

# Key Changes to NUS Safety & Health Awards 2020

2 November 2018

# OUTLINE

1. Background of NUSSHA
2. Eligible Departments for NUSSHA
3. Key Changes to NUSSHA 2020
4. Key Timelines
5. Frequently Asked Questions (FAQ)
6. Actions Required by SHOs

# 1. BACKGROUND

## NUS SAFETY & HEALTH AWARDS (NUSSHA)

1. Encourage departments to establish safety and health management system (SHMS)
2. Recognise departments' safety & health performance and sharing of best practices
3. Promote culture of continual improvement



# KEY MILESTONES OF NUSSHA

2004

- First launched as Annual Safety & Health Award
- Award category : CoP, Merit, Merit with Commendation, Silver, Gold

2007

- Re-named to Annual S&H Performance Award (ASHPA)
- Introduced SHMS Standard

2011

- Frequency changed from Annual to Biennial.
- Introduced Part A: SHMS Standard for Department
- Award category changed to Recognition, Commitment, Commendation & Excellence

2015

- ASHPA was changed to NUS Safety & Health Awards (NUSSHA)
- Introduced Part B: Guidance Notes
- Inclusion of depts with high hazard activities
- Conduct of safety perception survey
- Non-monetary incentive i.e. reduction in PI audit frequency

Goal

Safe & health  
workplace

Outcomes

1. Reduce workplace accident
2. Inculcate positive safety culture
3. Build stronger partnership between departments

Strategic Thrusts

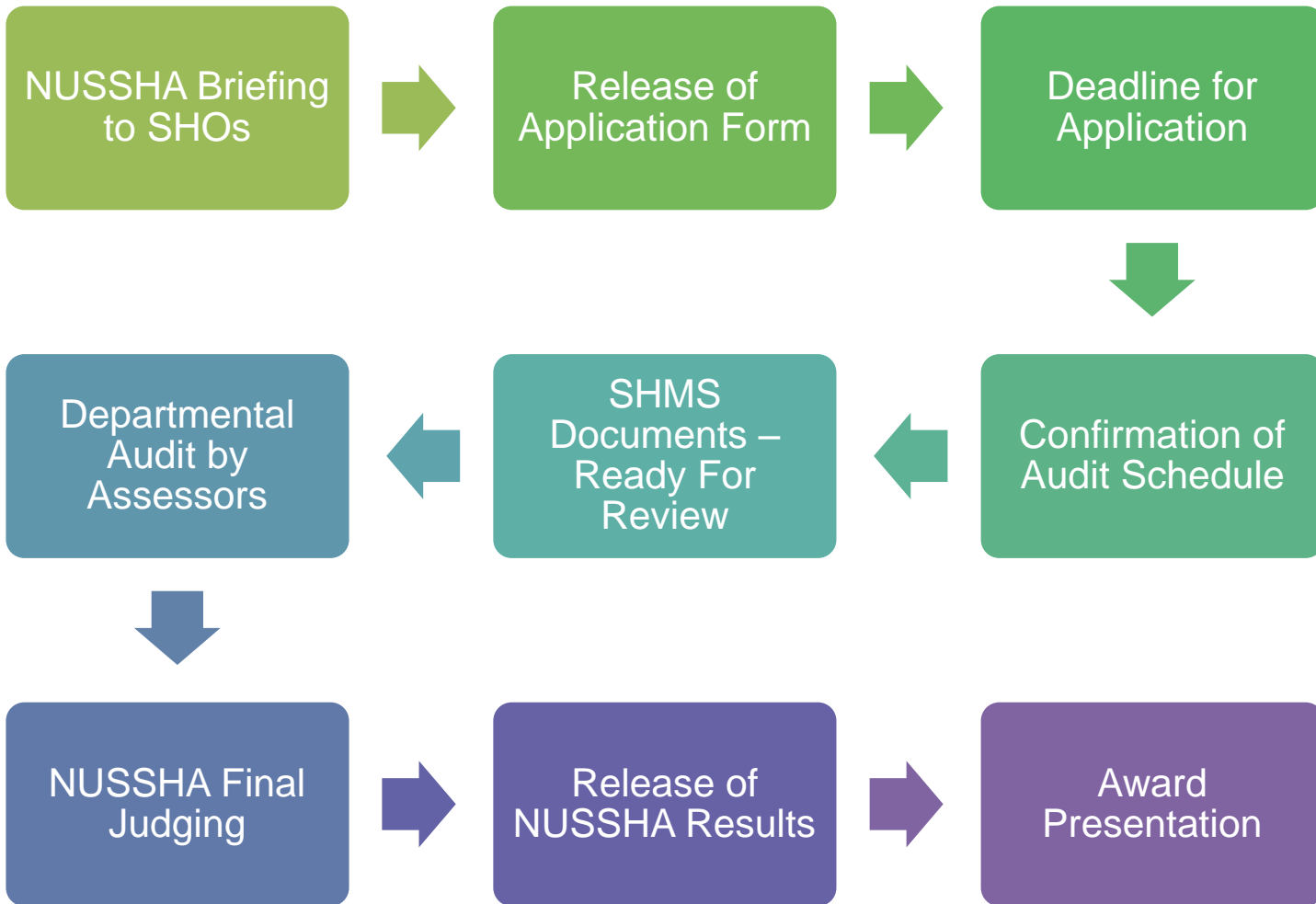
1. Greater integration with existing OSHE programmes & tools. (Safety KPIs, SHC Framework, S&H Culture Survey, DSHMS and PI SHMS, TWSH, EHS360 etc.)

