

Overview of Safety & Health KPI Module

Safety & Health KPI for Deans, Directors & HoDs Programme

Objectives

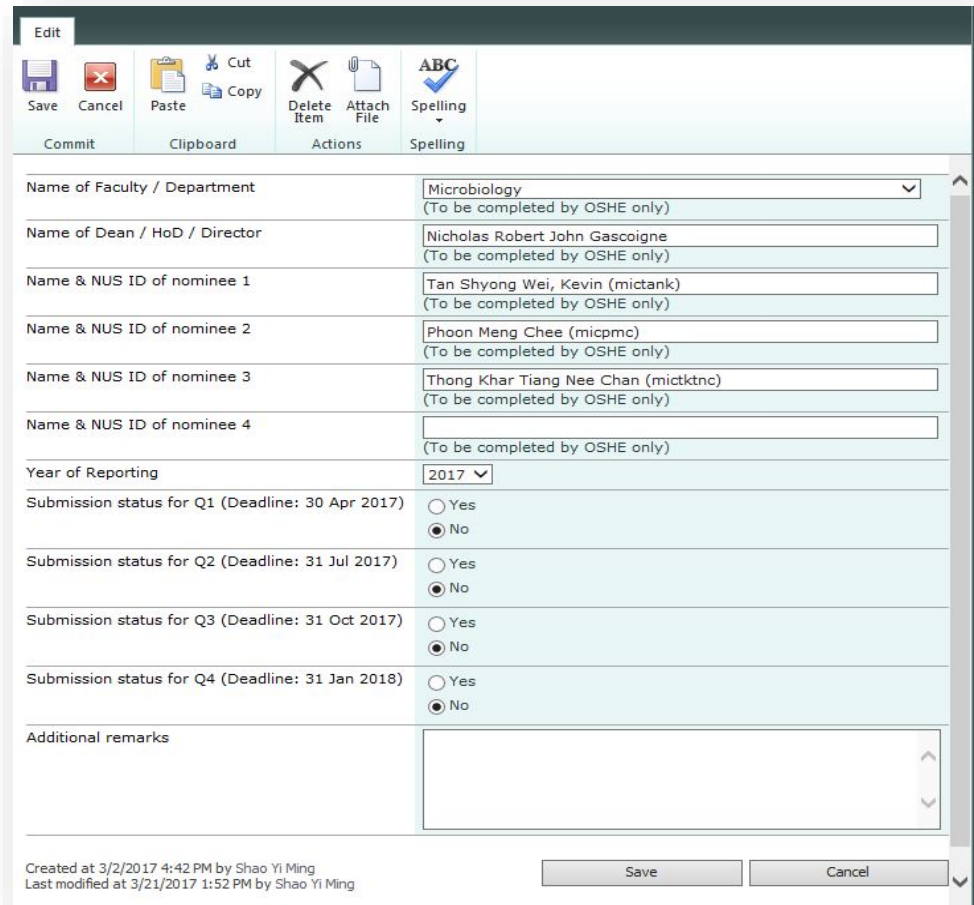
1. To introduce the key features and functions of the S&H KPI Module
2. To share the implementation roadmap for the new system

Background

1. Safety & health key performance indicators (KPIs) was introduced for Deans, Directors and Heads of Department (HODs) in August 2014.
2. With effect from April 2016, periodic reporting of safety & health KPIs to Provost and Deputy President (Research & Technology) by Deans, Directors and HODs of selected departments/ faculties / RIRC is required.
3. Webpage on staff portal
(https://inetapps.nus.edu.sg/osh/portal/general_safety/shkpi.html)

Current System

1. Existing submission portal in SharePoint
2. Implemented in Jul 2017



The screenshot shows a SharePoint 'Edit' form with a ribbon at the top containing 'Commit', 'Clipboard', 'Actions', and 'Spelling' tabs. The form fields are as follows:

Name of Faculty / Department	Microbiology (To be completed by OSHE only)
Name of Dean / HoD / Director	Nicholas Robert John Gascoigne (To be completed by OSHE only)
Name & NUS ID of nominee 1	Tan Shyong Wei, Kevin (mictank) (To be completed by OSHE only)
Name & NUS ID of nominee 2	Phoon Meng Chee (micpmc) (To be completed by OSHE only)
Name & NUS ID of nominee 3	Thong Khar Tiang Nee Chan (mictknc) (To be completed by OSHE only)
Name & NUS ID of nominee 4	 (To be completed by OSHE only)
Year of Reporting	2017
Submission status for Q1 (Deadline: 30 Apr 2017)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Submission status for Q2 (Deadline: 31 Jul 2017)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Submission status for Q3 (Deadline: 31 Oct 2017)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Submission status for Q4 (Deadline: 31 Jan 2018)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Additional remarks	

