

Harmonised Safety Training Framework

The Harmonised Safety Training Framework under the Working Group on Safety & Health in Higher Education and Research (WG HER) Sector

The Working Group on Safety & Health in Higher Education and Research (WG HER) Sector is under the auspice of the Singapore Workplace Safety & Health Council (WSHC). Members of WG HER comprise representatives from universities, polytechnics, national-level research institutions and hospital clusters to discuss topics of common interests on safety and health related matters.

Objective of the Harmonised Safety & Health Training Framework

The safety & health training harmonisation framework is an initiative by WG HER to support collaboration and mobility of researchers amongst organisations and institutes of higher learning, and to minimise repetitive safety training and assessment arising from such activity. Under this framework, a researcher from a participating university/institute who has undergone their chemical safety training and/or biological safety training, and now works with chemicals and/or biologics in a NUS laboratory, need not undertake the NUS Chemical Safety Training (OSHCHM01) and/or NUS Biosafety for BSL-2 Laboratories Training (OSHBIO08). Conversely, NUS staff who had undergone our NUS Chemical Safety Training (OSHCHM01) and/or Biosafety for BSL-2 Laboratories Training (OSHBIO08) and handles chemicals and/or biologics in these universities/institutes, will also be exempted from their chemical and/or biological safety training.

The training and assessment materials developed by each member organisation had been subjected to authentication by the WG HER – Research Subcommittee (Chemical Safety Task Force) and WG HER – Research Subcommittee (Biological Safety Task Force) to assure the fulfilment of key learning objectives in the specific training.

With effect from 1st April 2017, NUS chemical safety training certificates are recognised by WG HER.
With effect from 1st August 2018, NUS biological safety training certificates are recognised by WG HER.

Harmonised Safety Training with Institutes of Higher Learning / Institutions

NUS continues to look for opportunities to harmonise safety training with institutes of higher learning / institutions.

With effect from 1st November 2021, NUS Safe Needle Usage in Research Laboratories (OSHBIO06) is harmonised with SingHealth Needle Safety in Research Laboratories (OBBIO03).

Please contact the following personnel pertaining to the harmonised safety training programme:

Department	Types of enquiries:	Contact Person
Office of Safety, Health & Environment (OSHE)	1. Enquiries on Working Group on Safety & Health in Higher Education and Research (WG HER), Harmonised Biological Safety Training or Safe Needle Usage in Research Laboratories Training	Dr Lim Cheh Peng Associate Director Email: oshlimcp@nus.edu.sg Telephone: 6516 7088
	2. Enquiries on Harmonised Chemical Safety Training	Mr Joel Swee Dao Wen Associate Director Email: oshsdw@nus.edu.sg Telephone: 6516 5725

For more information on Harmonised Training Framework, please refer to the following:

References

List of approved member organisations for Harmonised Safety Training	Web link
NUS training requirements under the structured safety training framework (SSTS)	Web link

FAQs

Q1: What is the training requirement for collaborators working in NUS laboratories?

Ans: Under NUS requirements, PIs & Laboratory Supervisors should evaluate the safety and health training needs for collaborators and non-NUS students working in their laboratories. It is highly recommended that collaborators working in the laboratories undertake equivalent type of training as those of NUS counterparts. With this harmonised system, PIs have the assurance collaborators have attended equivalent level of OSHE training.

This requirement can be found at <https://inetapps.nus.edu.sg/osh/portal/training/ssts.html>

Q2: Under this harmonised safety training framework, how do I exempt my collaborator / new hire who is from another Institute of Higher Learning (IHL) and working with chemicals in my laboratory from NUS Chemical Safety Training (OSHCHM01) and/or NUS Biological Safety Training (OSHBIO08)?

Ans: Your collaborator / new hire must be from the list of approved member organisations under this framework and must produce his/her chemical safety training certificate/attendance. After verifying that the training certificate is valid, he/she will be exempted from NUS Chemical Safety Training (OSHCHM01) and/or NUS Biological Safety Training (OSHBIO08). The training record should subsequently be kept in the Laboratory Safety and Health Management System dossier.