2. Greater ownership of S&H by the departments and its oversight of common facilities and PIs' S&H performance

3. More effective continual improvement and collaboration efforts between departments

NUS Safety & Health Awards

# NUSSHA PROCESS FLOW



# 2. ELIGIBLE DEPARTMENTS FOR NUSSHA

35 Depts

## High Hazard Departments [Mandatory Audit]

- Participated in NUSSHA: 31 Depts.
- May participate for the first time: 4 Depts (NUS Medicine BSL3, BIGHEART, NUSRI & SNRSI)

17 Depts

## Medium Hazard Departments [Voluntary]

- Participated in NUSSHA: 14 Depts.
- May participate for the first time: 3 Depts (Yale-NUS, NERI, Geography)

9 Depts

## Low Hazard Departments\* [Voluntary]

- Participated in NUSSHA: 7 Depts. (4 Corporate Offices & 3 Halls of Residence)
- May participate for the first time: 2 (OCS & OSA)

\* *Excluding purely office-based departments e.g. OHR, OFN etc.* **Total : Up to 61 Depts.**

# 3. WHAT ARE THE KEY CHANGES?

- 1) Revised Part B: Guidance Notes
- 2) Frequency of audits
- 3) NUSSHA process flow
- 4) Exclusion of Safety Perception Survey
- 5) Remote audit
- 6) Assessment criteria



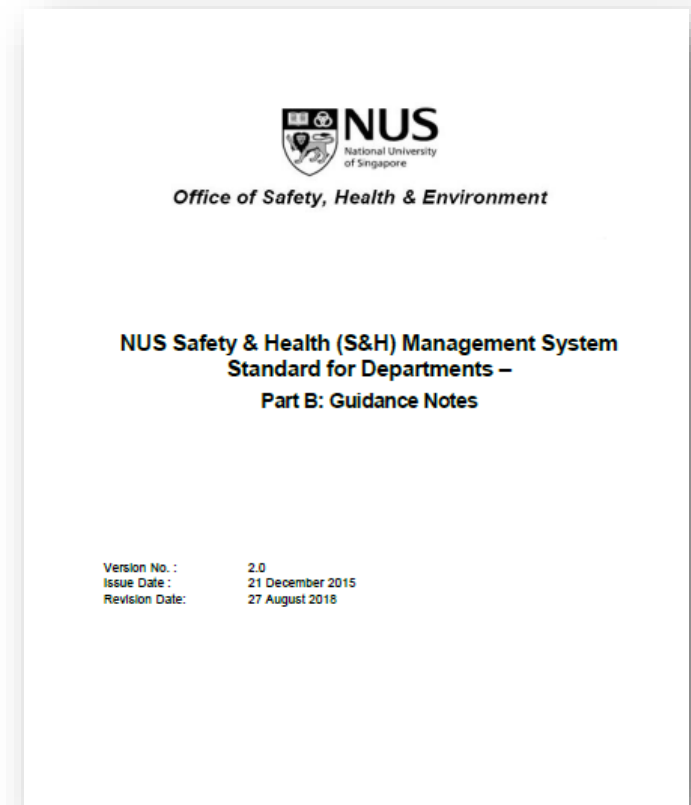
# 1. REVISED PART B: GUIDANCE NOTES

## 1) Improved clarity

- a) Guidance Notes can be adopted for development of faculty/school –level SHMS
- b) Added examples & templates e.g. SMART S&H Objectives, Competency Assessment Template etc.

