

# UPDATE ON AIMS LAUNCH ON 1 AUG 2016

# INTRODUCTION



Office of Safety, Health and Environment  
University Campus Infrastructure

1. AIMS (Accident and Incident Management System) will be launched on 1 August 2016 at 8:00 hrs.
2. AIMS is part of EHS360, an integrated IT system, to assist Pls and Departments to manage safety and health holistically.
3. Comprises of the following functions in an user-friendly interface:
  - a) Submission of incident notification
  - b) Submission of incident assessment/investigation report
  - c) Approval of incident investigation report

# BENEFITS



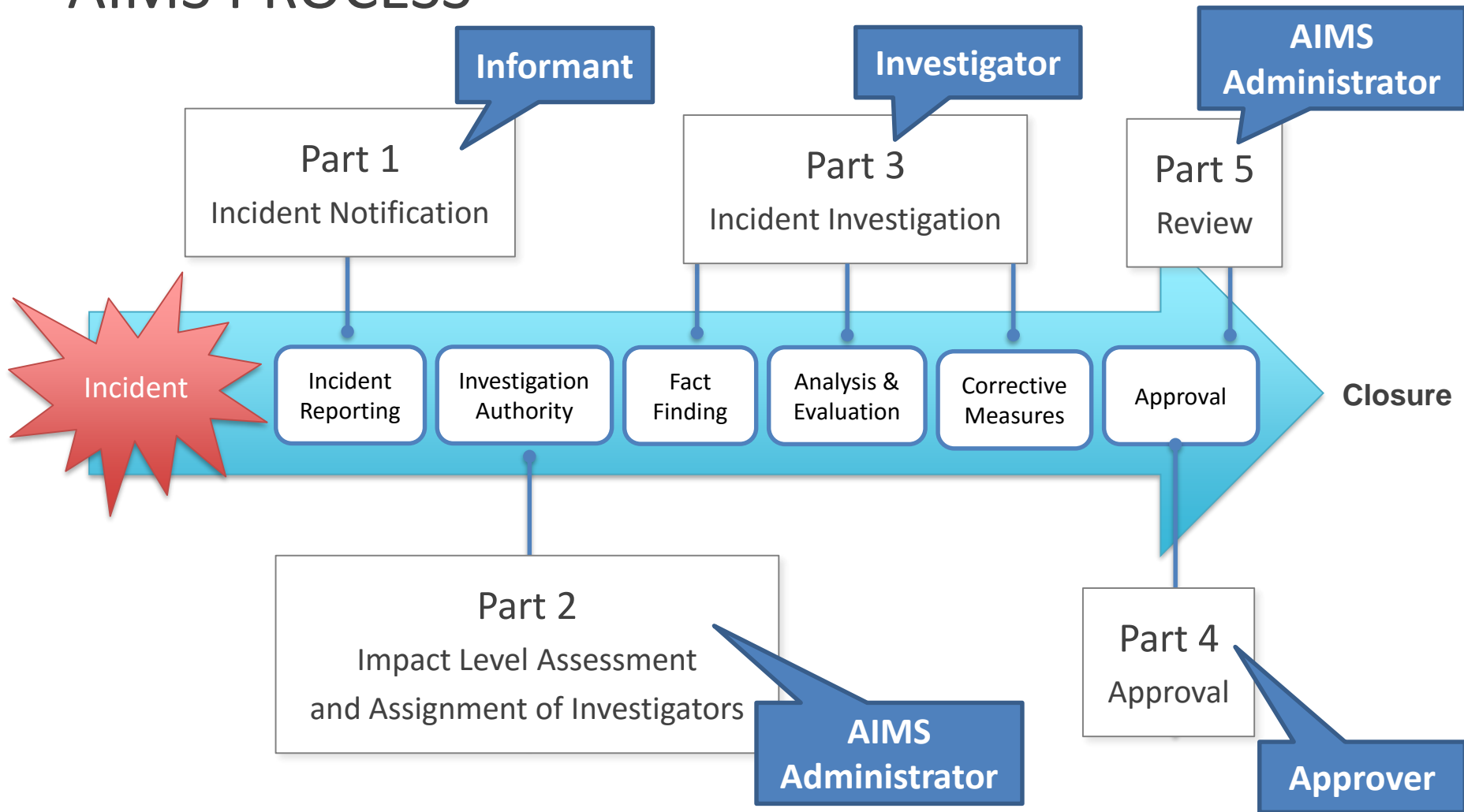
1. No major change to existing accident/incident reporting & investigation process
2. Simple to use
3. Automated processes,
  - Minimal manual monitoring and tracking
4. Generate analysis and report.
  - Allow departments to monitor and track the process
  - Identify areas for improvement

# WHAT DOES IT MEAN FOR YOU?



Roles	Person Affected	Changes	Reference
Informants	All NUS Staff and Students	<ul style="list-style-type: none"> <li>a) Change of user interface</li> <li>b) There will be no significant change in the information to be provided.</li> </ul>	User guide for Informant
Investigators	<ul style="list-style-type: none"> <li>1. Safety Lead or</li> <li>2. Department Safety Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>a) The incident investigation form will be on an online system.</li> <li>b) Less hassle and administrative work</li> </ul>	User guide for Investigator
Approvers	<ul style="list-style-type: none"> <li>1. PI/Lab Supervisor</li> <li>2. Head of Department</li> </ul>	<ul style="list-style-type: none"> <li>a) Approval is triggered by email</li> </ul>	User guide for Approver
Action owners and assignees	Any NUS Staff and Students	<ul style="list-style-type: none"> <li>a) Follow-up actions assigned electronically</li> <li>b) Automated reminder system</li> </ul>	User guide for Action owner and assignees
Department Safety Coordinators		<ul style="list-style-type: none"> <li>a) Analytics to assist department to identify areas for improvement</li> <li>b) Automated monitoring and tracking of incident/accident investigation process.</li> </ul>	

# OVERVIEW OF AIMS PROCESS



# WHAT'S NEXT?



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1. The launch on 1 August 2016 will be communicated by OSHE e-Alert
2. AIMS Homepage will be launched simultaneously with the following information:
  - User Guides for informants, investigators, approvers and action owners/assignees and;
  - Frequently Asked Questions
3. Temporary redirection links from existing AIRS to the new page will be in place for first few months

# QUERIES



Office of Safety, Health and Environment  
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Any questions with regards to AIMS, please contact:

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Launch Date/Time:

**1 August 2016**

**8:00 hrs**





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THANK YOU!