



Briefing on NUSSHA 2023 Application

16 Feb 2022



Presentation Outline

1. Overview of NUSSHA
2. Eligible Departments for NUSSHA
3. Key Timelines
4. NUSSHA 2023 Application
5. Actions Required by BPs and SHCs
6. Frequently Asked Questions (FAQ)
7. Q&A

Overview

NUS SAFETY & HEALTH AWARDS (NUSSHA)

1. Encourage departments to establish safety and health management system (SHMS)
2. Conducted together with the mandatory audits required for high hazard departments
3. Recognise departments' safety & health performance and sharing of best practices
4. Promote culture of continual improvement



Key Milestones of NUSSHA

2004



2007



2011



2015



2019

MILESTONE 01

1. First launched as Annual Safety & Health Award
2. Award category : Certificate of Participation, Merit, Merit with Commendation, Silver, Gold

MILESTONE 02

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

MILESTONE 03

1. Frequency changed from Annual to once every two years
2. Introduced Part A: SHMS Standard for Department
3. Award category changed to Recognition, Commitment, Commendation & Excellence

MILESTONE 04

1. ASHPA was changed to NUS Safety & Health Awards (NUSSHA)
2. Frequency changed to once every three years
3. Introduced Part B: Guidance Notes
4. Inclusion of depts with high hazard activities

MILESTONE 05

1. Reduction in PI audit frequency for higher tier award winners

NUSSHA 2023 ROADMAP

Milestone #1

1. Registration for NUSSHA 2023
2. Confirmation of Department Audit Schedule



Milestone #3

End of Department Audits



May 2022

Milestone #2

Start of Department Audits

Milestone #5

NUSSHA Award Ceremony

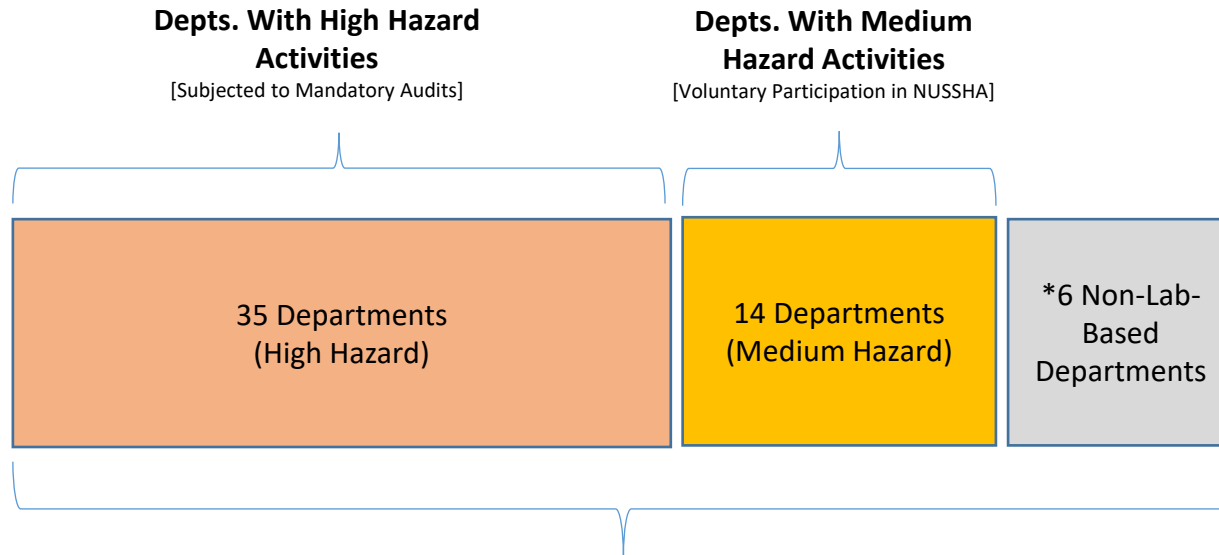


Milestone #4

1. NUSSHA Judging
2. Release of NUSSHA Results

Mar 2023

ELIGIBLE DEPARTMENTS IN NUSSHA 2023



Eligible Departments – 55 depts.

