

 NUS National University of Singapore NUS Safety & Health Guidelines	Procedure No:	OSHE/SOP/GE/04
	Rev No	07
	Page:	1 of 12
Instructions to complete the safety training through IVLE		Review Date 30 Aug 2016
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	

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"> 1. Revised of technical contact 2. Add instruction on miss out the summary page to check on the assessment mark 	Document owner
05	22/10/2015	<ol style="list-style-type: none"> 1. Revised of Program manager 2. Add in new course* 3. Revised the "The new IVLE page" sign up process 	Document owner

 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	2 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

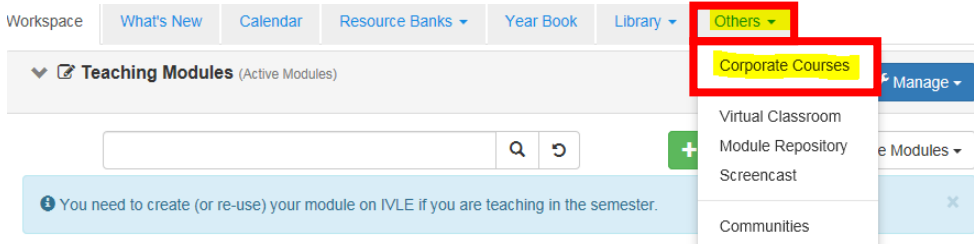
06	20/11/2015	1. Add in new course* 2. Delete Biological Safety Refresher Training (OSHBIO02)	Document owner
07	30/8/2016	1. Add in new courses *	Document owner

 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	3 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

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


A. Selecting and Sign Up the course module

1. Visit - <https://ivle.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 request an IVLE GUEST account by emailing oshlamer@nus.edu.sg. Please provide Name and Email Address of the GUEST and also Name and Email Address of the SUPERVISOR of the guest. Upon received the IVLE guest account, proceed to section B - Starting the course module.
4. Go to the tab “Others” and select the “Corporate Courses”



5. From the list of various office/department, scroll down to “Office of Safety, Health And Environment” for the list of safety courses and “sign up” the course by clicking “Yes”

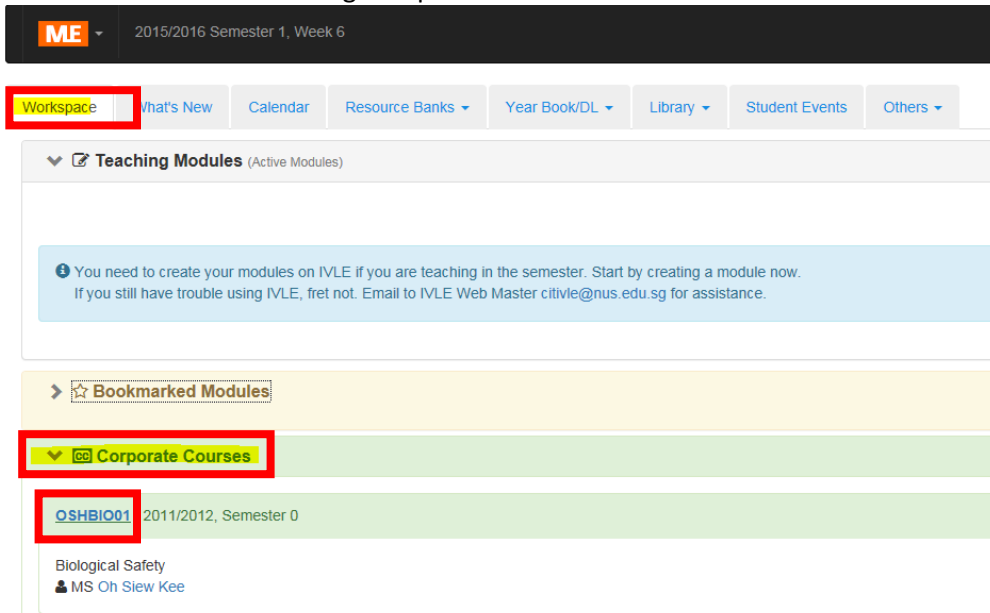
Office Of Safety, Health And Environment				
Sign Up	Course Information	Facilitators	Purpose	Last Modified
Yes No	OSHBIO01 Biological Safety	Oh Siew Kee Tessy Joseph Sania Bintie Nader Jayavani D/O Karuppasamy Lum Wai Kiong, Danny Gisela Ho Pui Fun	This module is about awareness of Biological hazards in the lab, understanding of biosafety principles and levels and applying these principles through procedures and design. To completely review all the multimedia training materials might take about 90 to 120 minutes. The assessments consists of 30 questions with no time limit.	30-Jul-2015
Yes No	OSHBIO02 Biological Safety Refresher	Oh Siew Kee Lim Cheh Peng Sania Bintie Nader Gisela Ho Pui Fun	This module is about biological risk management and understanding different classes of disinfection, decontamination methods and various sources of laboratory-acquired infections. This will also reflect on some incidences and accidents that have arisen due to safety lapses. To completely review all the multimedia training materials might take about 90 to 120 minutes. The assessments consists of 30 questions with no time limit.	26-Jun-2015
Yes No	OSHCHM01 Chemical Safety	Oh Siew Kee Swee Dao Wen Gisela Ho Pui Fun Sania Bintie Nader	This module is to equip all staff working in laboratories to be competent in handling, storing and using chemicals. It will also guide staff to develop safety operating procedures and checklist for chemical handling. To completely review all the multimedia training materials might take about 90 minutes. The assessment consists of 30 questions with no time limit.	26-Jun-2015
Yes No	OSHERGO01 NUS Office Ergonomics Training	Oh Siew Kee Joshua Wong Gisela Ho Pui Fun	This module is about awareness of ergonomic hazards in the office, awareness of common musculoskeletal disorders related to work, understand good practices of ergonomics, self-evaluate your workstation, apply control measures to reduce ergonomic hazards. To complete review all the training materials might take about 16 minutes.	24-Jul-2015
Yes No	OSHERGO02 NUS Laboratory Ergonomics Training	Oh Siew Kee Joshua Wong Gisela Ho Pui Fun	This module is about awareness of ergonomic hazards in the laboratory, awareness of common musculoskeletal disorders related to work, understand good practices of ergonomics, self-evaluate your workstation and apply control measures to reduce ergonomic hazards. To complete review all the training materials might take about 20 minutes.	14-Aug-2015

