NUS | OFFICE OF RISK MANAGEMENT AND COMPLIANCE

Safety & Health Management Roadmap

For new Academic Supervisors and Safety Leads

START HERE Know your local S&H contacts, use the staff portal, then complete the six stages at the relevant point in your project or laboratory lifecycle.

1 INDUCTION

- Know your S&H Business Partner and Coordinator.
- Explore the S&H resource staff portal.
- Identify the safety programmes relevant to your work (see resource links below).

2 GETTING GRANT APPROVAL

- Submit the project risk assessment through iRIMS-IBC (Hazard Safety) for review and approval.
- Complete relevant S&H training for supervisors and laboratory members.
- Complete required medical examinations.
- Obtain applicable S&H licences and permits.

3 LAB SETUP & COMMISSIONING

- Appoint a Safety Lead to support the laboratory S&H management system.
- Set up a WSHIR account in EHS360.
- Conduct activity-based risk assessments.
- Complete the laboratory S&H commissioning checklist with your S&H Coordinator or Business Partner.
- Create a hazardous-material inventory in LMMS.

4 SHMS CERTIFICATION

- Prepare for SHMS Certification for Academic Supervisors.
- Conduct an S&H internal audit against SHMS requirements.
- Engage ORMC for certification within six months after the laboratory is commissioned.
- Plan for Business Continuity.

5 OPERATIONS & CHANGE

- Work with your S&H Coordinator and Business Partner on day-to-day operational issues.
- Request specialised services through EHS360 when needed (exposure, noise, IAQ, ergonomics or low-level radioactive waste).
- Report every incident or accident through AIMS.
- Review controls whenever activities, people, equipment or materials change.

6 LAB GROUP STATUS UPDATES

- Inform ORMC when the status of the laboratory group changes.
- Examples: the Academic Supervisor leaves NUS, the laboratory group transfers, or the laboratory group closes.
- Email Safety & Health, ORMC for certification or specialist support.

SAFETY PROGRAMMES & QUICK LINKS

Open the programme guidance relevant to your work. All labels below are clickable.

General Lab	Chemical	Biological	Radiation	Physical	Electrical
Field Research	Office	Occup. Health	Ergonomics	First Aid	Legal Register

Need assistance? Start with your local S&H Coordinator or Business Partner • ORMC: rmcsec@nus.edu.sg

View the live online guide →