## 2) Additional Considerations

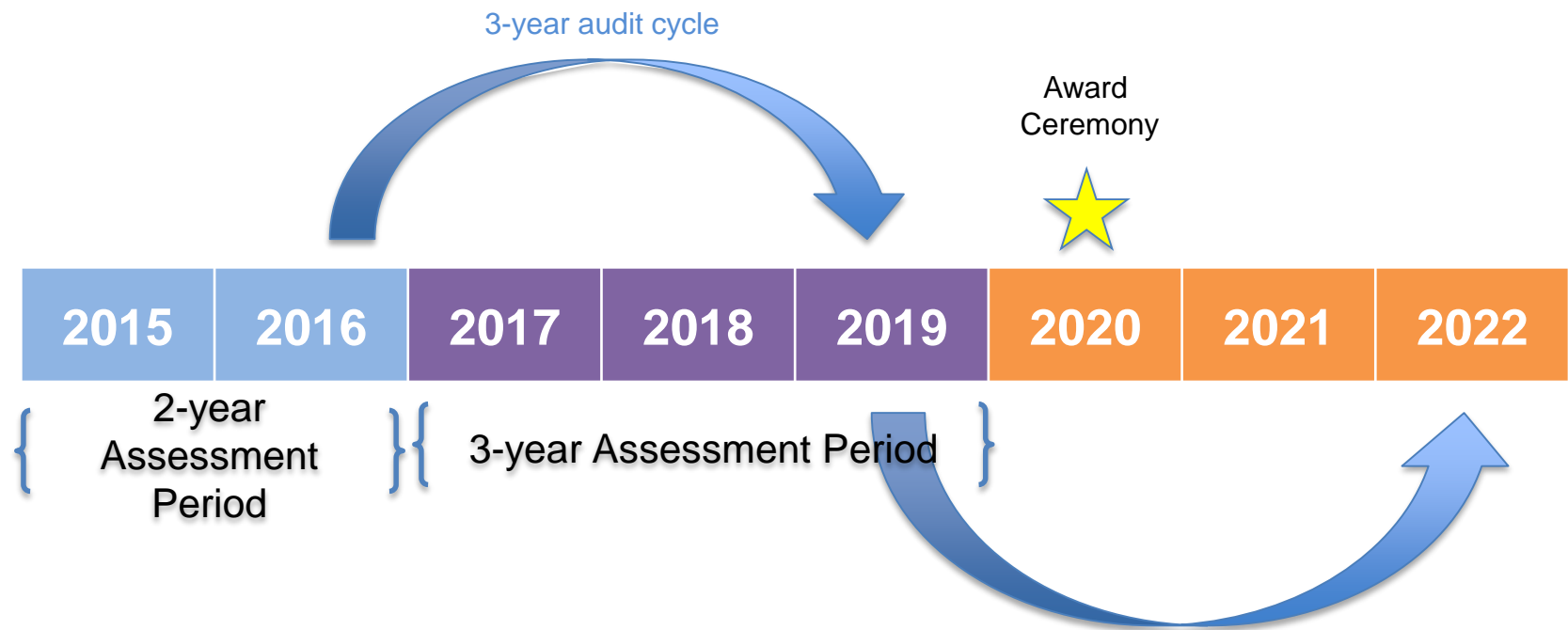
- a) Scope of DSHMS to consider students representatives in S&H Committee and student-related activities
- b) Inclusion of Safety Culture in Safety Policy
- c) Psychosocial and health risk factors