 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	4 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

6. It will prompt you a successful signed up message and continue by clicking "OK"
7. The system will bring you back to the tab "Workspace"


B. Starting the course module

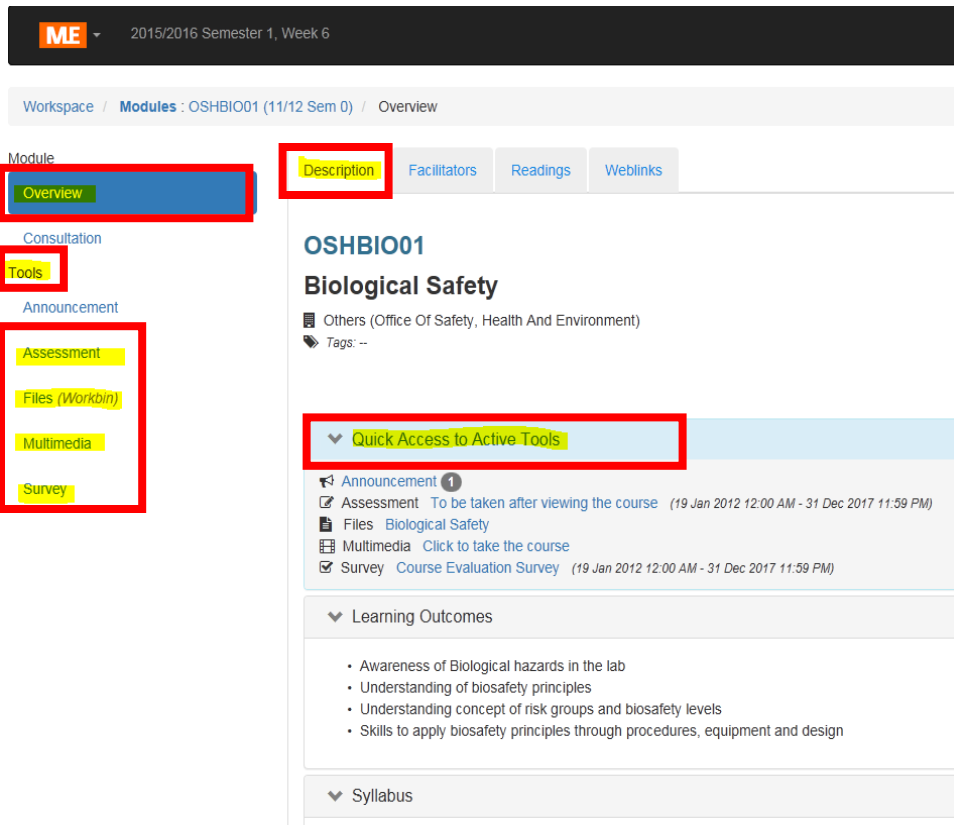
1. Scroll down to the heading "Corporate Courses" and click on the course code.



The screenshot shows the IVLE interface for the 2015/2016 Semester 1, Week 6. The 'Workspace' tab is highlighted in red. Below the navigation bar, there are sections for 'Teaching Modules (Active Modules)', 'Bookmarked Modules', and 'Corporate Courses'. The 'Corporate Courses' section is highlighted in red and shows a course code 'OSHBIO01' for the 2011/2012, Semester 0. Below the course code, it lists 'Biological Safety' and 'MS Oh Siew Kee'.