Footer: Created at 3/2/2017 4:42 PM by Shao Yi Ming
Last modified at 3/21/2017 1:52 PM by Shao Yi Ming

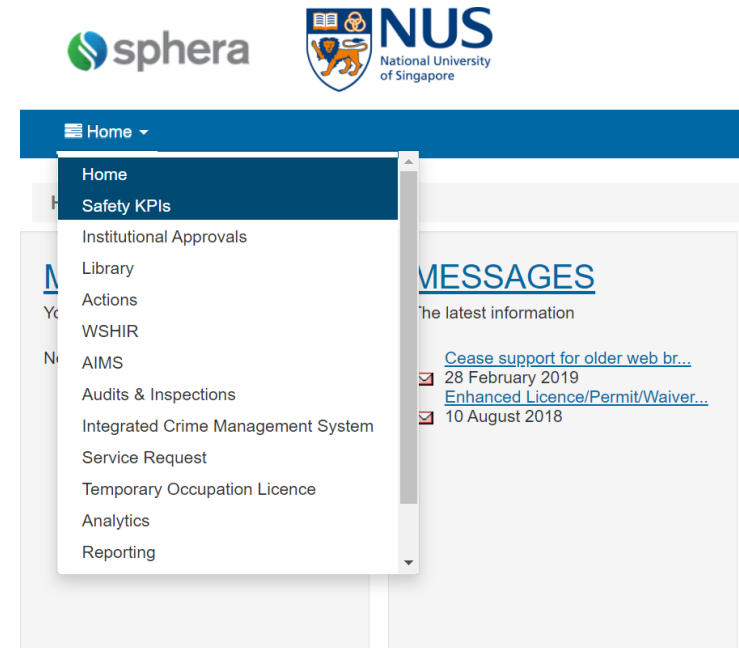
Buttons: Save, Cancel

Key challenges for current system

1. Limited functions to how KPIs can be submitted, managed and reported.
2. Manual processing is required to manage and analyse the vast information resulting to significant productivity loss.
3. Does not offer higher IT security features such as 2FA.

Key features of S&H KPI Module

1. Users are able to use this system to report their periodic S&H KPIs to OSHE with **user-friendly interface**.
2. The system is able to send **reminder notification** to users to submit KPIs.
3. The system is able to **interface with other modules** to retrieve relevant information e.g. audit/inspection & accident data.
4. The system is able to **generate reports** based on pre-defined variables.



Main User Groups

The following user groups will have read and write to their respective S&H KPI records:

S/N	User Group	Read Access	Write Access
1.	Deans, Directors & HoDs (DDHs)	✓	✓
2.	Nominated Persons by DDHs (up to 4 per dept)	✓	✓
3.	OSHE (i.e. Programme Manager, Administrator)	✓	✓
4.	OSHE (i.e. S&H Officers, Management)	✓	

Key benefits of S&H KPI Module



Efficient record keeping

Organised and structured way for reporting, consolidation, assessment and sharing of information