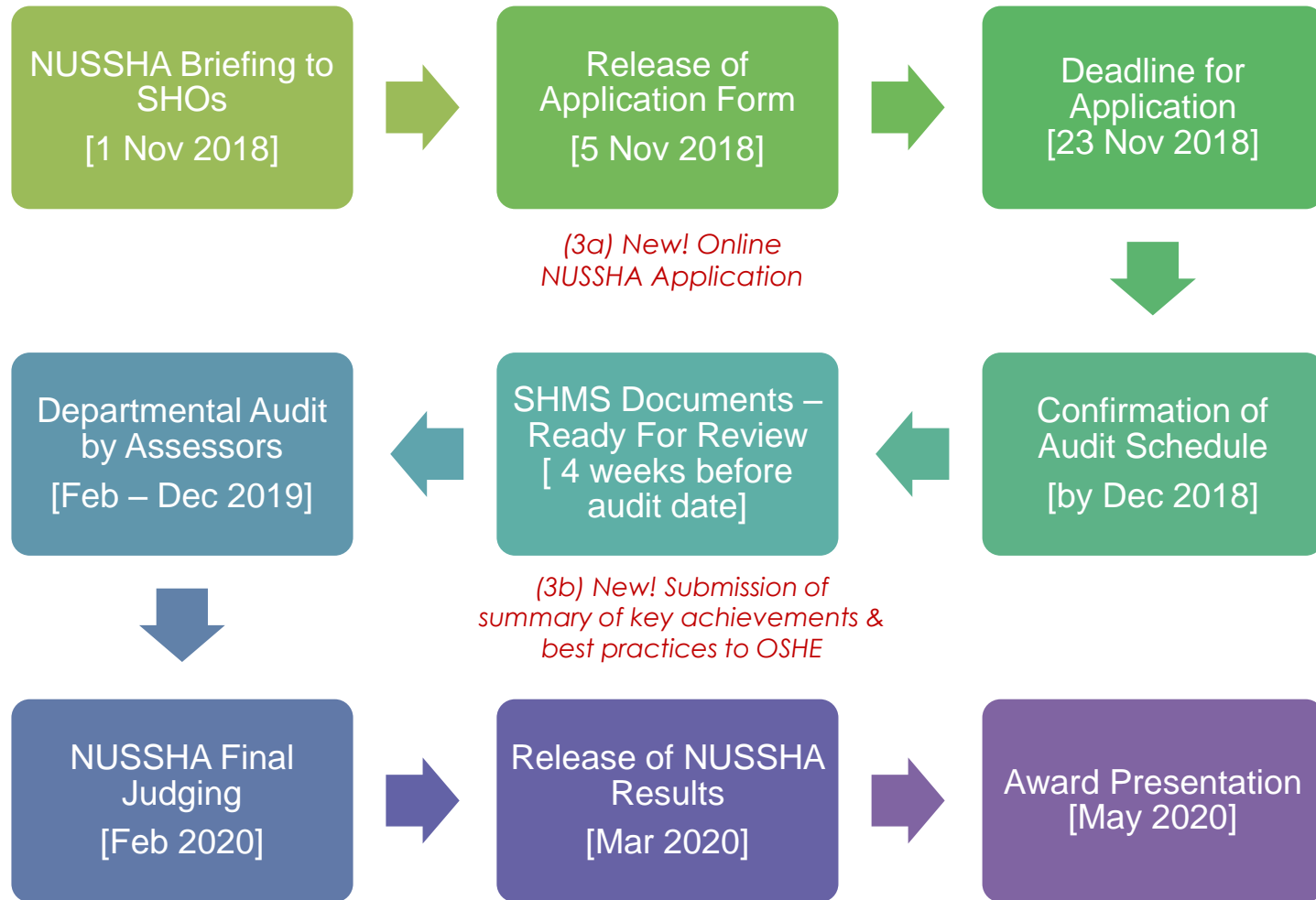
Click [Here](#) for view Guidance Notes

## 2. FREQUENCY OF AUDIT

- a. Frequency for **Departmental Audit** has been changed from once every two years to once every 3 years from 2017 onwards.



# 3. NUSSHA PROCESS FLOW



# 3A. NUSSHA APPLICATION FORM

- a. Hardcopy submission -> **Online Submission**
- b. Safety Chairs (SCs) or Safety & Health Coordinator (SHCs) should submit the application on behalf of Deans / Heads / Directors.
- c. By submitting the application, SC or SHC acknowledges that Dean / Head / Director has:
  - 1) Given his/her consent to participate in NUSSHA 2020
  - 2) Understood and agreed with the requirements outlined in the application form

# 3B. SUMMARY OF KEY ACHIEVEMENTS & BEST PRACTICES

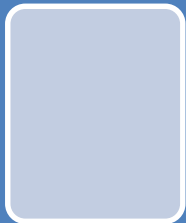
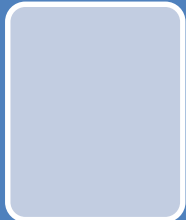
- DEPT TO SUBMIT TO OSHE BEFORE THE AUDIT

## Key Achievements

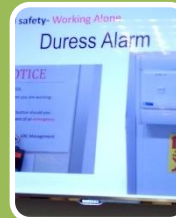


ISO45001  
certification

- Certified in Apr 2019

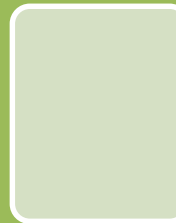
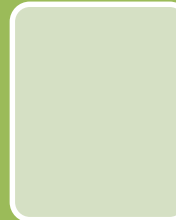


## Best Practices



Duress Alarm

- For personnel working alone after office hour
- Alarm will notify OCS & Facility Manager



[NAME OF DEPARTMENT]

# 4. EXCLUSION OF SAFETY PERCEPTION SURVEY

1. First launched in NUSSHA 2017.
2. Means to review safety perception level amongst staff/students in the department
3. Programme is undergoing review and **will not** be conducted in NUSSHA 2020.

