

FREQUENTLY ASKED QUESTIONS

Standardisation of appointment of licence holders for hazardous materials (Explosive Precursors and Hazardous Substances)

Q1. What is the change?

There will be a standardization of the appointment of licence holders for Explosive Precursors and Hazardous Substances. Only senior members of the faculties/schools/research institutes (FSR) are to be appointed to hold the licences for the procurement and possession of Explosive Precursors and Hazardous Substances by their departments/division.

Please refer to the table below for a summary of licence/permit holder arrangement.

Licence/Permit	Current Licence/Permit Holder Arrangement	New Licence/Permit Holder Arrangement (1 st June 2016)
Explosive Precursors Licence to Store & Possess (Singapore Police Force)	OSHE Safety & Health Officer or Management Appointee	Academic Dept: Vice-Dean (Research) of Faculties/Schools
Hazardous Substances Storage Licence / Permit (National Environment Agency)		Research Institutes Director or Deputy Director of Research Institutes/Centres

OSHE will continue to hold the licences related to Petroleum and Flammable Materials (SCDF) and the Chemical Weapons Convention (Singapore Customs). Anyone who wishes to purchase any chemicals listed under the Chemical Weapons (Prohibition) Act shall inform and seek prior approval from OSHE Director. Petroleum and flammable materials shall only be purchased from local chemical suppliers with the valid licences.

Q2. Why is there a need for the change?

- i. The licence holder should not be the safety and health officer because OSHE Safety & Health Officers do not control/own procurement practices/systems in the faculty, school and RIRC. Their role is to provide advisory and/or governance check. Therefore, it is important that this role is separated from the role of the licence holder.
- ii. It was also noted that in recent incidents involving procurement lapses of Explosive Precursors & Hazardous Substance, they were due to new entities in schools and faculties being established without the knowledge of the safety and health officer. These new entities did not place adequate procurement processes for the purchase of hazardous materials.
- iii. As the purchase of hazardous materials is highly regulated, it is important that faculties and research centres take ownership and put in place robust procurement systems driven by their top management. The top management in the faculty, school and research institute would be able to allocate resources accordingly in establishing such systems. When there are any organizational changes, they would be in a position to assess the impact on their procurement process.

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Q3. When will the change take place?

University senior management has approved the change in February 2016. The Vice-Dean (Research) and Director/Deputy Director will be provided with time to:

- i. learn about his/her responsibilities as the licence/permit holder, and
- ii. to engage the regulators to enact the change in licensee of the relevant licence/permit from March 2016.

The Vice-Dean (Research) and Director/Deputy Director is expected to take over the management of the licence/permit by June 2016.

Q4. Does the Vice-Dean (Research) and Director/Deputy Director need to apply for additional licences?

Licences for Explosive Precursors and Hazardous Substances are currently held at the faculty, school or research centre/institute - level. Additional licences may not be required. The existing licences that are currently held by the OSHE safety and health officers/management appointees will be transferred to the Vice-Dean (Research) and Director/Deputy Director.

Q5. What is the cost of each licence/permit?

The breakdown of the cost of each licence/permit is (as of Feb 2016):

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| i. Explosive Precursor Licence to store and possess | \$174 |
| ii. Hazardous Substances Permit to store | \$115 |

Q6. What are the responsibilities of the licence/permit holder?

- i. In general, the licence/permit holder is required to ensure:
 - a. a robust procurement system is established, ie. chemicals are procured only from licensed suppliers,
 - b. an inventory record is maintained,
 - c. quantity stored on site do not exceed licensed quantity,
 - d. security measures are implemented to prevent unauthorised access,
 - e. the chemicals are stored and handled safely, and
 - f. an emergency response plan is prepared and kept up-to-date.
- ii. The permit holder of Hazardous Substances may complete a module titled 'Manage Hazardous Substances', in the WSQ Specialist Diploma in Occupational Hygiene framework. The list of training providers of the module can be found [here](#). There is no specific course mentioned for EP licence holder. In addition, licence holder can attend OSHE online chemical safety training (OSHCHM01).
- iii. The complete list of licensee responsibilities can be found in Singapore Statutes website. ([Register of Safety & Health Legislations Applicable to NUS](#) webpage)

Q7. Where can I seek advice or resources in the management of the licence/permit?

- i. OSHE safety and health officers will provide advisory services. Their contact information can be found here: <https://inetapps.nus.edu.sg/osh/portal/staff.html>
- ii. Resources on applicable legislations can be obtained from the [Register of Safety & Health Legislations Applicable to NUS](#) webpage.