

 <b>NUS NUS Safety &amp; Health Guidelines</b> <small>National University of Singapore</small>		Procedure No:	OSHE/SOP/GE/04
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## Amendment

Revision No.	Released Date	Description	Prepared by
00	1/2/2012	New document	Document owner
01	1/8/2012	Addition of Safety Management System Training information - OSHSMS01	Document owner
02	16/10/2012	Addition of Biosafety Refresher Training – OSHBIO02	Document owner
03	22/7/2013	Revised instructions on selecting and bookmarking course module	Document owner
04	21/2/2014	<ol style="list-style-type: none"> <li>1. Revised of technical contact</li> <li>2. Add instruction on miss out the summary page to check on the assessment mark</li> </ol>	Document owner
05	22/10/2015	<ol style="list-style-type: none"> <li>1. Revised of Program manager</li> <li>2. Add in new course*</li> <li>3. Revised the "The new IVLE page" sign up process</li> </ol>	Document owner

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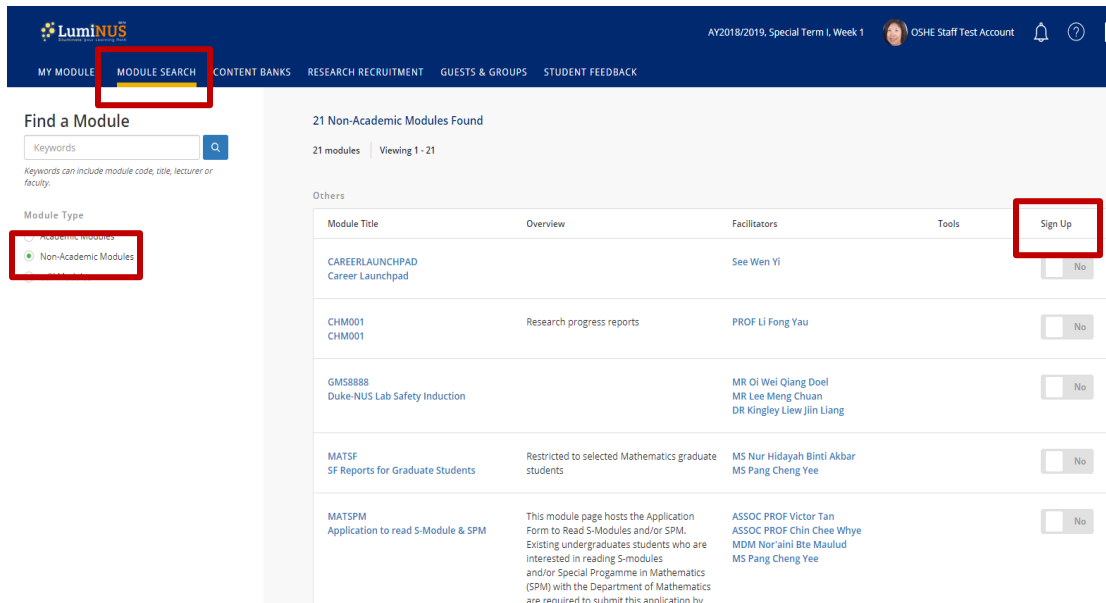
06	20/11/2015	1. Add in new course* 2. Delete Biological Safety Refresher Training (OSHBIO02)	Document owner
07	30/8/2016	1. Add in new courses *	Document owner
08	18/12/2018	1. Update list of courses and course owners	Document owner
09	15/07/2019	1. Update Instructions to complete safety training through LumiNUS	Document owner

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Please follow the instructions below to complete the Safety Training through LumiNUS.

#### A. Select and Sign Up for the course module


1. Access LumiNUS via Google Chrome: <https://luminus.nus.edu.sg>
2. Login using your NUS User ID and password. You can login only with a valid NUS ID (either staff, student or visitor accounts).
3. If you do not have any of these accounts please email OSHE Training Coordinator ([oshbox11@nus.edu.sg](mailto:oshbox11@nus.edu.sg)) to request for a guest account.
4. OSHE modules are under non-academic modules. Go to “Module Search”, select “Non-Academic Modules”, sign up for the module by clicking on “Sign Up” column on the right to change the option from “No” to “Yes”.