# 5. REMOTE AUDIT

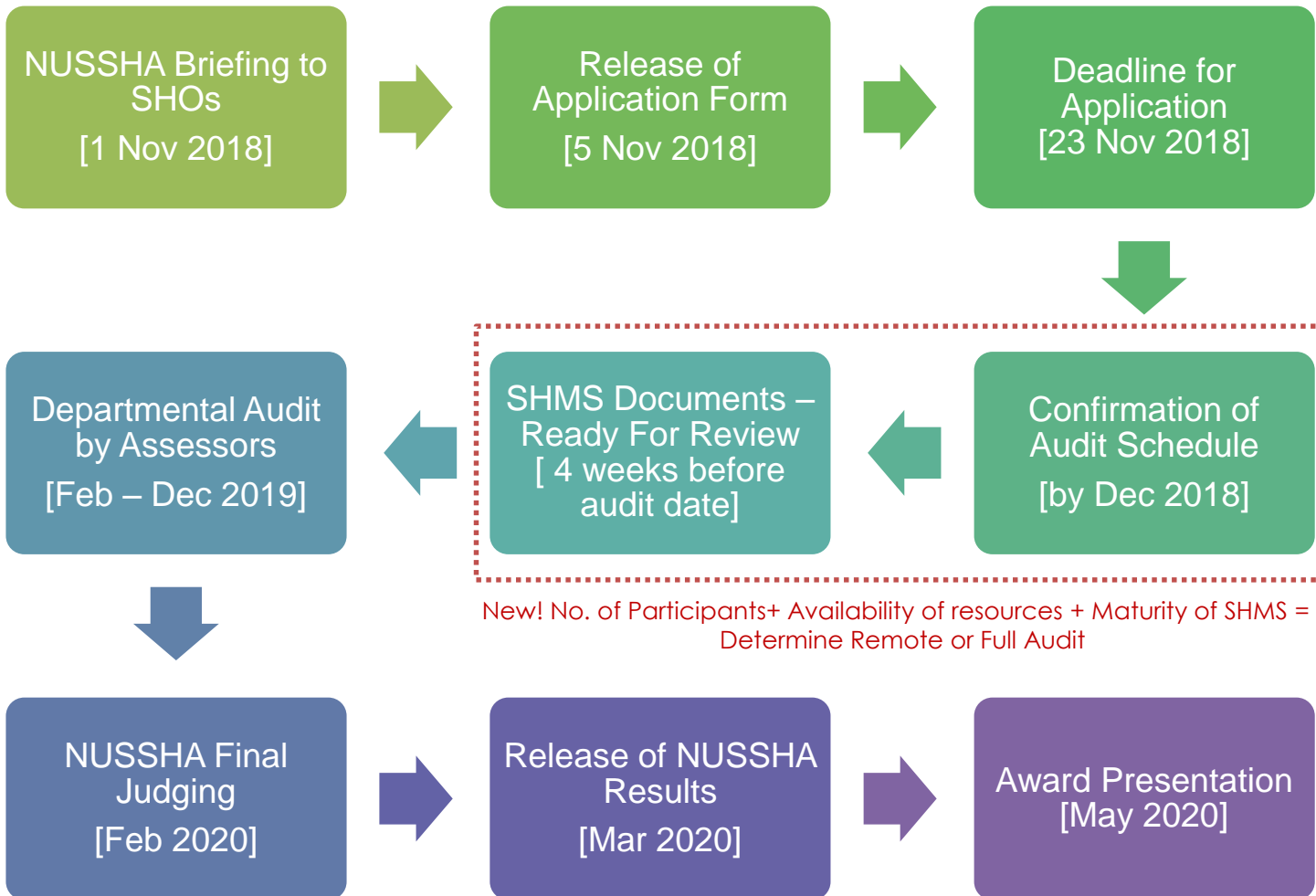
## What is Remote Audit?

1. Process that significantly reduce auditing at physical site.
2. Focus on review of documentations and records.

## Why conduct Remote Audit?

1. Availability of technology to access data or establish contact with auditee.
2. Time saving for department with matured SHMS
3. Deploy resources for department that requires attention.
4. Leverage on existing indicators to determine safety performance

# NUSSHA PROCESS FLOW





# 6. ASSESSMENT CRITERIA

1. No change to the assessment approach - Based on level of maturity of the SHMS elements.
2. Revised terminology and grouping e.g.  
Cat A, P, C & E -> Foundational, Progressive, Comprehensive
3. Enhanced implementation excluded from assessment criteria

## Current

Category	Description
CAT A (Absence)	Absence or limited implementation of SHMS element
CAT P (Progressive)	Progressive implementation of SHMS element
CAT C (Complete)	Complete implementation of SHMS element
CAT E (Exceeding)	Sustained and enhanced implementation of the SHMS element

## Revised

Category	Description
<b>Foundational</b>	Implementation of essential SHMS elements
<b>Progressive</b>	Progressive implementation of SHMS element
<b>Comprehensive</b>	Complete implementation of SHMS element

# 6. AWARD CRITERIA

## Current NUSSHA award criteria

Award Category	Dept DSHMS element (% of rating)	Lab Certification	Accident & Incident
<b>Recognition</b> (formerly Certificate of Participation)  (Department's commitment to safety is demonstrated by the <b>limited</b> implementation of the DSHMS elements)	Departments which do not qualify for Commitment, Commendation and Excellence Awards		
<b>No Change</b>			
<b>Commitment</b>  (Department's commitment to safety is demonstrated by the <b>progressive</b> implementation of the DSHMS elements)	≥ 80% of DSHMS elements achieved CAT P	<ul style="list-style-type: none"> <li>• &lt; 80% certified at the end of surveillance/ certification audits</li> <li>• <b>New PIs are certified within 6 months</b></li> </ul>	<b>Accidents / Incidents which did not result in high impact incidents such as those:</b> <ul style="list-style-type: none"> <li>• <b>subjected to Committee of Inquiry (COI)</b></li> <li>• <b>resulted in punitive measures by regulator</b></li> <li>• <b>resulted in financial loss of &gt; \$500k</b></li> </ul>
<b>Commendation</b>  (Department's commitment to safety is demonstrated by the <b>comprehensive</b> implementation of the DSHMS elements)	≥ 80% of DSHMS elements achieved CAT C	<ul style="list-style-type: none"> <li>• ≥ 80% certified at the end of surveillance / certification audits</li> <li>• <b>New PIs are certified within 6 months</b></li> </ul>	
<b>Excellence</b> (2 years consecutive award of Commendation)  (Department's commitment to safety is demonstrated by the <b>sustained and enhanced</b> implementation of a comprehensive DSHMS)	<ul style="list-style-type: none"> <li>• 100% CAT C &amp; above</li> <li>• At least 2 elements achieving CAT E</li> <li>• <b>At least 1x dept / inter-dept S&amp;H improvement project</b></li> </ul>	<ul style="list-style-type: none"> <li>• All PIs certified</li> <li>• <b>New PIs are certified within 6 months</b></li> </ul>	

