

FAQs for EHS360 - WSHIR

Q1: What is WSHIR?

Ans: WSHIR stands for Workplace Safety & Health Information Registry. It is one of the modules in the EHS360 IT system. WSHIR serves as a tool to assist Department Heads and Principal Investigators (PIs) to manage safety and health information in a systematic and holistic manner. With the use of the IT system, it will help the department and lab group to reduce the administrative work in setting up and managing its safety and health management system (SHMS).

Q2: Why is there a need to have WSHIR?

Ans: Previously, PIs' safety & health management system (SHMS) dossiers are maintained and kept in Laboratory Safety Data System (LSDS) which is an ageing system and other stand-alone systems (e.g. Accident and Incident Reporting System, IVLE for training). With the introduction of EHS360, it will be a platform to manage and maintain all safety and health related information and documentation.

The advantages of WSHIR include:

- i. Facilitate online sharing of safety & health information among lab members;
- ii. Ease of updating safety & health information; and
- iii. Less administrative work for safety leads and safety and health coordinators (SHCs).

The above benefits will also be extended to the department safety and health management system.

Q3: What are different levels of access rights given to relevant people?

Ans: Read and/or write (edit) access will be granted to lab members based on their roles and responsibilities in WSHIR. There are currently two types of SHMS documentations -- (i) records for academic supervisors, and (ii) records for departments. Access rights are given to relevant people based on the following table. For example, lab-level people (i.e. academic supervisor, safety lead, lab member) can make changes to SHMS information of the academic supervisor.

User Group	WSHIR for Academic Supervisor SHMS		WSHIR for Department SHMS	
	Read	Read & Write (Edit)	Read	Read & Write (Edit)
Head of Department	√			√
Department Safety Chair	√			√
Department Safety Coordinator	√			√
Department Safety Committee Member	√			√
Academic Supervisor		√	√	
Safety Lead		√	√	
Lab Member		√	√	

Q4: When will WSHIR be implemented?

Ans: WSHIR will be implemented in phases starting in the year 2017. OSHE will assist in transferring the SHMS dossier from LSDS to WSHIR. This will be executed on a departmental basis. OSHE will inform the SHC once the information has been transferred. Lab groups of these departments may start using WSHIR once they have been notified by OSHE.

All dossiers will be transferred to WSHIR by Jan 2018. As LSDS has been operating for close to 10 years and it may no longer be relevant to current requirements, it will be shut down in 2018.

For new PIs who have joined the department, the SHC must submit the Lab group user profile to the EHS360@nus.edu.sg. Once the workspace account has been created, the lab group may use WSHIR for depositing its SHMS information.