21 Non-Academic Modules Found

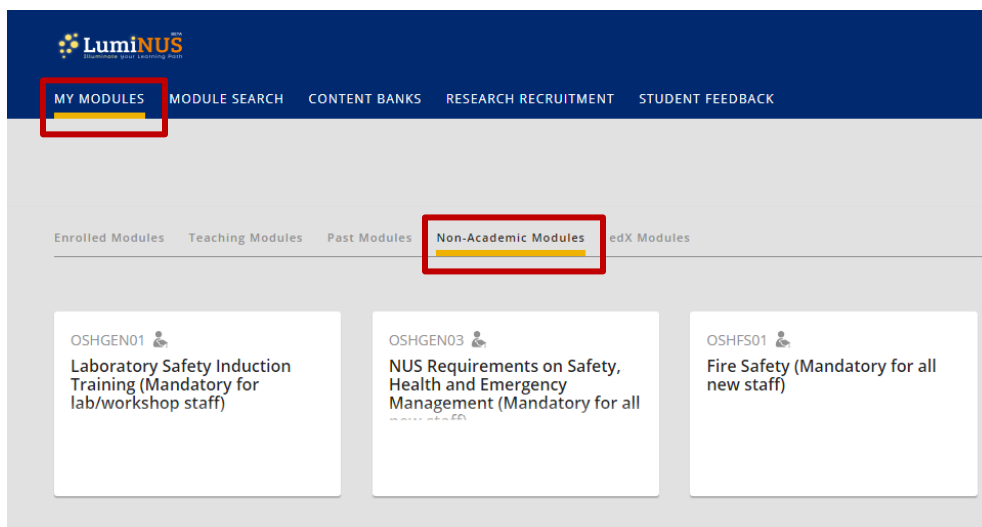
21 modules | Viewing 1 - 21

Module Title	Overview	Facilitators	Tools	Sign Up
CAREERLAUNCHPAD Career Launchpad		See Wen Yi		<input type="checkbox"/> No
CHM001 CHM001	Research progress reports	PROF Li Fong Yau		<input type="checkbox"/> No
GMS888 Duke-NUS Lab Safety Induction		MR Oi Wei Qiang Doel MR Lee Meng Chuan DR Kingley Liew Jlin Liang		<input type="checkbox"/> No
MATSF SF Reports for Graduate Students	Restricted to selected Mathematics graduate students	MS Nur Hidayah Binti Akbar MS Pang Cheng Yee		<input type="checkbox"/> No
MATSPM Application to read S-Module & SPM	This module page hosts the Application Form to Read S-Modules and/or SPM. Existing undergraduates students who are interested in reading S-modules and/or Special Programme in Mathematics (SPM) with the Department of Mathematics are required to submit this application by	ASSOC PROF Victor Tan ASSOC PROF Chin Chee Whye MDM Nor'alni Bte Maulud MS Pang Cheng Yee		<input type="checkbox"/> No


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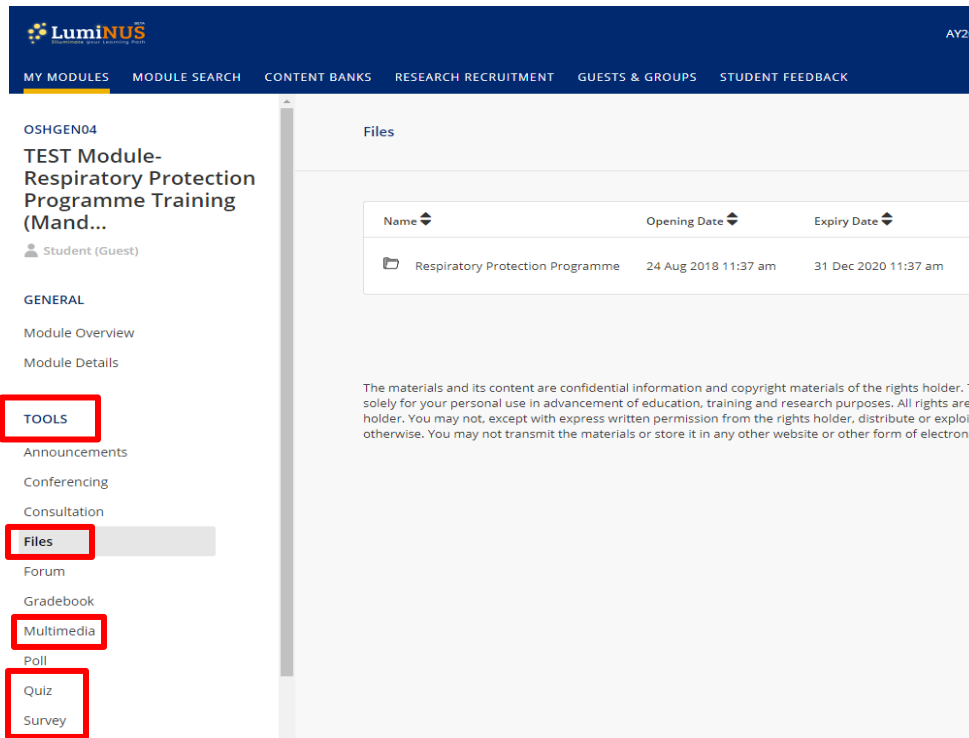
## B. Details of course module