ELIGIBLE DEPARTMENTS FOR NUSSHA 2023

Faculty / Dept	High Hazard (35 Depts.)					Medium Hazard (14 Depts.)				
NUS Medicine (14)	Medicine	MicroB.	BSL-3	O&G	CIRC	Ortho. Surgery	Anaesthesia	Paediatrics	Anatomy	Pathology
						Pharmacology	Physiology	Surgery	Biochemistry	
Science (6)	Pharmacy	Chemistry	Physics	DBS	LKCNHM	FST (First Participation)				
College of Design & Engineering (8)	ChBE	BIE	MSE	ECE	ME	Architecture				
	CEE	Built Env.								
Research Institutes / Research Centres (16)	iHealthTech	MBI	SNRSI	TMSI	SERIS	CRISP				
	SSLS	I-FIM (First Participation)	N1	NUSRI (Suzhou)	NERI (First Participation)					
	CQT	CSI	CA2DM	LSI	Temasek Laboratories					
Other Faculty / School / Dept (5)	Duke-NUS Medical School	Dentistry	CM			SSHSPH	Geography			
Non-Lab-based Depts. (6)	UHC, CFA, NUS Libraries & UCI - CAM / CES / CL <i>Note: Pending the review of hazard profiling criteria. Departments will be informed of any changes to hazard profile status.</i>									

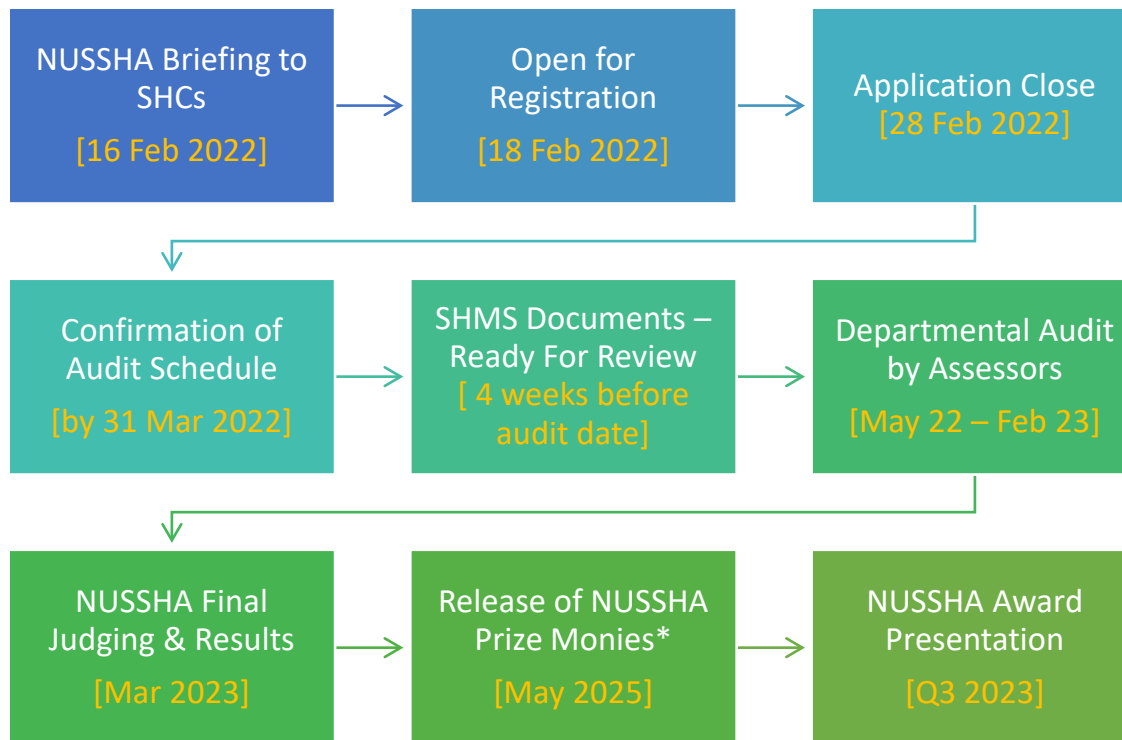
NUSSHA 2023 Assessment

No Change

1. Online application form
2. DSHMS Standard – Part A
3. Guidance Notes – Part B
4. Assessment Criteria
 - Total WSH@NUS programme will not be included in NUSSHA scoring
5. Award Criteria



Key Timelines



1. NUSSHA Online Application Form

1. Application open on **18 Feb 2022**
2. Close on **28 Feb 2022**
3. Safety Chairs (SCs) or Safety & Health Coordinator (SHCs) can submit on behalf of Deans / Heads / Directors.
4. By submitting the application, SC or SHC acknowledges that Dean / Head / Director has:
 - a. Given their consent to participate in NUSSHA 2023
 - b. Understood and agreed with the requirements outlined in the application form