Data Security

Secured and be backed-up to prevent any loss of information



Performance monitoring

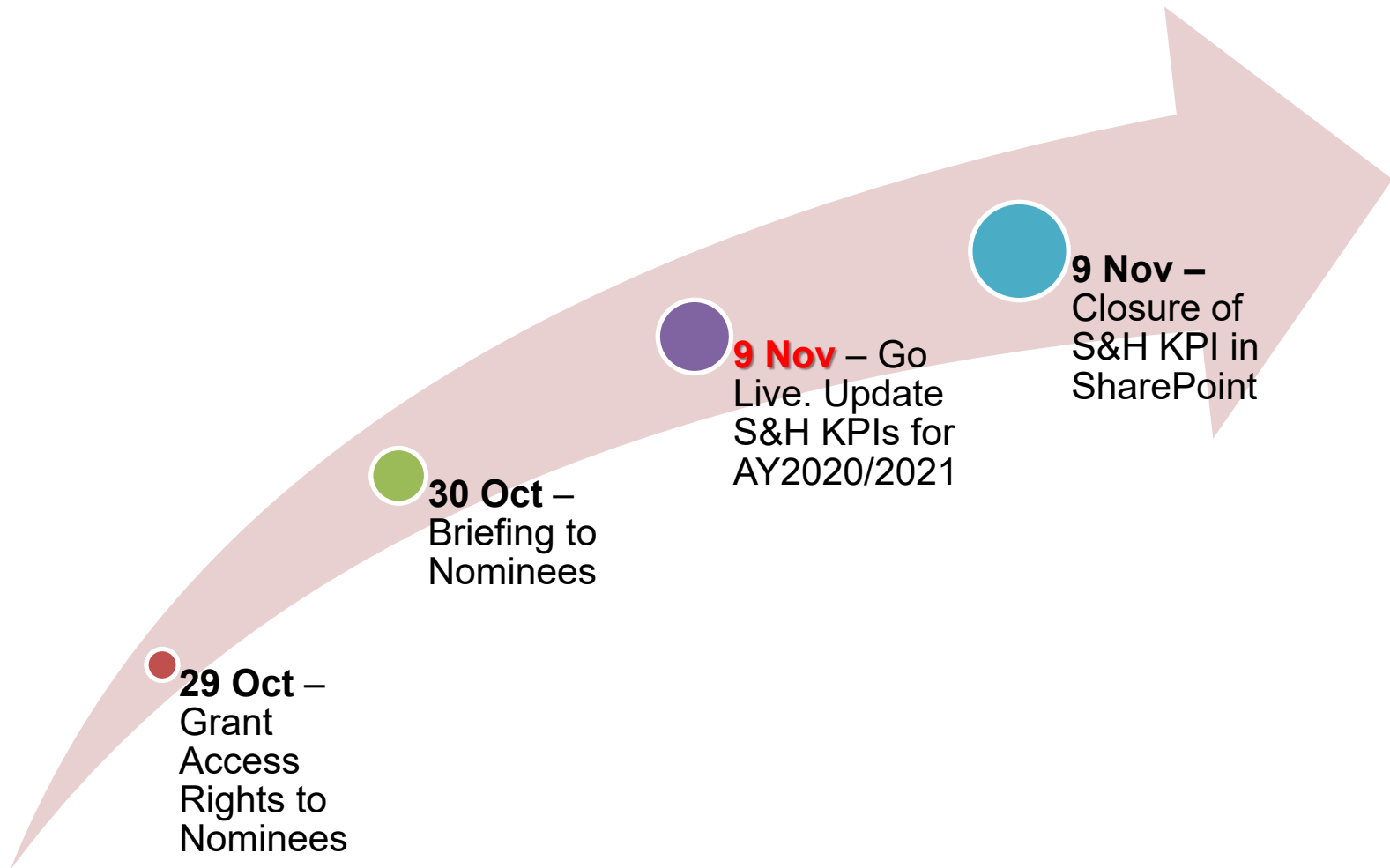
Enhanced data capture, retention, reporting & analysis functions



