

BRIEFING TO HEADS OF DEPARTMENT ON IMPLEMENTATION ROADMAP FOR NUS TOTAL WORKPLACE SAFETY & HEALTH (TOTAL WSH@NUS) IN NUS DEPARTMENTS





Objectives

1. To introduce the concept of Total WSH and Total WSH @ NUS framework
2. To share how departments are to implement Total WSH via their departmental SHMS

OUTLINE

1

What is Total WSH?

2

What is the Roadmap for Total WSH@NUS?

3

What are the Steps for Departments to do?

1. What is Total WSH?



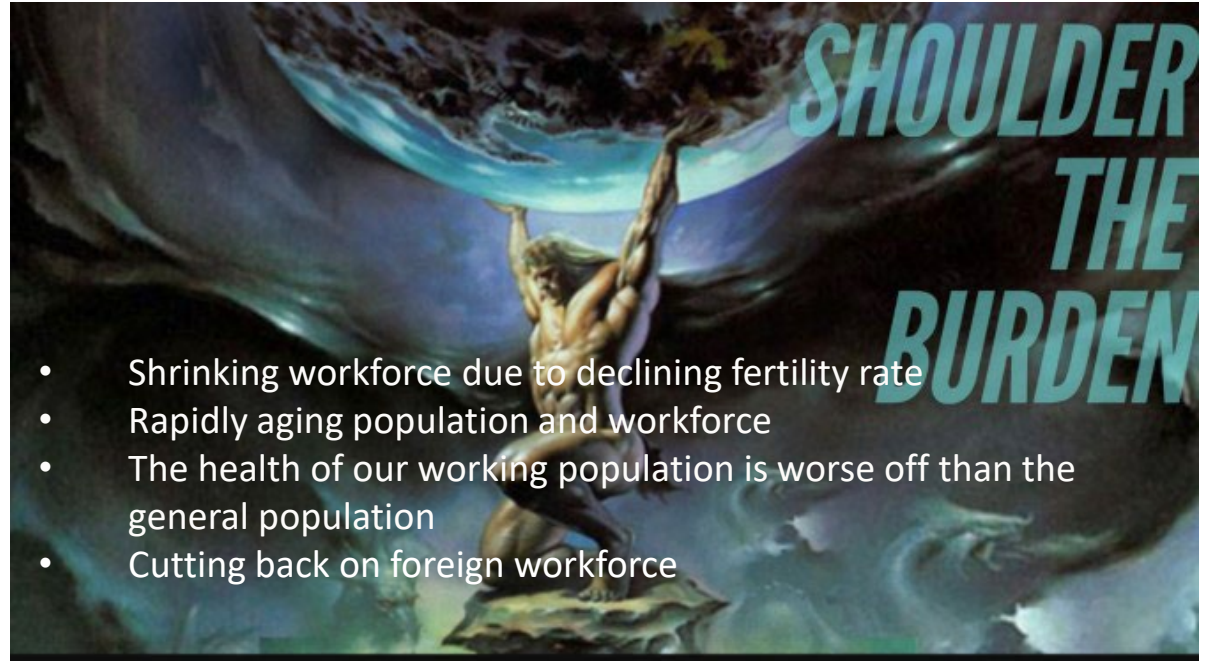
WHAT IS TOTAL WSH?

Total WSH is a **holistic** and **integrated** approach to manage the interactions between Work, Safety and Health so as to promote the **well-being** of workers.

Simply put:

“Looking at Work, Safety and Health together so as to achieve the well-being of workers”





We need to keep our working population healthy and allow them to work as long as they want to.