Questions Responses

Application Form for NUSSHA 2023

The NUS Safety & Health Awards 2023 is a safety promotional programme organised by the Office of Risk Management and Compliance to recognise NUS Faculties, Departments and Research Centres / Research Institutes, which have implemented an effective department safety and health management system (DSHMS). For more information, please visit <https://intra.nus.edu.sg/osh/central/safety-awards/NUSSHA.html>

1. Name of Department *

2. Name of Applicant *

3. NUS Email ID *

4. I acknowledged that Dean / Director / Head of Department has given his/her consent to participate in NUSSHA 2023 *

Yes

No

5. I acknowledged that the Dean / Director / Head of Department has understood and agreed with the terms and conditions (T&C) for NUSSHA 2023. Please visit XXXX to view the T&C. *

Yes

No

2. Assessment Criteria

- a. NUS Safety & Health (S&H) Management System Standard for Departments - [Part A: Requirements](#)
- b. [No change](#) to the assessment approach - Based on the maturity of 14 SHMS elements.

Assessment Outcome

1. Foundational

- Implementation of essential SHMS elements

2. Progressive

- Progressive implementation of SHMS element

3. Comprehensive

- Complete implementation of SHMS element

3. Award Criteria

Award Category	DSHMS Audit Performance	SHMS Certification for Academic Supervisors	Accident & Incident
Recognition	1. Department's commitment to safety is demonstrated by the limited implementation of the DSHMS elements 2. Departments which do not qualify for Commitment, Commendation and Excellence Awards		
Commitment	Department's commitment to safety is demonstrated by the essential implementation of the DSHMS elements	1. < 80% certified at the end of surveillance/ certification audits 2. New PIs are certified within 6 months	Accidents / Incidents which did not result in high impact incidents such as those: 1. subjected to Committee of Inquiry (COI) 2. resulted in punitive measures by regulator 3. resulted in financial loss of > \$500k
Commendation	Department's commitment to safety is demonstrated by the progressive implementation of the DSHMS elements	1. ≥ 80% certified at the end of surveillance / certification audits 2. New PIs are certified within 6 months	
Excellence (2 years consecutive award of Commendation) Pre-requisites 1. 2 consecutive awards of Commendation 2. At least one safety & health improvement project	Department's commitment to safety is demonstrated by the sustained and comprehensive implementation of the DSHMS elements	1. All PIs certified 2. New PIs are certified within 6 months	

4. Award Category



AWARD CATEGORY	DSHMS AUDIT PERFORMANCE
Recognition	Department's commitment to safety is demonstrated by the limited implementation of the DSHMS elements
Commitment	Department's commitment to safety is demonstrated by the essential implementation of the DSHMS elements
Commendation	Department's commitment to safety is demonstrated by the progressive implementation of the DSHMS elements
Excellence Pre-requisites	Department's commitment to safety is demonstrated by the comprehensive implementation of the DSHMS elements)
a. 2 consecutive award of Commendation	
b. At least one safety & health improvement project	

5. Safety & Health Improvement Project

Objective

Motivate departments to bring about safety & health improvements through project

Pre-requisite for Excellence Award Winner

Themes

Develop innovative solution(s) by:

- 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 and wellness in the workplace
- f. Mainstreaming safety into education

Report Format

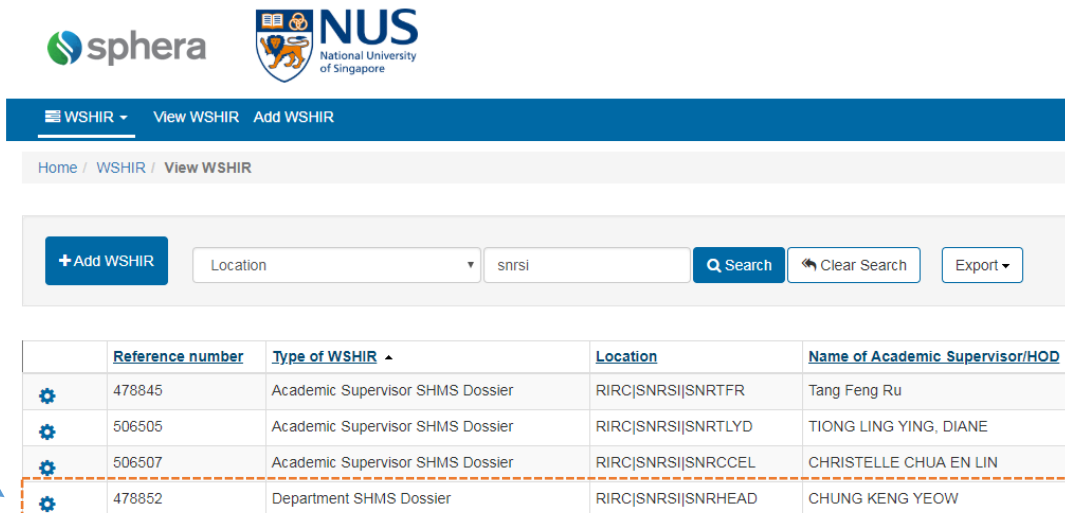
(summarised in 2-page slides)