1. After signing-up for the module, go to “My Modules”, click on “Non-Academic Modules”; the modules you have signed up will appear in the dashboard as indicated below.



2. Module Overview lists the Learning Outcomes and Quiz/Assessment requirements. The other course details such as Syllabus, Who Should Attend, Duration and Refresher Training Requirements (if any) are found in Module Description.
3. The section under “TOOLS” contain the following components:
  - I. Files (workbin)- Training material in PDF format
  - II. Multimedia – The audio-video presentation of the training material that the learner has to review.
  - III. Quiz/Assessment – The Quiz/assessment to be completed AFTER viewing the Multimedia.
  - IV. Survey – This is an anonymous survey; your feedback is appreciated.

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The screenshot shows the LumiNUS interface for a module titled "TEST Module- Respiratory Protection Programme Training (Mand...". The left sidebar contains a "TOOLS" menu with items: Announcements, Conferencing, Consultation, Files (highlighted), Forum, Gradebook, Multimedia (highlighted), Poll, Quiz, and Survey (highlighted). The main content area displays a "Files" section with a table:

Name	Opening Date	Expiry Date
Respiratory Protection Programme	24 Aug 2018 11:37 am	31 Dec 2020 11:37 am

Below the table, there is a disclaimer: "The materials and its content are confidential information and copyright materials of the rights holder. They are intended solely for your personal use in advancement of education, training and research purposes. All rights are reserved by the rights holder. You may not, except with express written permission from the rights holder, distribute or exploit the materials or store it in any other website or other form of electronic communication."

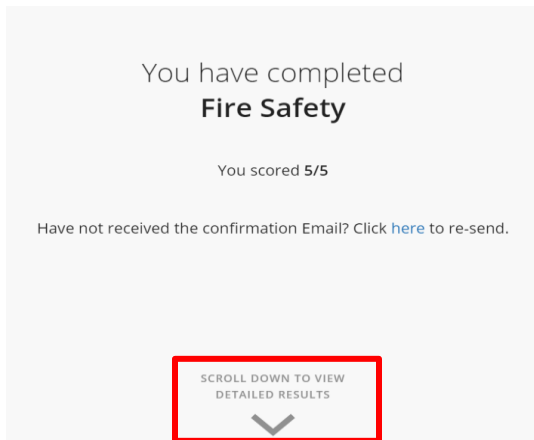
### C. Complete the quiz/assessment and receive the E-certificate


1. The quiz/assessment is to ensure the learner has understood the subject satisfactorily. You have to complete the quiz with a minimum score of 80% to successfully complete the module.
2. Learners to complete the quiz AFTER reviewing the training material in the "Multimedia".
3. Please click on "Finish Quiz" after the last question for the quiz to be deemed as completed.
4. If learners have completed and passed the quiz, the E-Certificate of Completion will be sent within 24 hours.
5. For enquiries, please contact the OSHE Training Coordinator at [oshbox11@nus.edu.sg](mailto:oshbox11@nus.edu.sg).