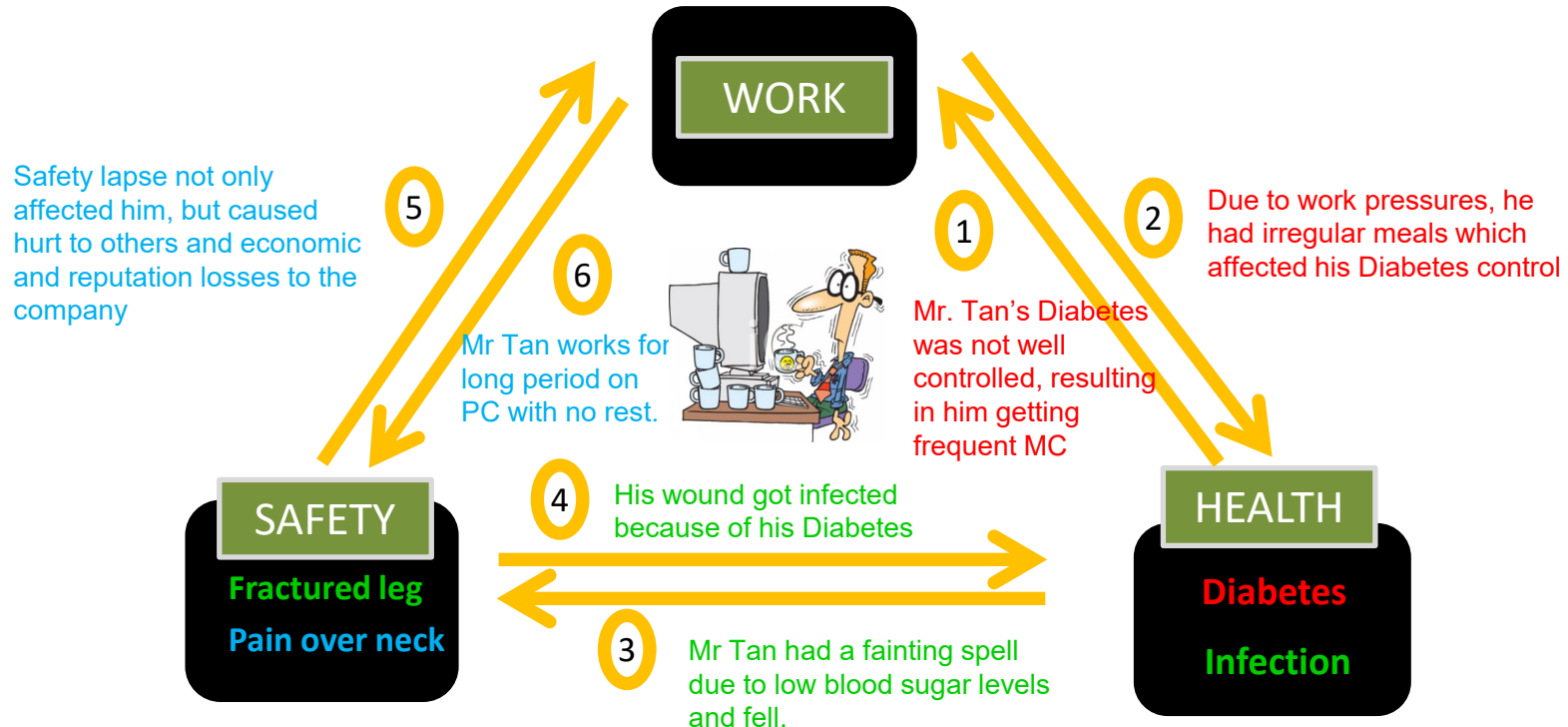
Total WSH Approach

Looking at
Work, Safety and Health
together

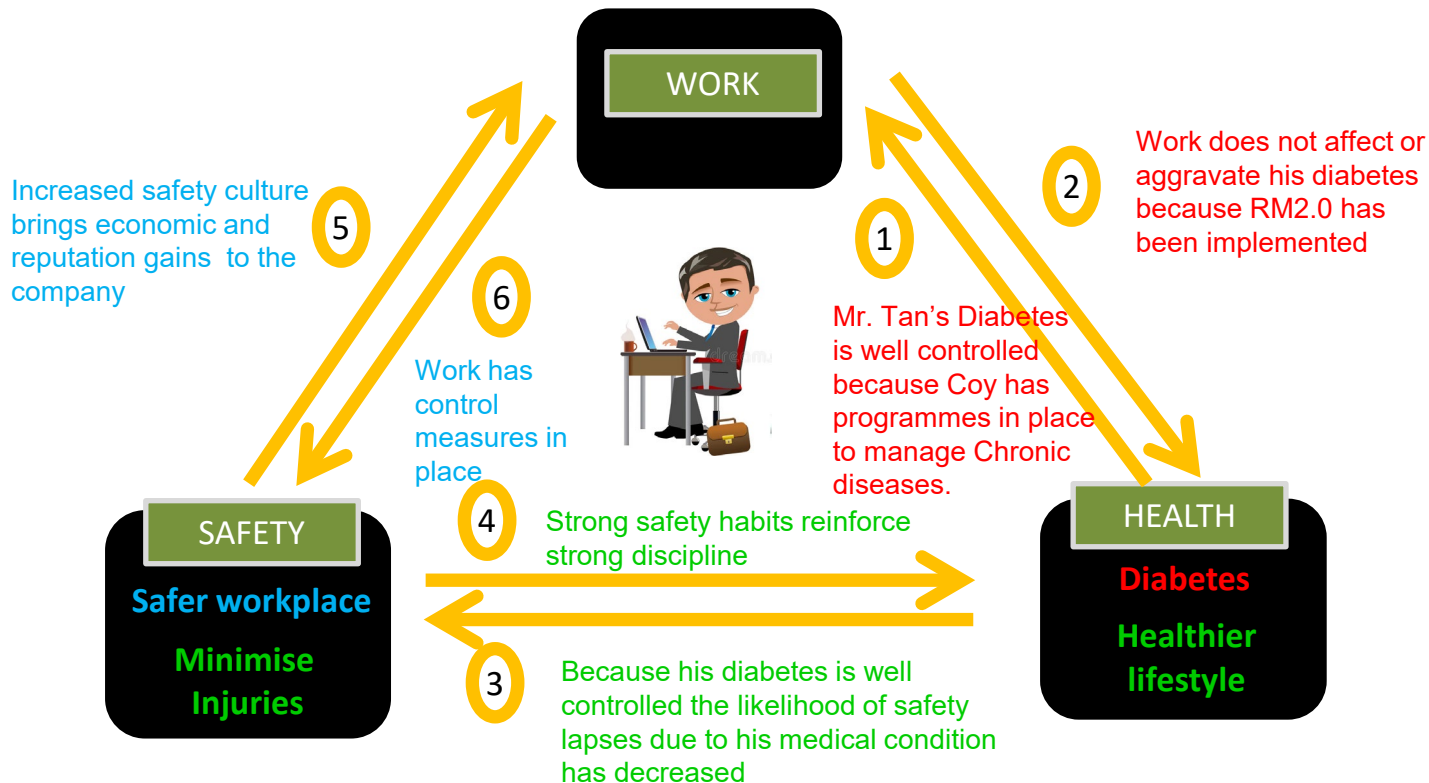


so as to achieve
workers'
Well-being

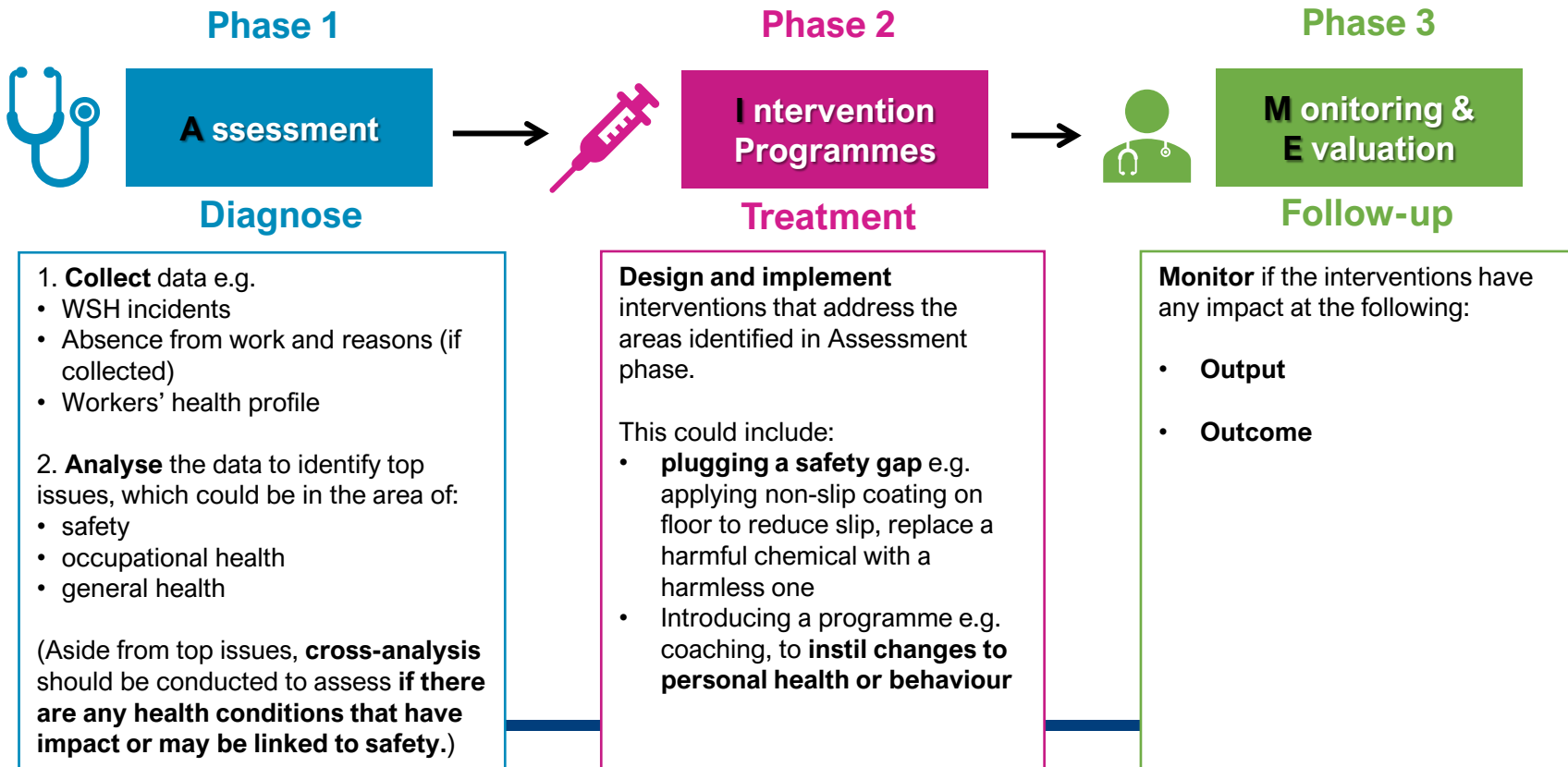
Work, Safety, & Health Are *Inter-Related*