Improved accuracy

Reduce human error during assessment

Timeline



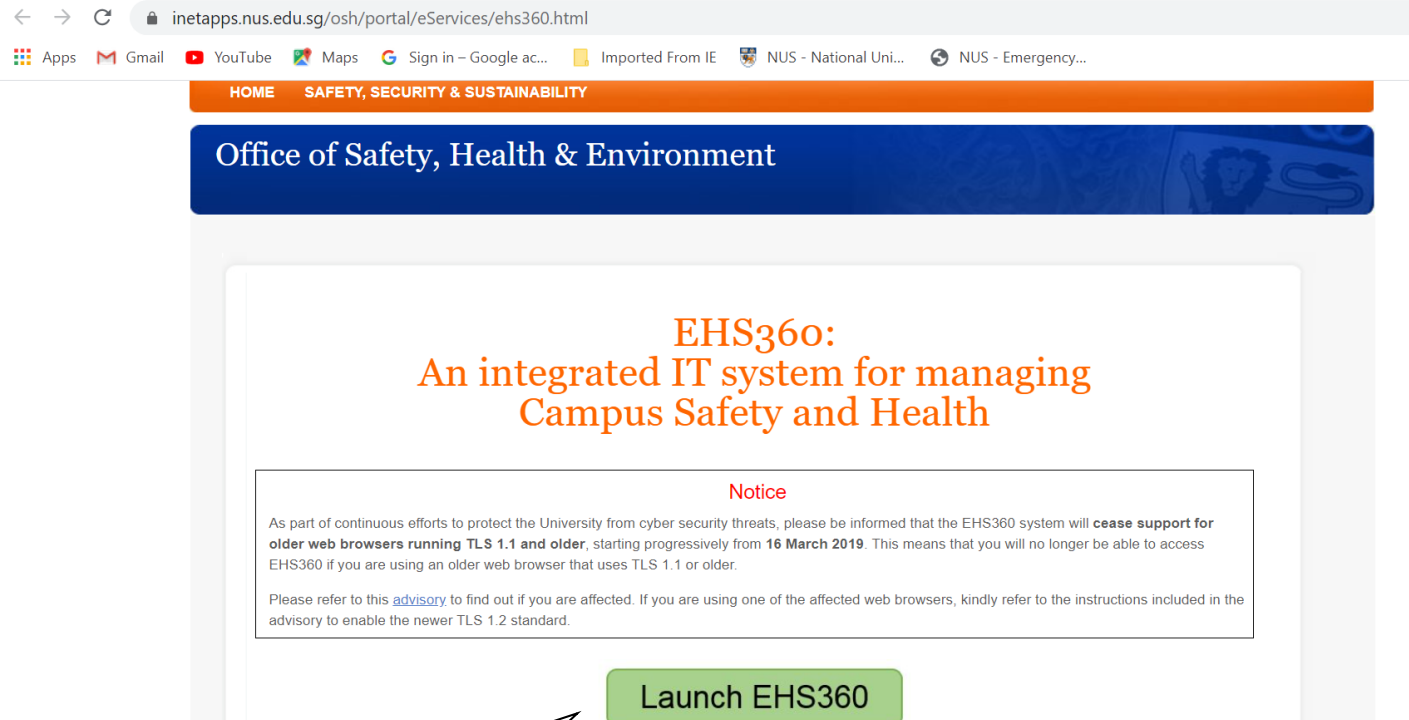


Safety KPIs Training Manual for Users

Safety KPIs Training Guide - NUS

Safety KPIs Module

EHS360 IT System

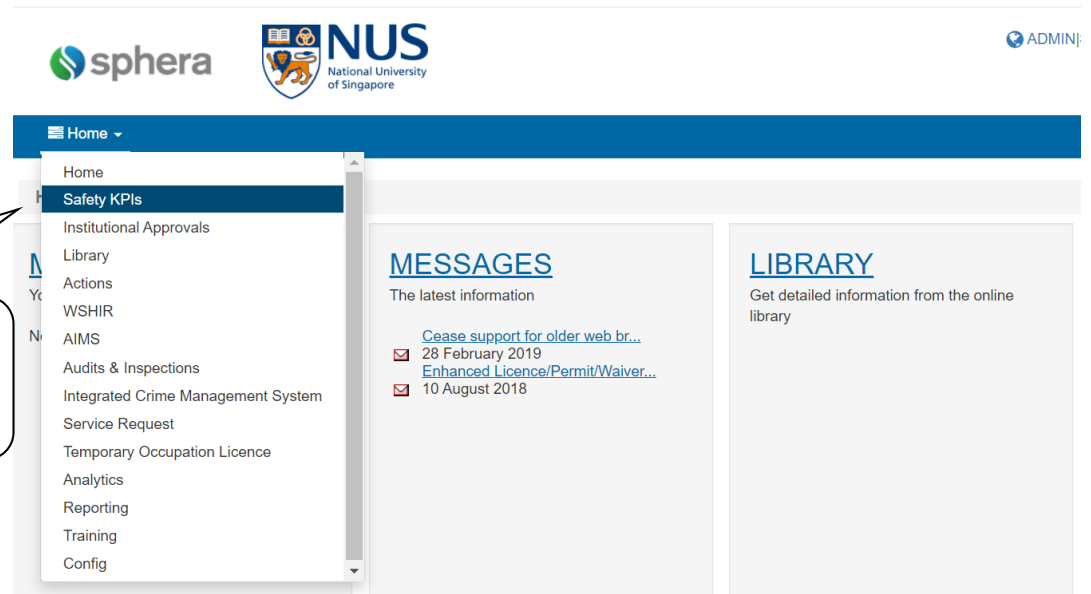


Click button to access
EHS360 IT System

[Link](#) to EHS360 webpage

S&H KPI Module

Under “Home”, click
on Safety KPIs



List Page View

The screenshot shows the Sphera NUS interface for viewing Safety KPIs data. The top navigation bar includes the Sphera and NUS logos, a user profile icon, and a 'zzTest' label. The main header has a 'Safety KPIs' dropdown menu and a 'View Safety KPIs data' button. A breadcrumb trail shows 'Home / Safety KPIs'. Below the header, there are filters for 'Location' (set to 'zzTest') and 'Location Group' (set to 'ADMIN|CENTRAL PROCUREMENT OFFICE'), along with a 'Year' dropdown set to '2020'. A 'Go' button is present. The main content area displays a table with the following columns: Options, ID, Location, Name of Dean / Director / HoD, Assessment Period, Q3 & Q4 Submission Status, and Q1 & Q2 Submission Status. The table contains one row with ID '-1' and Location 'zzTest'. The 'Options' column for this row has two links: 'View/edit this record' and 'View record history'. Callouts provide detailed explanations for these features and the filters.

Callout 1: User can select Location ID to check record e.g. SCIENCE|PHYSICS|PHYHEAD

Callout 2: The user can select a year from the dropdown menu and check all records under that year.

Callout 3: View/edit this record allows the user to access the record for the month selected and view/enter data.

Callout 4: View record history allows the user to see the audit trail of the record

Options	ID	Location	Name of Dean / Director / HoD	Assessment Period	Q3 & Q4 Submission Status	Q1 & Q2 Submission Status
View/edit this record View record history	-1	zzTest				

1 row

Safety KPIs

1. Once the user has selected a Safety KPIs form, the system will present the user with the period the data must be captured for that Safety KPIs data sheet.
2. The **user will need to ensure they have selected the correct location** that they wish to capture the data for.
3. The **user will then need to select the correct year** they wish to capture the data for.