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**D. LumiNUS generated confirmation email**

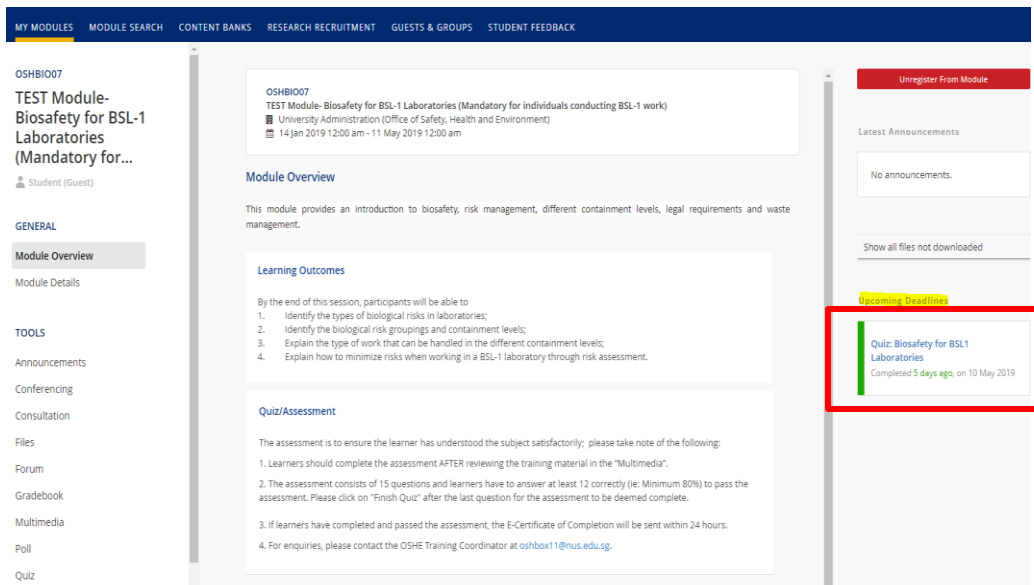
1. Upon completion of the quiz, a system-generated confirmation email will be automatically sent to you. This confirmation email will be sent regardless whether you have passed or failed the quiz. This confirmation email shall not be used as a proof that you have successfully completed the module. (refer to section C)
2. If you click on “here to re-send”, a second confirmation email will be sent to you.
3. You can also scroll down to see your completed quiz and go through the questions which you may have answered incorrectly.



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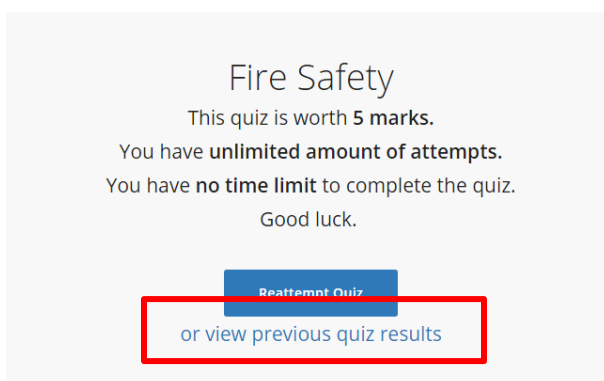
## E. To view completed training

1. To view completed training, go to the module, the training completion date is shown under “Upcoming Deadlines”




The screenshot shows the LumiNUS interface for the 'TEST Module- Biosafety for BSL-1 Laboratories' module. The 'Upcoming Deadlines' section is highlighted with a red box, showing a completed quiz for 'Biosafety for BSL1 Laboratories' on 10 May 2019.

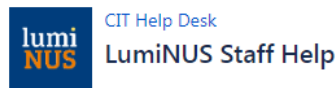
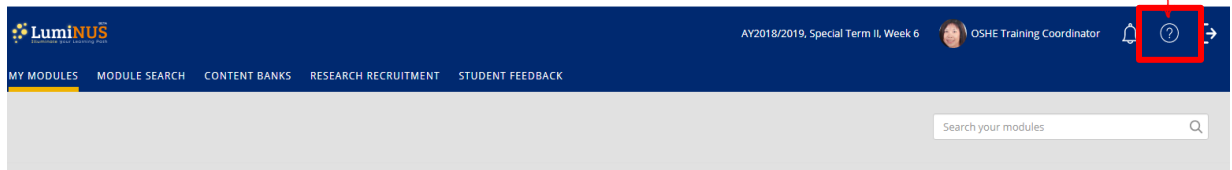
2. You can also click on “view your previous quiz results” to view your completed assessment.