Work, Safety, & Health Are *Inter-Related*



Implementing Total WSH with the A-I-ME Process





A HEALTHIER WORKFORCE, IN A SAFE WORKPLACE



For more resources and useful information, please visit www.wshc.sg/totalwsh

2. What is the Roadmap for Total WSH@NUS?



2A. WHAT HAS NUS DONE SO FAR?

Building Blocks of Total WSH have been established progressively over the years

1



**DP (Admin), OSHE,
OHR, SSHSPH, UHC,
OED, OFM**



2



The aim of the Healthy Campus Initiative is to promote a healthy lifestyle for the entire NUS community through changing of dining habits, encouragement to take up physical activities and any other relevant means



1. Worker Health Management Questionnaire for all new hires
2. NUS depts that have participated in Total WSH Programme:
 - Office of Facilities & Management
 - Office of Campus Security

3



University Health Centre

UHC runs a series of wellness events & staff gym



- Mental Health
- Active Classes for Staff
- Workout From Home Active Class
- Staff Gym
- Student Outreach
- Wellness Wednesday
- World Mental Health Day
- NUS Steps Challenge
- Smoking Cessation Programme
- Staff Competitive Sports
- Staff Interest Groups
- Ask the Doc: Debunk the Hearsay

- Health Screening
- Vaccination programme



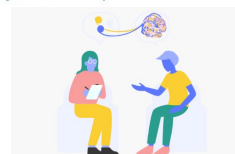
Office of Human Resources



Health & Wellbeing Office of the President

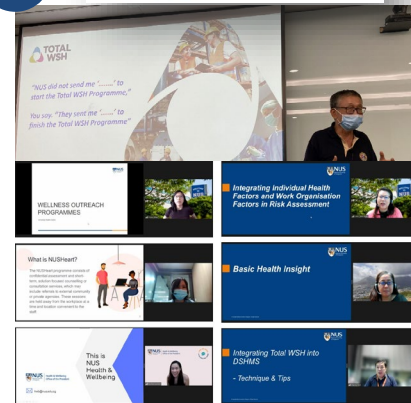


NUS EAP (Employee Assistance Programme) is now NUSHeart (Help employees with advice, resources & therapy)



NUS Wellbeing Specialist

4



Total WSH@NUS with 10 pilot depts:

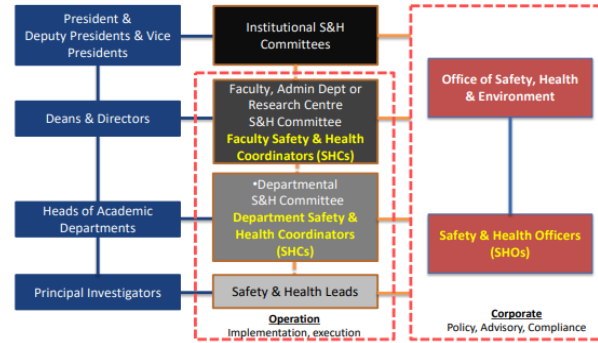
1. 25-26 Aug 2021
 - OHR
 - UHC
 - Pharmacology
 - Biochemistry
 - CES
2. 6-7 Jan 2022
 - CEE
 - LKCNHM
 - Anaesthesia
 - Pharmacy
 - Dentistry

Established Framework for Total WSH

1 NUS Safety & Health Programmes



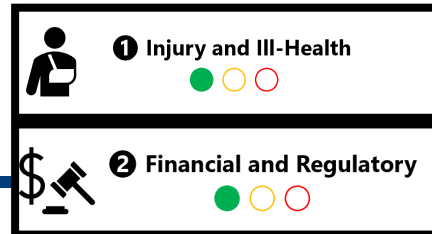
2 NUS Safety & Health Organisation



3 NUS E-tools



4 NUS Safety & Health Dashboards



Leverage on WSH Leaders to be early adopters of Total WSH

2B. HOW WILL TOTAL WSH@NUS BE IMPLEMENTED?