Q3: How do I verify that the training certificate/attendance is valid under the harmonised safety training?

Ans: All approved training certificates/attendance records would clearly indicate the following text:

- 'Chemical Safety Training Syllabus and Assessment are recognised and approved by the Workplace Safety and Health Council's Working Group on Safety & Health in Higher Education and Research Sector' on their training certificates/attendance records for chemical safety training
- 'Biological Safety Training Syllabus and Assessment are recognised and approved by the Workplace Safety and Health Council's Working Group on Safety & Health in Higher Education and Research Sector' on their training certificates/attendance records for biological safety training.
- 'Syllabus and Assessment are harmonised with SingHealth Needle Safety in Research Laboratories (Course Code: OOBBI003)' on their training certificates/attendance records.

Q4: Can I accept training certificates/attendance records which do not have the prescribed text?

Ans: If in doubt on the validity of the harmonised safety training records, you should approach OSHE for further verification. Ensuring that all personnel working in the laboratory receive the required safety training is paramount to protecting the safety and health of all laboratory members.

Q5: Does my collaborator need to attend the NUS Chemical Safety / NUS Biological Safety refresher training?

Ans: PIs & Laboratory supervisors should evaluate the safety and health training needs for collaborators and non-NUS personnel working in their laboratories. It is highly recommended that your collaborator and non-NUS personnel attend the chemical safety refresher training and/or biological safety refresher training as required by NUS once every 3years.

Q6: Can my collaborator / new hire be exempted from NUS supplementary ('Add-on') modules under this framework?

Ans: At the moment, the WG HER – Research Subcommittee (Chemical Safety Task Force) and WG HER – Research Subcommittee (Biological Safety Task Force) have only developed the curriculum for the harmonised Chemical Safety training and Biological Safety training, respectively. In addition, NUS has harmonised with SingHealth on the Safe Needle Usage / Needle Safety in Research Laboratories. The other supplementary modules, e.g. Safe Use & Handling of Hydrofluoric Acid (OSHCHM02), Safe Use & Handling of Pyrophoric Chemicals (OSHCHM03), Safe Handling of Human Tissue and Fluids (OSHBIO03), Safe Handling of Non-human Primate (Macaque) Derived Materials, etc., will still be required if the PI determines so for their collaborators.

Q7: If NUS staff/students have completed the safety training from other IHLs approved under harmonised training scheme, how can their training records be updated in the EHS360 Training module?

Ans: PI shall verify that the NUS staff/student training certificate/attendance is approved under the scheme, and after verification that it is valid, Safety Lead can assist to add the training records into the EHS360 Training module by selecting the respective harmonised training course codes, i.e. EXTCHM01 for Approved External Training (Chemical Safety), EXTBIO01 for Approved External Training (Biological Safety), or EXTBIO02 for Approved External Training (SingHealth Needle Safety in Research Laboratories) and upload the training certificate/attendance sheet.

Q8: My collaborator had attended the Chemical Safety Training at NTU and will be performing research work in my laboratory. How can I input my visitor/collaborator's training records in the EHS360 Training module?

Ans: We recommend this to be done for non-NUS staff and students working in NUS for more than 1 year. To input their training records in the EHS360 Training module, do take note of the following steps:

- a. Host Department creates a visitor email account for the visitor
- b. Visitor applies 2FA and emails the request to 2faenquiry@nus.edu.sg
- c. Safety Lead (SL) submits EHS360 Service Request (SR) to create visitor account in EHS360
- d. EHS360 Admin receives SR and proceeds to grant access to WSHIR and tag to line manager for training module
- e. SL will receive email notification that EHS360 account has been created for the visitor
- f. SL proceeds to add visitor's IHL training records in EHS360 training module by selecting training course code for external training, i.e. EXTCHM01 for Approved External Training (Chemical Safety), EXTBIO01 for Approved External Training (Biological Safety), or EXTBIO02 for Approved External Training (SingHealth Needle Safety in Research Laboratories)
- g. System will trigger email reminder for refresher training (i.e. every 3 years)