The screenshot shows the 'Fire Safety' quiz completion screen. The text reads: "This quiz is worth 5 marks. You have unlimited amount of attempts. You have no time limit to complete the quiz. Good luck." Below this, there is a blue button labeled 'Reattempt Quiz' and a link that says 'or view previous quiz results', both of which are highlighted with a red box.

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3. Please click on the **Help Icon** on the top right corner of your LumiNUS dashboard if you encounter technical difficulties.



We are here to help!

**Search for a solution** or **choose one of the options below** to continue with your help request.

[Search help](#)



**LumiNUS is down / cannot be accessed**  
If LumiNUS **does not load at all**, please report it here.



**LumiNUS is slow / unresponsive**  
If LumiNUS takes **a long time to load or respond**, please report it here.



**Report a bug or an issue**  
If you encountered an **error message or something is not working as it should** on LumiNUS, please let us know.




**Ask a question**  
If you have a **question about how to do something in LumiNUS**, please ask us here.



**Suggest a feature**  
Share your ideas about how we can improve LumiNUS.  
  
While the LumiNUS team reads all suggestions, please note that there is an evaluation process and not all suggestions may be implemented.




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To check minimum score required to complete the quiz/assessment, please refer to Annex 1 below:


Annex 1

<b>Safety Training</b>	<b>Safety Modules (course code)</b>	<b>Minimum score for Quiz / Assessment</b>
<b>Chemical</b>	Chemical Safety Training (OSHCHM01)	24/30
	Safe Use & Handling of Hydrofluoric Acid (OSHCHM02)	8/10
	Safe Use & Handling of Pyrophoric Chemicals (OSHCHM03)	8/10
	Semi-Quantitative Risk Assessment (OSHCHM04)	4/5
	Chemical Spill Response (OSHCHM05)	8/10


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<b>Biological</b>	Safe Handling of Human Tissue and Fluids (OSHBIO03)	8/10	
	Biosafety Legislations & Guidelines (OSHBIO04)	12/15	
	Biological spills and Emergency response (OSHBIO05)	8/10	
	Safe Needle Usage (OSHBIO06)	8/10	
	Biosafety for BSL-1 Laboratories (OSHBIO07)	12/15	
	Biosafety for BSL-2 Laboratories (OSHBIO08)	24/30	
	<b>Radiation</b>	Laser Safety Training (OSHRAD02)	24/30
		Safe Handling of Radioactive Materials (OSHRAD03)	24/30
Safe Handling of X-ray Machines (OSHRAD04)		24/30	

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	Basic MRI Safety Training (OSHRAD05)	15/15	
	MRI Safety Training for Operators (OSHRAD06)	20/20	

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<b>Management system</b>	Safety and Health Management System (SHMS) – Tools & Techniques for Development, Implementation and Maintenance of SHMS – OSHSMS01	No assessment
<b>Ergonomics</b>	NUS Office Ergonomics Training (OSHERGO01)	8/10
	NUS Laboratory Ergonomics Training (OSHERGO02)	8/10
<b>General</b>	Laboratory Safety Induction Training (for staff only) (OSHGEN01)	4/5
	Introduction to Laboratory Safety and Health in NUS – Policy, Principles and Practice (for newly matriculated undergraduates) (OSHGEN02)	No assessment
	An Introduction to Safety, Health and Emergency Management (OSHGEN03)	4/5 (quiz at the end of SCORM video)

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	Respiratory Protection Programme Training for First-Time Users (OSHGEN04)	4/5
	Respiratory Protection Programme Training for Returning Users (Refresher) (OSHGEN05)	4/5
	Risk Management for Laboratories (OSHGEN06)	24/30
	Risk Management for General Workplaces (OSHGEN07)	24/30
	Field Research Safety (OSHGEN08)	12/15
	Conducting Incident Investigation (OSHGEN09)	4/5