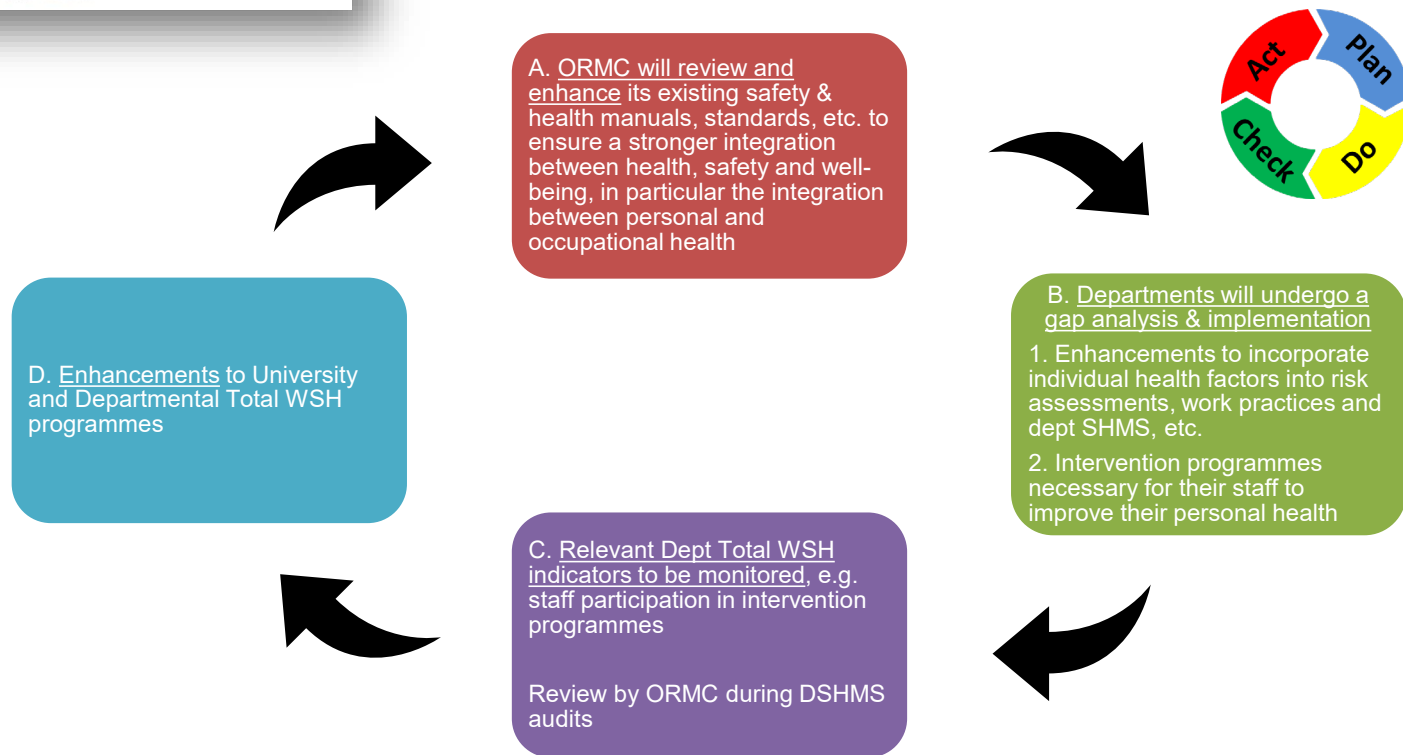


*For more details, refer to
NUSSHA 2020 - NUS President
Address
(Total WSH Segment) – [YouTube
Video](#)*

“Under Total WSH, we will **achieve better integration of safety, health and well-being in the workplace.** We will be looking at **work practices needed to address personal health factors,** encouraging **more staff to participate in health promotion activities,** and should there be a need, to **take part in intervention programmes.”**

*Prof Tan Eng Chye
NUS President*

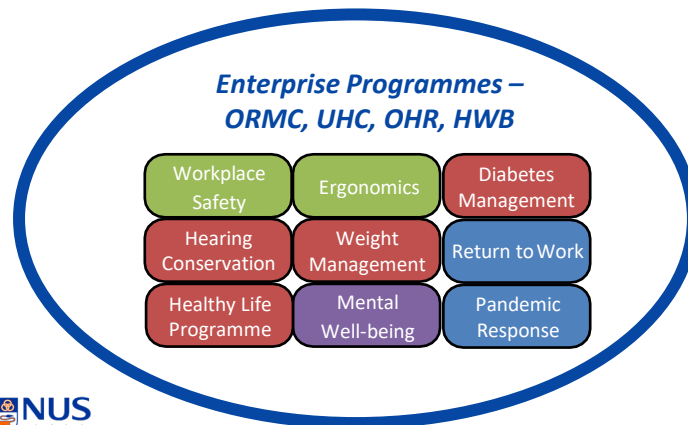
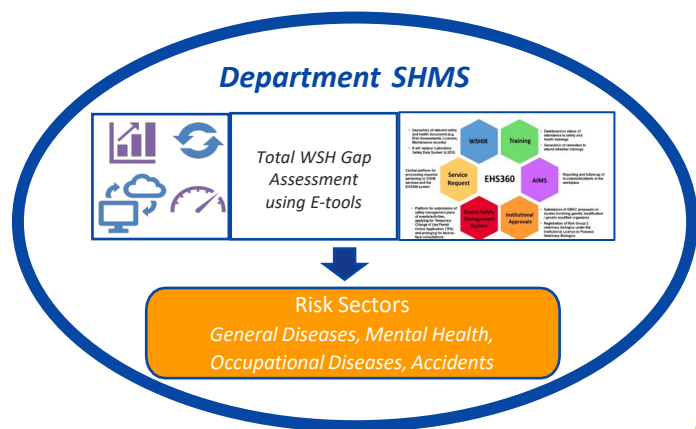
Framework



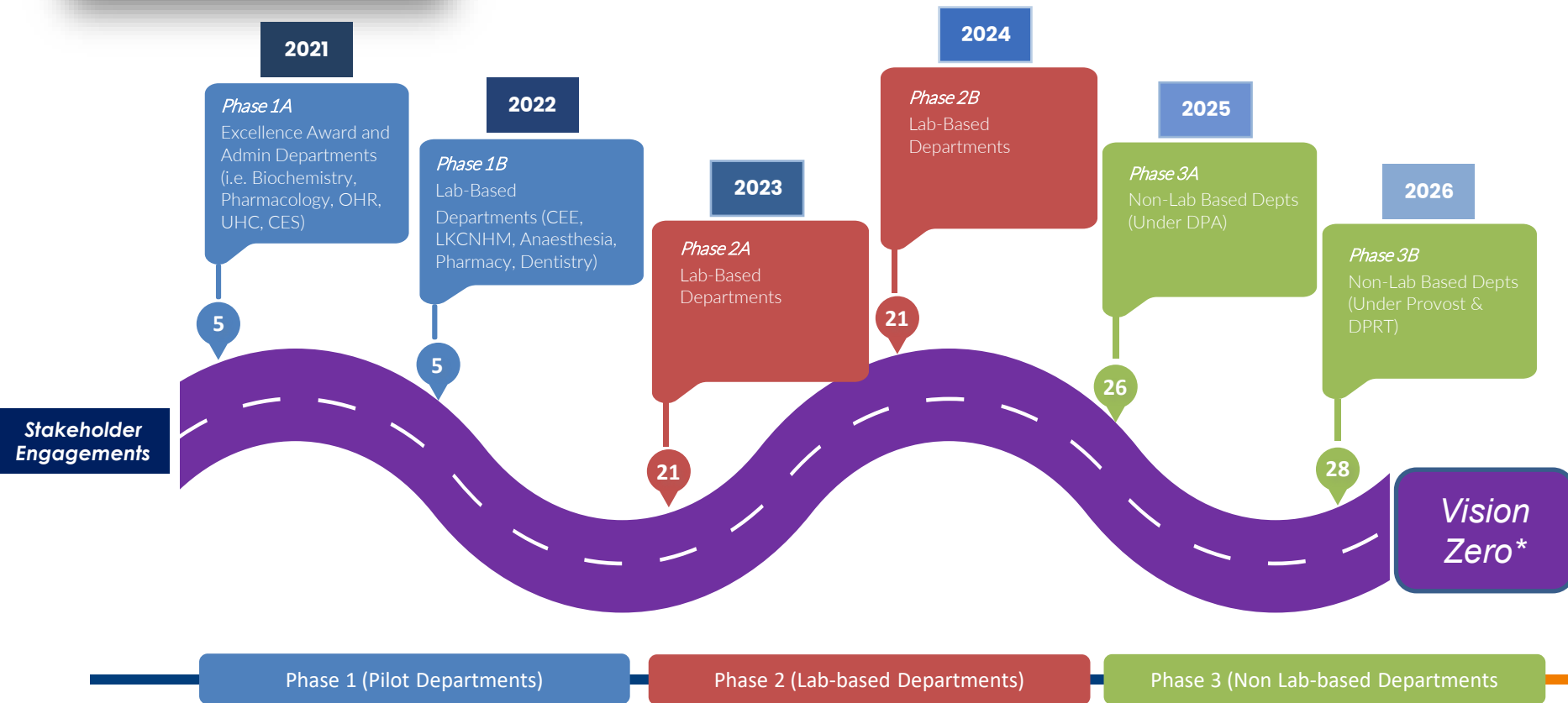
B. Departments will undergo a gap analysis & implementation