# 6. AWARD CRITERIA

## Revised NUSSHA judging criteria

Award Category	DSHMS Audit Performance
<b>Recognition</b>	Department's commitment to safety is demonstrated by the <b>limited</b> implementation of the DSHMS elements
<b>Commitment</b>	Department's commitment to safety is demonstrated by the <b>essential</b> implementation of the DSHMS elements
<b>Commendation</b>	Department's commitment to safety is demonstrated by the <b>progressive</b> implementation of the DSHMS elements
<b>Excellence</b> Pre-requisites a. 2 consecutive award of Commendation b. At least one safety & health improvement project	Department's commitment to safety is demonstrated by the <b>comprehensive</b> implementation of the DSHMS elements)

# SAFETY & HEALTH IMPROVEMENT PROJECT



## Objective

Motivate departments to bring about safety & health improvements through projects

## Project Report

Should cover Objective, Problem Statement, Causes, Solutions, Implementation, Results.

## Themes

Develop innovative solutions on:

- a. **Building WSH capabilities**
- b. **Instilling greater safety ownership**
- c. **Leveraging new technologies to improve safety**
- d. **Fostering partnership & collaboration between departments**
- e. **Integrating health in work and safety**
- f. **Mainstreaming safety into education**

# SHMS DOCUMENTATIONS

1. Departments are to document and maintain the SHMS documents using Workplace S&H Information Registry (WSHIR) Module in EHS360.
2. Documents must be ready for review by assessor 4 weeks before the audit.



WSHIR View WSHIR Add WSHIR

Home / WSHIR / View WSHIR

+ Add WSHIR Location snrsi Search Clear Search Export

	Reference number	Type of WSHIR	Location	Name of Academic Supervisor/HOD
⚙	478845	Academic Supervisor SHMS Dossier	RIRC SNRSI SNRTFR	Tang Feng Ru
⚙	506505	Academic Supervisor SHMS Dossier	RIRC SNRSI SNRTLYD	TIONG LING YING, DIANE
⚙	506507	Academic Supervisor SHMS Dossier	RIRC SNRSI SNRCCEL	CHRISTELLE CHUA EN LIN
⚙	478852	Department SHMS Dossier	RIRC SNRSI SNRHEAD	CHUNG KENG YEOW

Dept SHMS



# KEY TIMELINES

Important Dates	Event
5 Nov 2018	Release of NUSSHA application form to Departments
26 Nov 2018	Deadline for submission of form to OSHE
3 – 28 Dec 2018	Confirmation of DSHMS audit dates
Feb – Dec 2019	Departmental audit by assessors
Mar 2020	Final judging and notification of award winners
May 2020	Award Presentation

# FAQ - AUDIT ASSESSORS

## 1. Who are the assessors?

**Answer:** The lead auditor is from Office of Safety, Health & Environment (OSHE). OSHE may partner with an external consultant or subject matter expert (SME) to jointly conduct the audit.

# FAQ -

## OHSAS18001 / ISO45001 CERTIFICATION

2. My department is certified to OHSAS18001 and require to undergo annual audit by external assessors. Does my department need to undergo another round of audit for NUSSHA?

**Answer:** No. OSHE assessors will be present to observe the audit conducted by external auditors. They will process the NUSSHA evaluation based on the observations made during the audit.