Should cover:

1. Objective
2. Problem Statement
3. Causes
4. Solutions
5. Implementation
6. Results

6. DSHMS 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.



The screenshot displays the Sphera WSHIR interface. At the top, there are logos for Sphera and NUS (National University of Singapore). Below the logos is a navigation bar with 'WSHIR' and options to 'View WSHIR' and 'Add WSHIR'. A breadcrumb trail shows 'Home / WSHIR / View WSHIR'. The main area contains a search bar with a '+ Add WSHIR' button, a 'Location' dropdown menu, a search input field containing 'snrsi', and buttons for 'Search', 'Clear Search', and 'Export'. Below the search bar is a table with the following data:

	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

7. Summary of key achievements & best practices

- Dept to upload in WSHIR Module before the audit

Key Achievements

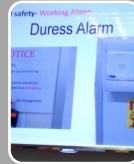


ISO45001 certification

- Certified in Apr 2019



Best Practices



Duress Alarm

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



8. Audit Programme



What?

Documentation Review + Interview

Who?

Dean, Director, HoD*, key safety committee members

* Auditors will interview Dean / Director / HoD from 9 to 10 am.

How?

Microsoft Teams meeting

What?

Site Inspection

Who?

Representatives from lab group
Max 5 people* including auditor(s)

* Depending on SMM requirement

How?

On-site inspection of lab, workshop, chemical stores, etc.

What?

Closing Meeting

Who?

Dean, Director, HoD*, key safety committee members

How?

On-site debrief or
Online meeting

9. Actions Required by BPs & SHCs

1. Brief Dean/Director/HoD and Safety Chair on NUSSHA 2023
2. Submit the NUSSHA application form online by 28 Feb 2022.
 - The link to the application form will be emailed to SHCs on 18 Feb 2022.
3. Update DSHMS documents in WSHIR Module
4. Ensure that DSHMS documents are ready for review by assessors four weeks before the audit.



Frequently Asked Questions (FAQ)

FAQ

1. Who are the assessors?

Answer: The lead auditor is from the Office of Risk Management & Compliance (ORMC) who may partner with an external consultant to jointly conduct the audit.

FAQ

2. My department is certified to ISO45001 and required to undergo an annual audit by external assessors. Does my department need to undergo another round of audits for NUSSHA?

Answer: No. 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

3. My department is subjected to mandatory department audits. Is there an additional assessment for NUSSHA?

Answer: No. Department subjected to mandatory audit will be evaluated once. The result from the audit will be used for the NUSSHA award.

FAQ

4. How do I select the date for the audits?

Answer: The audit administrator will liaise with the S&H Coordinator to schedule the audit date upon successful receipt of the application form.

FAQ

5. What are the non-monetary incentives for participating in NUSSHA?

Answer: The audit frequency is reduced for higher tier award.

S/N	Award Category	Frequency of Surveillance Audits for the Academic Supervisor
1	“Commitment” award	once every 6 years*
2	“Commendation” or “Excellence” award	no surveillance audit*
3	“Recognition” award or departments that have not participated in NUSSHA	once every 3 years

* The frequency would be increased to once every 3 years for Academic Supervisors with notable findings from last OSHE audit and/or high impact incidents for the last three years

FAQ

6. What happen if my department opt-out from NUSSHA?

Answer: The frequency of Surveillance Audits for the Academic supervisor will default to once every three years.

FAQ

7. What happen to PI audit frequency if my department has dropped in the award category?

Answer: The Surveillance Audits will default to the audit frequency table.

QUESTIONS?