1. Enhancements to incorporate individual health factors into risk assessments, work practices and dept SHMS, etc.
2. Intervention programmes necessary for their staff to improve their personal health

Creating the Handshake: Link Between Department SHMS and University-level Programmes



Proposed Roadmap for 2021 - 2026

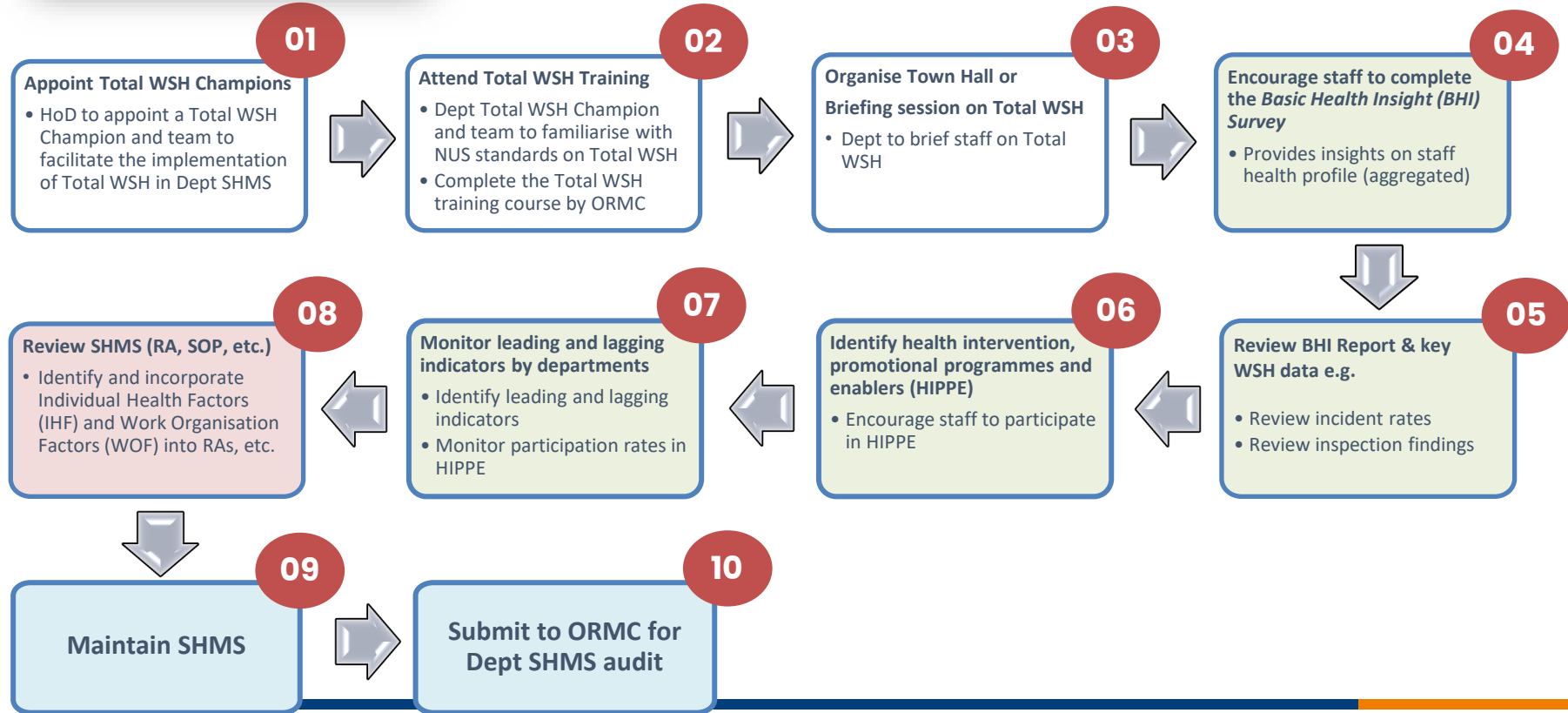


[*https://www.tal.sg/wshc/about-us/vision-zero](https://www.tal.sg/wshc/about-us/vision-zero)

3. What are the Steps for Departments to do?



Work Flow



Appoint Total WSH Champions

- HoD to appoint a Total WSH Champion and team to facilitate the implementation of Total WSH in Dept SHMS



A. The appointed Total WSH Champion should be a senior person to drive Total WSH changes in the department, for example the Departmental S&H Chairperson, Deputy Director or Deputy Head:

1. He/She will chart the overall timeline for the completion of the project
2. He/She will approve resources or escalate to the appropriate additional resources
3. Supported by the Departmental Safety & Health Coordinator
4. He/She should complete the Total WSH training conducted by ORMC

B. Enroll in Total WSH training course conducted by ORMC

1. Two half-day training workshop
2. Will cover the concept of Total WSH and methodology for integrating Individual Health Factor (IHF) and Work Organisation Factor (WOF) into Risk Assessments

Attend Total WSH Training

- Dept Total WSH Champion and team to familiarise with NUS standards on Total WSH
- Complete the Total WSH training course by ORMC