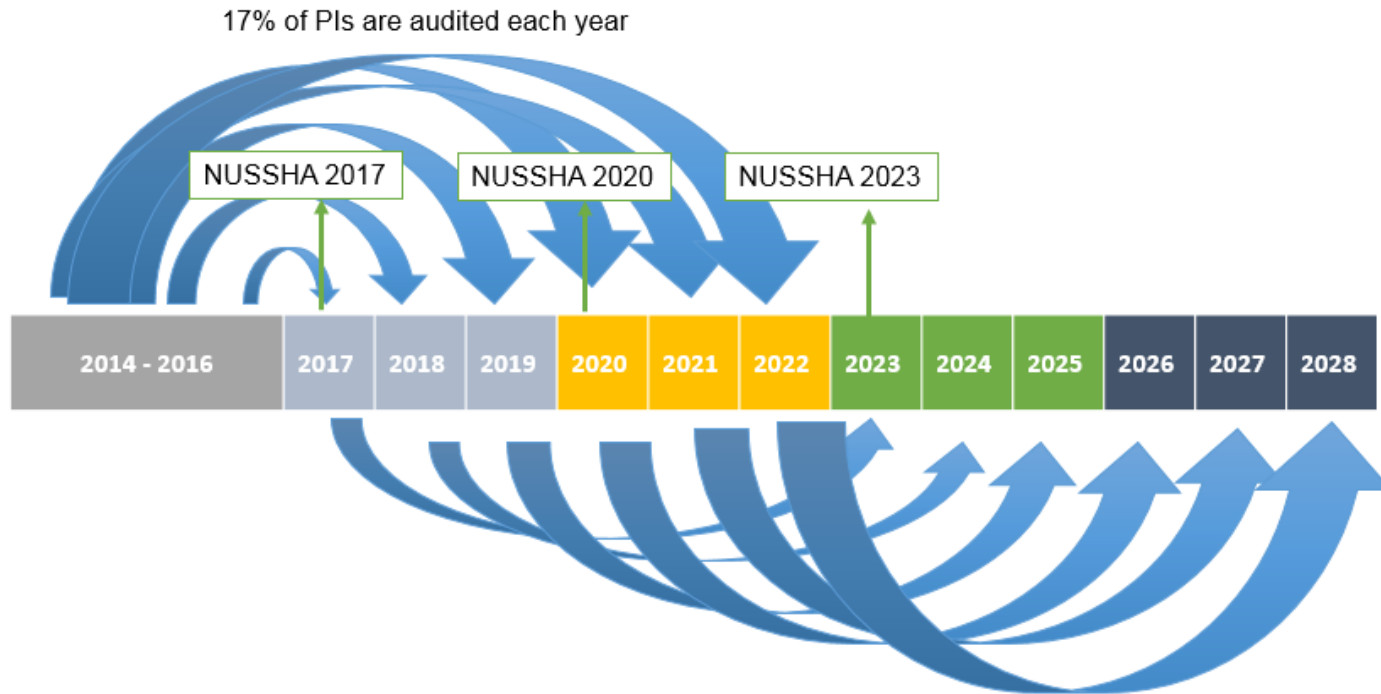


# FAQ - FREQUENCY OF AUDIT

3. What is the non-monetary incentive for Departments?

# FREQUENCY OF AUDIT

Departments with Commendations & Excellence awards –  
Frequency of **PIs Audit** extended from once every 3 years  
to once every 6 years.