The screenshot shows the Sphera NUS Safety KPIs data entry interface. At the top, there are logos for Sphera and NUS (National University of Singapore). A navigation bar includes 'Safety KPIs' and 'View Safety KPIs data'. Below this, a breadcrumb trail shows 'Home / Safety KPIs'. A dropdown menu for 'Safety KPIs' is open, showing 'Annual KPIs' and 'Safety KPIs'. The main form has fields for 'Location' (set to 'zzTest'), 'Location Group' (set to 'ADMIN|CENTRAL PROCUREMENT OFFICE'), and 'Year' (set to '2020'). A 'Go' button is present. Below the form is a table with columns: 'Options', 'ID', 'Location', 'Name of Dean / Director / HoD', 'Assessment Period', 'Q3 & Q4 Submission Status', and 'Q1 & Q2 Submission Status'. The table contains one row with ID '-1' and Location 'zzTest'. A footer indicates '1 row'.

Options	ID	Location	Name of Dean / Director / HoD	Assessment Period	Q3 & Q4 Submission Status	Q1 & Q2 Submission Status
	-1	zzTest				

Safety KPIs

In the Safety KPIs list view page click the Options cogwheel and select "View/Edit this record" against the record you wish to capture the data for. Here the Annual KPIs : January 2020 form is displayed for capturing the data for the Year 2020.

System generated unique ID will be auto generated.

Select the correct Assessment Period.

The list is filtered to only show those users who are members of the Safety KPI Nominee user group.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / **Safety KPIs : January 2020**

Reference No

21

Assessment Period

AY2019/2020 ▼

Name of Dean / Director / HoD

Test HOD



Clear

Safety KPIs

Select the nominees for the Safety KPI. The list is filtered to only show those users who are members of the Safety KPI Nominee user group.

Home / Safety KPIs / View Safety KPIs data / Safety KPIs / Safety KPIs : January 2020

Details of Nominee(s)

	Name ▾	Email address ▾	Contact phone number ▾	Department ▾	Job title ▾
<input checked="" type="checkbox"/>	Test PI	oshlamr@nus.edu.sg		ENGINEERING BIOMEDICAL ENGINEERING	
<input checked="" type="checkbox"/>	Test SHC	oshosk@nus.edu.sg		ENGINEERING BIOMEDICAL ENGINEERING	

Add...

Select the Q3 & Q4 Submission Status. By default this is set to Pending Submission.

Q3 & Q4 Submission Status

Pending Submission ▾

Select the Q1 & Q2 Submission Status. By default this is set to Pending Submission.

Q1 & Q2 Submission Status

Pending Submission ▾

Safety KPIs

To view the Safety & Health KPIs for Deans, Directors and HoDs Programme overview document click on the link.