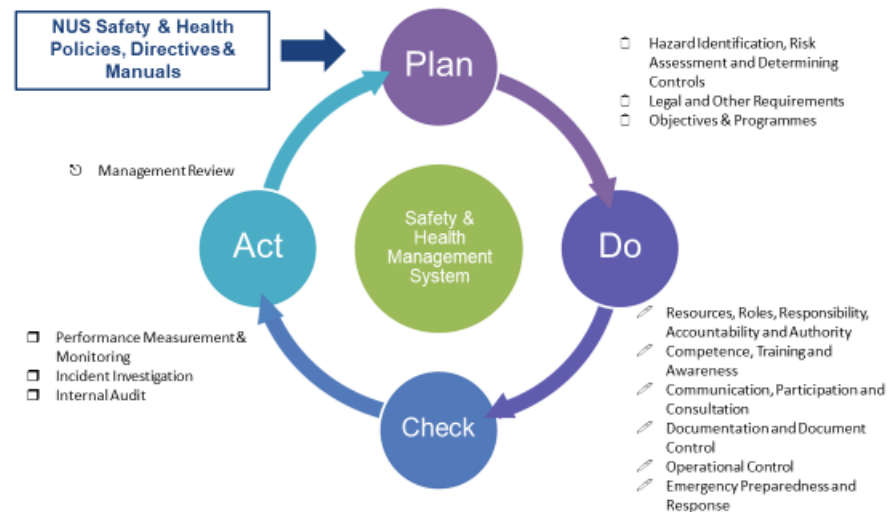
1. Familiarise with departmental S&H Mgt System on Total WSH as detailed in the NUS SH Mgt System Standard for Departments

More information about Dept SHMS

<https://inetapps.nus.edu.sg/osh/portal/DSHMS/dshms.html>

2. Attend the Total WSH Workshop organised by ORMC

NUS S&H Management System Elements



Organise Town Hall or
Briefing session on Total WSH

- Dept to brief staff on Total WSH



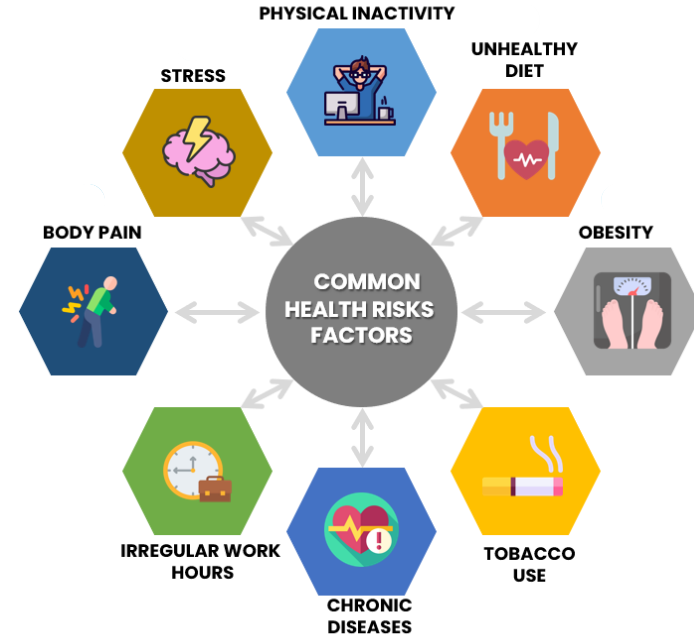
1. ORMC will provide relevant communication materials pertaining to Total WSH to share with departmental staff
2. ORMC staff will join in the departmental town hall and briefing sessions where necessary
3. Dept will organise workshops on how to do risk assessments on integrating IHF and WOF into RAs with their departmental staff

Encourage staff to complete the *Basic Health Insight (BHI) Survey*

- Provides insights on staff health profile (aggregated)

Basic Health Insight (BHI) Survey:

- A health needs assessment tool used to gauge the health status and needs of the employees in the organisation to determine suitable intervention(s) to be introduced to the organisation.
- Questions are grouped in specific domains including work ability index, work interferences due to body pain, lifestyle and nutrition, stress at work, etc.
- A self-administered survey that takes approximately 10 to 15 minutes to complete.
- Open to all employees of the department.
- The survey is anonymous.
- A BHI Report (aggregated data) will be generated for the department.



Review BHI Report & key WSH data e.g.

- Review incident rates
- Review inspection findings

1. BHI data

- Work ability index – staff having difficulty coping with their job scope?
- Lifestyle – staff not getting enough sleep? Not eating healthily?
- Health – staff having chronic diseases?

2. Incident rates

What trends do they indicate?

- More health-related injuries?
- More safety-related injuries?
- More personal health condition aggravated by workplace conditions or practices?

Identify health intervention, promotional programmes and enablers (HIPPE)

- Encourage staff to participate in HIPPE

UHC

OHR

HWB

ORMC

1. Identify appropriate **Health Intervention, Promotional Programmes & Enablers (HIPPE)** offered by the University based on the results of BHI study

Total WSH Programme (Internal Service Providers)

University Health Centre - General Health, Mental Health, Health Promotion, Health Intervention Programmes and Health Screening

[Web link](#)

Office of Human Resources - NUSHeart (Help Employees with Advice, Resources & Therapy)

[Web link](#)

Office of the President - Health & Wellbeing Programmes

[Web link](#)

Office of Risk Management and Compliance (Safety & Health) - Ergonomics Programme

[Web link](#)

Health Promotion

<https://www.nus.edu.sg/uhc>

Programme	Website
Mental Health	https://www.nus.edu.sg/uhc/activities/mental-health
Active classes for staff	https://www.nus.edu.sg/uhc/activities/active-classes-for-staff
Workout from home Active class	https://www.nus.edu.sg/uhc/activities/workout-from-home-Active-class
Staff gym	https://www.nus.edu.sg/uhc/activities/staff-gym
Student outreach	https://www.nus.edu.sg/uhc/mental-health/student/outreach
Wellness Wednesday	https://nus.edu.sg/uhc/all-events/details/wellness-wednesday
World mental health day	https://nus.edu.sg/uhc/activities/world-mental-health-day
NUS steps challenge	https://www.nus.edu.sg/uhc/all-events/details/nus-5
Smoking cessation programme	https://www.nus.edu.sg/uhc/activities/smoking-cessation-programme
Staff competitive sports	https://www.nus.edu.sg/uhc/activities/staff-competitive-sports
Staff interest group	https://www.nus.edu.sg/uhc/activities/staff-interest-group
Ask the doc: debunk the hearsay	https://www.nus.edu.sg/uhc/activities/ask-the-doc-debunk-the-hearsay

Staff Welfare

<https://staffportal.nus.edu.sg/staffportal/portal/hr-and-benefits.html>

Programme	Website
NUSHeart (previously EAP)	https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/nus-heart.pdf
Child care centre at kent vale	https://nusu.sharepoint.com/sites/corporate/procedures/hr2/benefits/cchild-care-centre-at-kent-vale.pdf
Staff welfare fund	https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/staff-welfare-fund.pdf
NUH wellness programme	https://nusu.sharepoint.com/sites/corporate/procedures/hr2/benefits/nuh-wellness.pdf
Eat with your family day	https://nusu.sharepoint.com/sites/corporate/procedures/hr2/benefits/eat-with-your-family-day.pdf

