP on Contractor Management
	NTU/OHS/SOP/19	SOP on Provision of OFA and First Aid Box
	NTU/OHS/SOP/21	SOP on Workplace Noise Management



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4.4.6 Operational Controls	NTU/OHS/SOP/23	SOP on Chemical Exposure Monitoring
	NTU/OHS/SOP/25	SOP on Respiratory Protection Programme
	NTU/OHS/SOP/28	SOP on Immunization Grid
	NTU/OHS/SOP/32	SOP on Fume Cupboard Testing
	NTU/OHS/SOP/33	SOP on Hazard Communication Program
	NTU/OHS/SOP/34	SOP on Use of Hydrothermal Reactors
	NTU/OHS/SOP/35	SOP on Use of Electrical Equipment Drawing High Current
	SPMS/SOP/13	SOP on Chemical Purchase and Inventory Control
	SPMS/SOP/14	SOP on Office/Laboratory Take Over and Exit Clearance
	NTU/OHS/GUIDE/1	Guideline on Compressed Gas Cylinder Safety
	NTU/OHS/GUIDE/6	Guideline on Handling and Working with Nanomaterials
	NTU/OHS/GUIDE/7	Guideline on Storage of Flammable Materials in Laboratory
	NTU/OHS/GUIDE/8	Guideline on Flammable Liquid Safety Cabinets
	NTU/OHS/GUIDE/10	Guideline on Disposal of Laboratory Waste
	NTU/OHS/GUIDE/11	Guideline on Safe Use of Ladders
	NTU/OHS/GUIDE/15	Guideline on Safe Use of Cryogenic Liquid
	NTU/OHS/GUIDE/18	Guideline on Lone Working
	NTU/OHS/GUIDE/24	Guideline on Use of Electrical Plugs and Sockets
	NTU/OHS/GUIDE/26	Guideline on Transfer and Safe Transportation of Hazardous Substances between Different Levels or between Buildings
	NTU/OHS/GUIDE/30	Guideline on Use of Compressed Air in Laboratories and Workshops
	NTU/OHS/GUIDE/34	Guideline on Storage and Handling of Lithium & Sodium Ion Battery Safety
	NTU/OHS/GUIDE/35	Guideline on Transportation of Non-Regulated Biological Materials
	SPMS/SOP/15	SOP on Working Overnight or Weekend in Laboratory Facilities
	SPMS/SOP/16	SOP on General Laboratory Safety Procedures



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	SPMS/SOP/17	SOP on Specific Chemical Handling
	SPMS/SOP/18	SOP on Safety Rules
4.4.7 Emergency preparedness and response	SPMS/SOP/5	SOP on Emergency Response Plan
	NTU/OHS/GUIDE/28	Guideline on Use of Self-Contained Breathing Apparatus (SCBA)
4.5 Checking		
4.5.1 Performance measurement & monitoring	NTU/OHS/SOP/31	SOP on Medical Surveillance
	SPMS/SOP/4	SOP on Performance measurement & monitoring
4.5.2 Evaluation of Compliance	SPMS/SOP/7	SOP on Safety Inspection
	SPMS/SOP/11	SOP on Compliance Audit Programme
4.5.3 Incident investigation, nonconformity, corrective action and preventive action	NTU/OHS/SOP/5	SOP on Workplace Incident Investigation and Reporting
	SPMS/SOP/10	SOP on Corrective and Preventive Action Report (C/PAR)
4.5.4 Control of records	SPMS/SOP/8	SOP on Control of Records
4.5.5 Internal Audit	SPMS/SOP/9	SOP on Internal Audit
4.6 Management Review	NA	SPMS Management Review Meeting Slides