Click the Add button in this section to add Visible Leadership records. Multiple records can be added.

Click the Add button in this section to add Specific Safety KPI records. Multiple records can be added.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / [Safety KPIs : January 2020](#)

Library link

[Overview of Safety & Health KPIs for Deans, Directors and HoDs Programme](#)

Visible Leadership

Options	ID	Type of Event	Description of Event	Target completion date	Description of Progress	Status of Progress
	538459	Safety Inspection	Description of Event	30 September 2020	Description of Progress	Not Started

Add

Specific Safety KPIs

Options	ID	Type of Event	Description of Event	Target completion date	Description of Progress	Status of Progress
	538461	New Programme	Description of Event2	30 September 2020	Description of Progress2	Not Started

Add

Visible Leaderships

Each record has a unique system generated id.

Select the type of event for the visible leadership.

Enter details of the event.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / [Visible Leadership](#)

ID

538462

Type of Event

Please select... ▼

Description of Event

Indicate N.A. if not applicable.

Visible Leaderships

Enter the date by which the visible leadership should be completed.

Enter the details of the progress that has been made to complete the visible leadership.


Select whether it has not been started, is in progress or completed.

Upload any documents relating to the visible leadership record.

Click Save to save the record and return to the parent Safety KPI record or Cancel.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / Visible Leadership


Target Completion Date

None specified 

Description of Progress

Indicate N.A. if not applicable.


Status of Progress

Not Started 

Related documents

Date uploaded	Document uploaded by	Description	Filename	Delete	Edit
---------------	----------------------	-------------	----------	--------	------

To attach a document - select the button below and select the file.

 No file chosen

Specific Safety KPIs

Each record has a unique system generated id.

Select the type of event for the specific safety kpi.

Enter details of the event.

Enter the date by which the specific safety kpi should be completed.

Enter the details of the progress that has been made to complete the specific safety kpi.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / [Specific Safety KPIs](#)

ID

538463

Type of Event

Please select...

Description of Event

Indicate N.A. if not applicable.

Target completion date

None specified

Description of Progress

Indicate N.A. if not applicable.

Specific Safety KPIs

Select whether it has not been started, is in progress or completed.

Upload any documents relating to the specific Safety KPI record.

Click Save to save the record and return to the parent Safety KPI record or Cancel.

[Home](#) / [Safety KPIs](#) / [View Safety KPIs data](#) / [Safety KPIs](#) / [Specific Safety KPIs](#)

Status of Progress

Not Started ▼

Related documents

Date uploaded	Document uploaded by	Description	Filename	Delete	Edit
To attach a document - select the button below and select the file.					
Choose file No file chosen					

[Save](#) [Cancel](#)

Safety KPIs

Enter any other information relating to the Safety KPI.

Other information

IMPORTANT NOTE:

1. Save as Draft button will allow the form to be saved and editable.
2. The form will be LOCKED for assessment at the end of the Academic Year and no further changes can be made.

To save the record click the 'Save as Draft' button. A Close and Unlock button is also available depending on the user's access rights. When the record is closed the form is read-only and no further edits can be made.

Workflow status

Date/Time	User	Status
-----------	------	--------

Save as Draft

Data from the previous period can be copied to this form by clicking on the 'Copy from previous year' button.

Cancel

Copy from previous year

Notifications

Notifications

The following notifications are sent in relation to the Safety KPIs process:

1. An email notification will be sent 1 month prior to the “Due date” to the listed nominees with the Dean/Director/HoD Cced
2. An email notification will be sent 1 day after the Due Date to the listed nominees with the Dean/Director/HoD CCed

The Due Dates (for submission period):

Q3 and Q4 is 31st Jan

Q1 and Q2 is 31st July

Standard Reports

Reporting

Click on the 'Reporting' tab to display a list of reports for all modules that you have access to.

sphera **NUS** National University of Singapore

zzTest

Reporting Overview Eye Protection Safety KPIS Cross Module Service Request - Radiation Waste Disposal Reports Training Users Safety KPIS TOL Actions Audits & Inspections - Cross Module Reports

Service Request - Industrial Hygiene Request Reports Institutional Approvals NUSMED A&I ICMS Licence/Permit/Waiver Events Safety Management Audits & Inspections WSHIR AIMS Favourites