Mental Wellness

<https://nus.edu.sg/hwb/resource/staff/>

Monitor leading and lagging indicators by departments

- Identify leading and lagging indicators
- Monitor participation rates in HIPPE



Leading Indicators

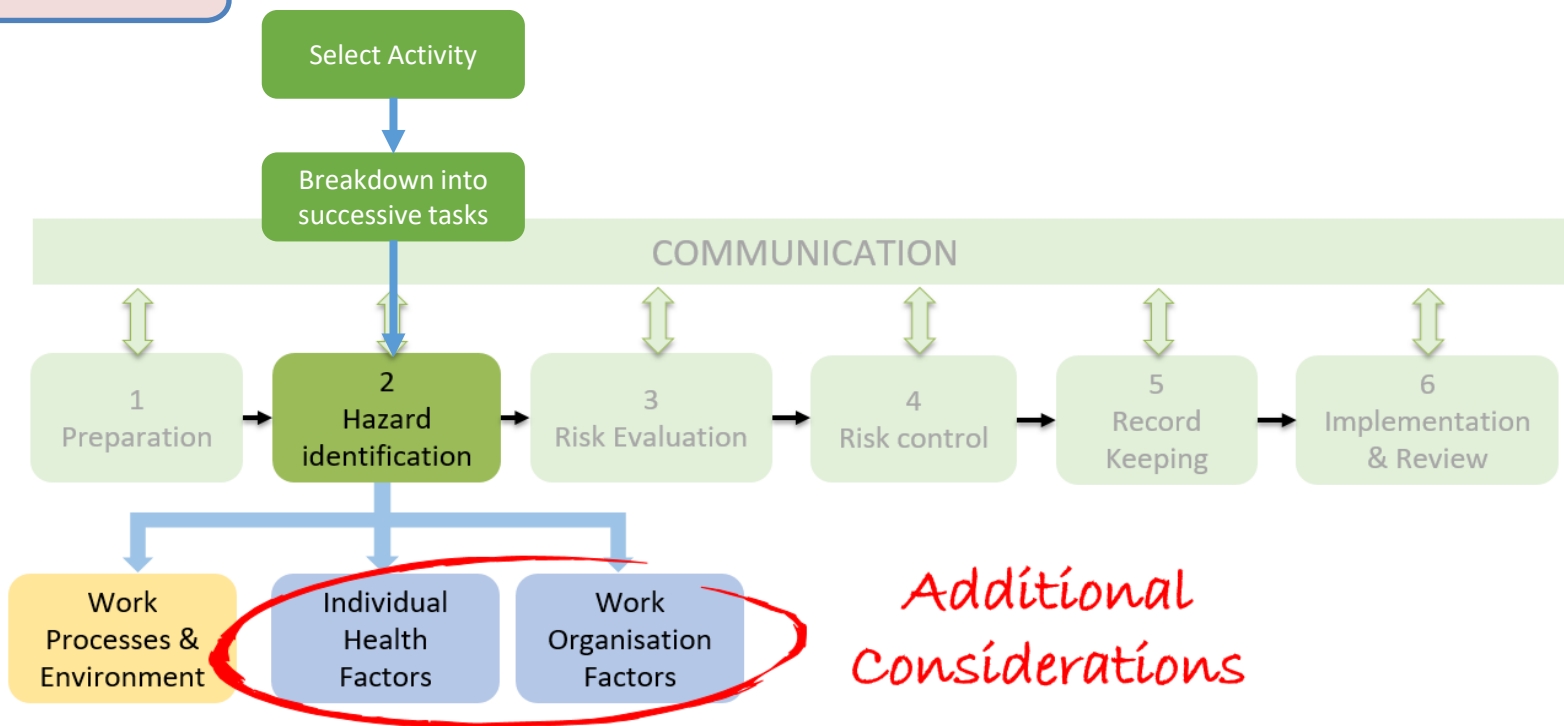
- Participation rates of staff for HIPPE, e.g.
 - Ergonomics training
 - Chronic disease mgt programme
- Audits & Inspections findings, e.g.
 - Workplace Safety & Health issues
- Safety & Health KPIs of Heads and Directors, e.g.
 - Visible leadership

Lagging Indicators

- No. of workplace related injury or ill-health
 - Severity
 - Frequency
- No. of anonymous reports of safety, health and well-being issues
- No. of reports of personal health condition aggravated by medical leave

Review SHMS (RA, SOP, etc.)

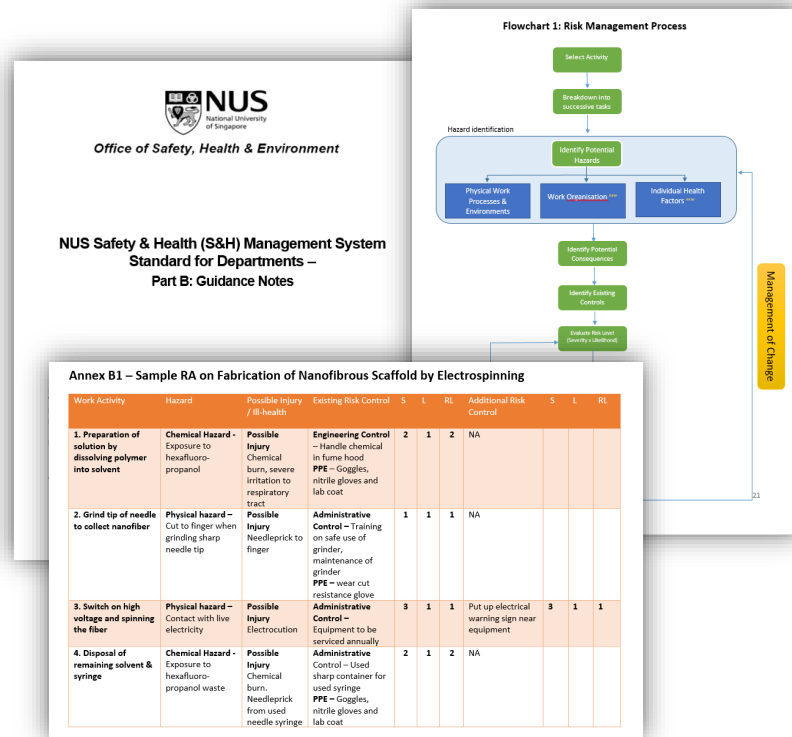
- Identify and incorporate Individual Health Factors (IHF) and Work Organisation Factors (WOF) into RAs, etc.



Enhancement to Guidance Notes on Risk Assessment

Guidelines with examples on how to evaluate **Individual Health Factors** and **Work Organisation Factors** in Risk Assessment have been included in:

- Part B: Guidance Notes for SHMS standard for Departments.
- Part B: Guidance Notes for SHMS standards for Academic Supervisors



Integrate into existing DSHMS

1. Include Individual Health Factor (IHF) and Work Organisation Factor (WOF) into Risk Assessment.
2. Incorporate Total WSH into the Safety Committee meeting agenda.
3. Include Total WSH into the Management Review.