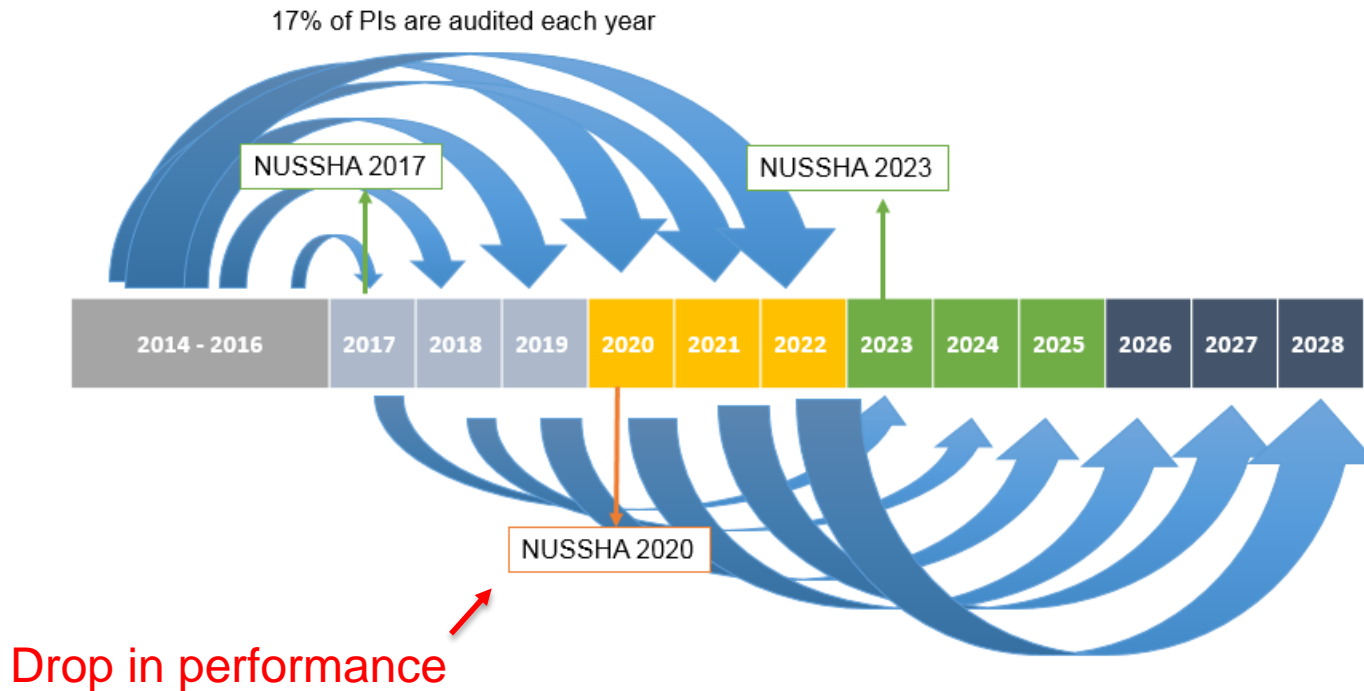


# FAQ - FREQUENCY OF AUDIT

4. How is the PI audit frequency affected when Department did not maintain the higher award category?

# FREQUENCY OF AUDIT

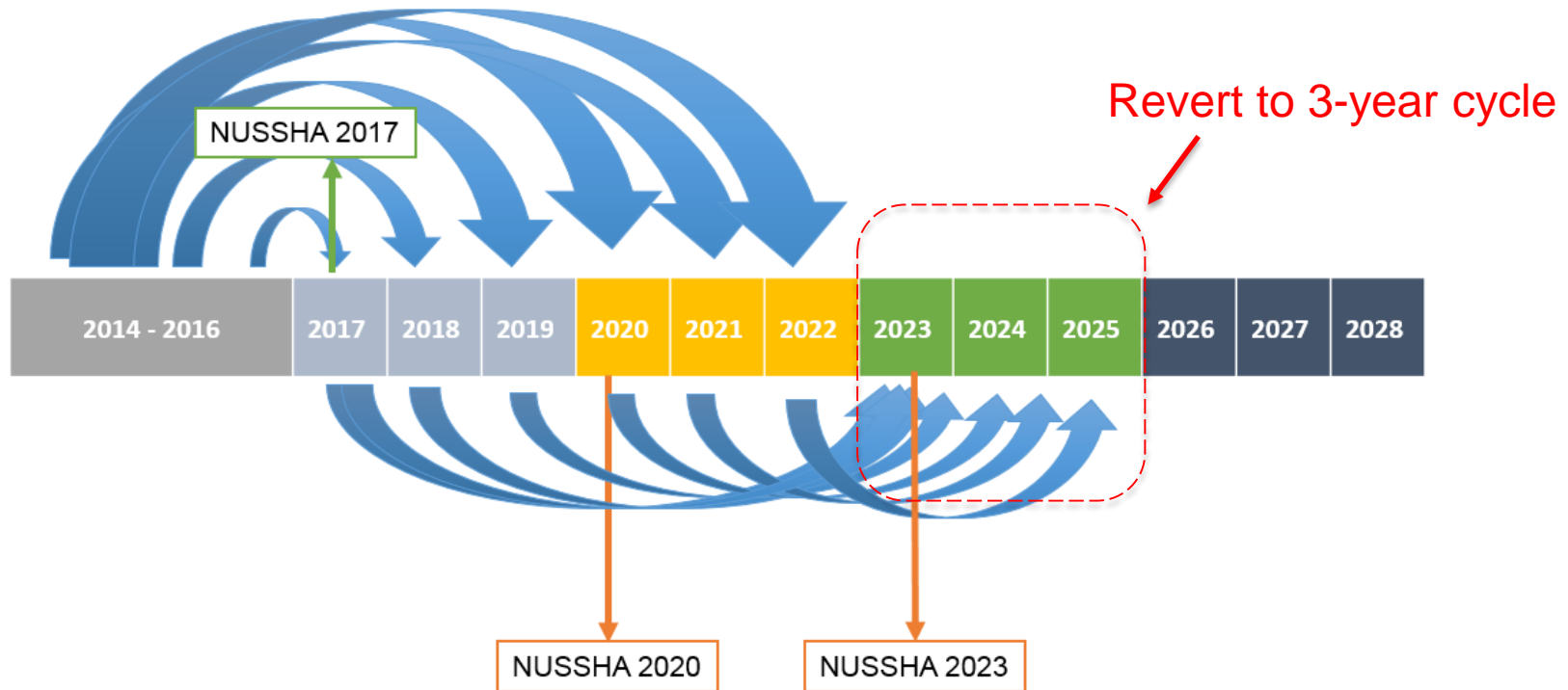
- a. No change to 6 year **PIs Audit** cycle for the drop in performance provided department demonstrates improvement in the following audit.



# FREQUENCY OF AUDIT

- b. Revert to 3-year **PIs Audit** cycle when department did not demonstrate any improvements for consecutive two audit cycle.

17% of PIs are audited each year



# REMINDERS TO DEPARTMENTS

1. Departments are reminded to:
  - a. Submit the NUSSHA application form online by 26 Nov 2018. The link to the application form will be emailed to SHCs on 5 Nov.
  - b. Use WSHIR Module in EHS360 to update DSHMS documents.
  - c. Ensure that DSHMS documents are ready for review by assessors 4 weeks before the audit.

# THANK YOU

For further enquiries, please contact:

1. Your respective Safety & Health Officer from OSHE
2. Mr. Hairulnizam Ishak ([oshhi@nus.edu.sg](mailto:oshhi@nus.edu.sg)) or 65167725
3. Mr. Danny Toh ([oshtwl@nus.edu.sg](mailto:oshtwl@nus.edu.sg)) or 65164131