Home / Reporting

EYE PROTECTION

- Eye Protection Custom Tabular report

SAFETY KPIS CROSS MODULE

- Safety KPIS with child objects report

SERVICE REQUEST - RADIATION WASTE DISPOSAL REPORTS

- Count of Accepted/Rejected Bags
- Accepted/Rejected Bags tabular view

TRAINING

- Training Records by attribute
- Customisable tabular and report

USERS

- View logon activity over time
- Custom tabular user report

SAFETY KPIS

- Custom tabular Annual KPIS report
- Safety KPIS report by attribute
- Custom tabular Safety KPIS report

TOL

- TOL Reports by Type of Activity
- Custom Tabular Report
- Trends Report
- Open & Closed actions linked to TOL

ACTIONS

- View all actions
- Actions by #attribute
- Actions created over time
- View overdue actions by user
- Custom tabular actions report

When a user has access to the reporting module, they can see all reports made available for the organisation, whether they have access to a module or not, unless limited by permissions applied to each report.

To open a report, click on a link

Safety KPIs Reports

To access Reports in Reporting module under “**Safety KPIs**” click on any report for example: “**Safety KPIs report by attribute**” link.

Or

Click “**Safety KPIs**” link on the blue tool bar. This will populate the list of Safety KPIs reports. Select from the list to see report.

The following standard Safety KPIs reports will be included:

- Custom tabular Annual KPIs report
- Safety KPIs report by attribute
- Custom tabular Safety KPIs report

In addition there is another report that shows the child records of the Safety KPIs:

- Safety KPIs with child objects report

SAFETY KPIS CROSS MODULE

➤ [Safety KPIs with child objects report](#)

SAFETY KPIS

➤ [Custom tabular Annual KPIs report](#)

➤ [Safety KPIs report by attribute](#)

➤ [Custom tabular Safety KPIs report](#)

Safety KPIs Reports

The screenshot displays the 'Safety KPIs Reports' interface. On the left, the 'Report parameters' section includes dropdowns for 'Dates' (Previous, Year), 'Site(s)' (All sites), 'Property' (Date period), 'Chart colour' (Green), 'Chart size' (Normal), 'Chart type' (3d Bar), and 'Output types' (Chart and table). To the right, the 'Export options' section lists: 'Download as Excel document', 'Save chart as an image file (PNG file)', 'Download report in PDF format', and 'Download report in Word format'. Below this is the 'Favourites' section with a 'Save to favourites' button. Further down is the 'Email options' section with an 'Email me this report now' button. At the bottom left, there is a '+ Run Report' button and an 'Export' dropdown menu. A dashed orange arrow points from the 'Export' dropdown to a callout box. Below the buttons is a table with two columns: 'Date period' and 'Total'. The table contains one row with the value '112' under 'Total'. A '1 row' indicator is at the bottom right of the table.

Report parameters

Dates: Previous, Year
Site(s): All sites
Property: Date period
Chart colour: Green
Chart size: Normal
Chart type: 3d Bar
Output types: Chart and table

Export options

- Download as Excel document
- Save chart as an image file (PNG file)
- Download report in PDF format
- Download report in Word format

Favourites

- Save to favourites

Email options

- Email me this report now

Export options (above data table)

- Export to Microsoft Word
- Export to Microsoft Word (Landscape)
- Download as PDF
- Download as PDF (Landscape)
- Export to Microsoft Excel (XLS)

Date period	Total
	112

1 row

The reports can also be exported into several formats; namely Excel, PDF or Word. Once the report is run, these export options become available. The export options at the top of the page export the filter selections along with the data.

If it's a report you want to run several times with the same filter and column settings, you can save it to favourites, therefore you won't have to make the settings next time. The report will then be accessible via the Home page and in the reporting tab.

Email options allow user to send reports to themselves. A report can also be emailed to the user in XLS format.

The export options above the data table export only the data table.

Safety KPIs Reports

Custom tabular reports allow you to create your own reports by adding columns for the data you want to see, e.g. Custom tabular Safety KPIs report

Report parameters

Dates:

Site(s):

Form type:

Columns: [Change columns](#)

Include All Periods:

Press the 'Change columns' link and add columns. If you can't see a column that you think you need to see, then please let Sphera customer support team know.

Columns

Note: use drag and drop to re-order the columns

Column name	Width	Edit	Remove
MonitoringDataID		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
Assessment Period		<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Select and add the columns you want to see on your report. Then press the 'Save' button and then Run the Report from the main report screen.



End of Guide