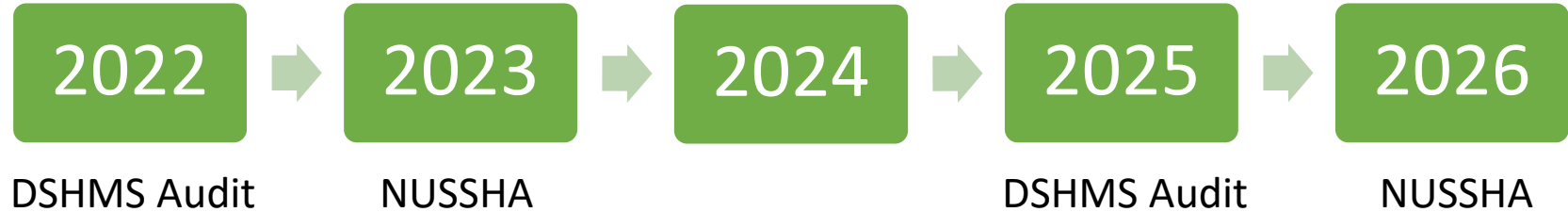


Office of Risk Management
and Compliance

NUS S&H Management System Elements

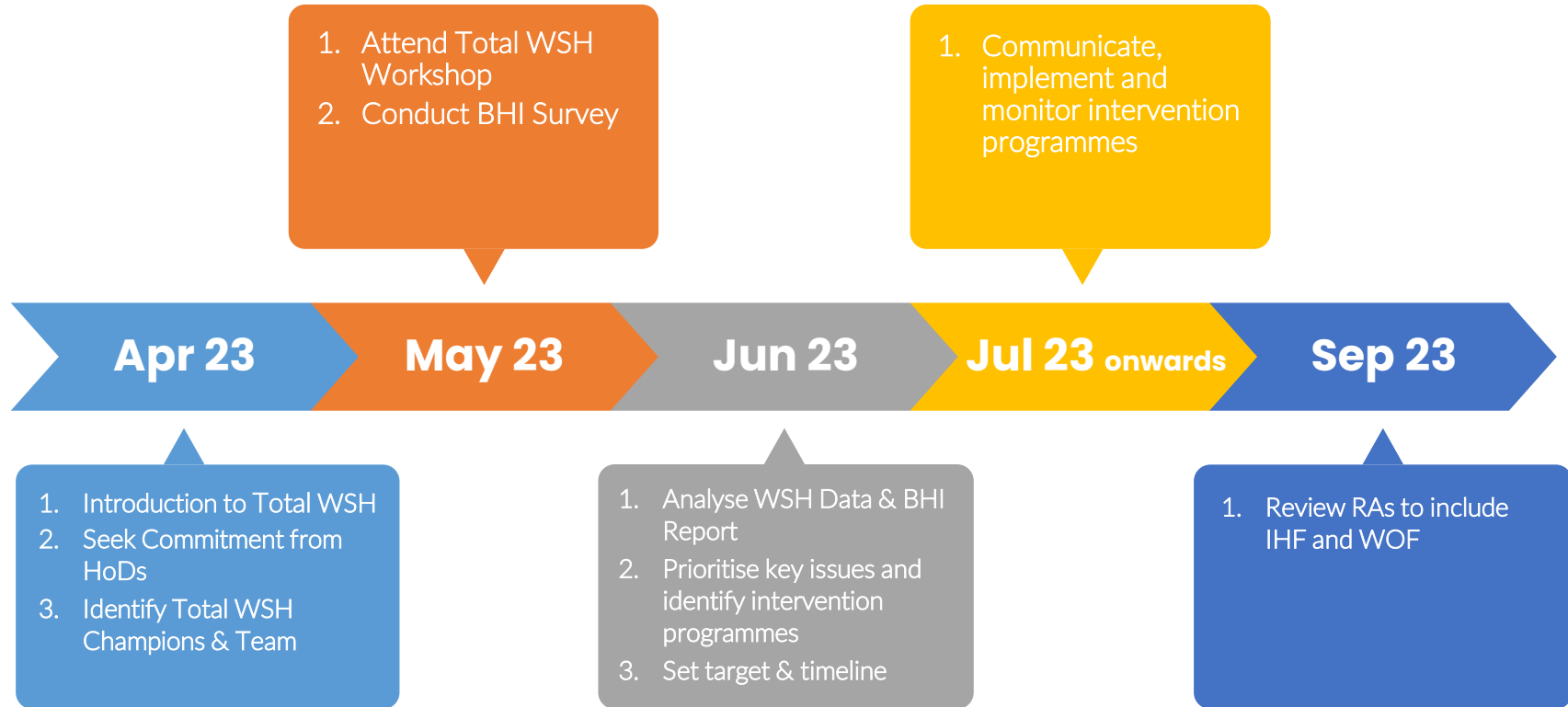


Submit to ORMC for
Dept SHMS audit



1. Departments are encouraged to maintain Total WSH documents and records in WSHIR for future audits by ORMC.
2. ORMC will start to schedule departments for DSHMS audits and call for participation for NUSSHA in 2026.

Proposed Timeline for Phase 2A Departments for Total WSH





Immediate Next Step

1. HoD to identify and appoint Total WSH Champion(s) & Team
2. Identify 3 pax from Total WSH Champion(s) & Team to attend the Total WSH Workshop in May 2023

References

Title	Website	Remarks
TOTAL WSH @ NUS	https://inetapps.nus.edu.sg/osh/portal/general_safety/TWSH.html	The NUS Total Workplace Safety and Health (Total WSH) is a holistic, integrated and proactive approach that manages work, safety and health together to achieve the well-being of workers.
VISION ZERO	https://www.tal.sg/wshc/About-Us/Vison-Zero	<p>The Vision Zero Movement aims to bring every stakeholder – employers, workers, unions and the government – on board to embrace the mindset that all injuries and ill health at work can be prevented, and that zero harm is possible.</p> <p>Start with a strong WSH culture, stop fault finding, and focus on finding solutions to prevent injuries and ill health to improve the quality of our lives.</p>

References

Title	Website	Remarks
Success cases of implementation of Total WSH	https://uci.nus.edu.sg/acsel2017/programme/	Session C-1 on “Outcome Evaluation of the Total Workplace Safety and Health at the Office of Facilities Management and School of Public Health”
Components of Total WSH	https://sph.nus.edu.sg/partnerships/twsh/ https://www.tal.sg/wshc/Programmes/Total-Workplace-Safety-and-Health	



QUESTIONS?



THANK YOU