2. "Overview" page will provide a "description" of the course, ie learning outcomes, Syllabus, Assessment, Who should attend and Duration.

 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	5 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	



ME 2015/2016 Semester 1, Week 6

Workspace / Modules : OSHBIO01 (11/12 Sem 0) / Overview

Module

Overview

Consultation

Tools

Announcement

Assessment

Files (Workbin)

Multimedia

Survey

Description Facilitators Readings Weblinks

OSHBIO01

Biological Safety

Others (Office Of Safety, Health And Environment)

Tags: --

Quick Access to Active Tools

Announcement 1

Assessment To be taken after viewing the course (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)

Files Biological Safety

Multimedia Click to take the course

Survey Course Evaluation Survey (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)

Learning Outcomes


- Awareness of Biological hazards in the lab
- Understanding of biosafety principles
- Understanding concept of risk groups and biosafety levels
- Skills to apply biosafety principles through procedures, equipment and design

Syllabus

3. Depending on the course requirements, the sections stated under “Tools” will be listed to complete of course.
 - I. Multimedia – This module contains the audio-video presentation training material that the learner has to review.
 - II. Assessment – Assessment question that need to be completed by the learner AFTER completing the Multimedia module. (except for OSHSMS01, OSHERGO01, OSHERGO02)
 - III. Survey – This module has the 10 question course evaluation survey
 - IV. Files (workbin)- Training material in PDF format
4. To start the online training module click on “Multimedia” under the “Tools” or “Quick Access to Active Tools”

C. Completing assessment and getting certificate

1. After reviewing the training material, Click the “Assessment” under the “Tools” on the left menu to take the assessment. (except for OSHSMS01, OSHERGO01, OSHERGO02, OSHGEN02, OSHGEN03 and OSHCHM04)

 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	6 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

ME 2015/2016 Semester 1, Week 6

Workspace / Modules : OSHBIO01 (11/12 Sem 0) / Overview

Module

- Overview
- Consultation
- Tools**
- Announcement
- Assessment**
- Files (Workbin)
- Multimedia
- Survey

OSHBIO01

Biological Safety

Others (Office Of Safety, Health And Environment)

Tags: --

Quick Access to Active Tools


- Announcement 1
- Assessment To be taken after viewing the course (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)
- Files Biological Safety
- Multimedia Click to take the course
- Survey Course Evaluation Survey (19 Jan 2012 12:00 AM - 31 Dec 2017 11:59 PM)

Learning Outcomes

- Awareness of Biological hazards in the lab
- Understanding of biosafety principles
- Understanding concept of risk groups and biosafety levels
- Skills to apply biosafety principles through procedures, equipment and design

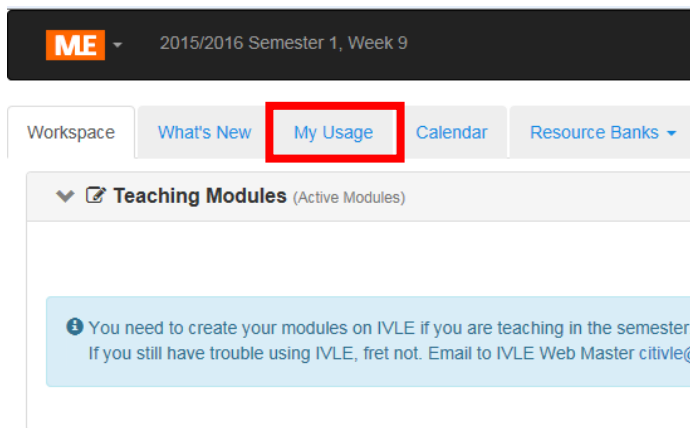
Syllabus

- Please read through the “Objectives and Instructions” on details of the assessment requirements and issuance of training certificate. Click “Start” to begin the assessment.
- Click “Submit” for the submission of the assessment.
- Click “Detailed Responses & Answers” to review the Total Marks to ensure that you have answered correctly based on the minimum score that is stated in Annex I.
- If you have obtained less than minimum score, please review the training material and attempt the assessment again. You have a maximum of three attempts to successfully complete the assessment.
- Upon successful completion of the assessment, please take time to complete the Training Evaluation Survey by click “Survey” on the left menu.
- OSHE will email the Training Certificate within 7 working days upon successful completion of the assessment. (except for OSHSMS01, OSHFS01, OOSHERGO01, OSHERGO02, OSHGEN02, OSHGEN03 and OSHCHM04)

 NUS NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	7 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

D. Verify successful completion of assessment

1. Click the Tab “My Usage”



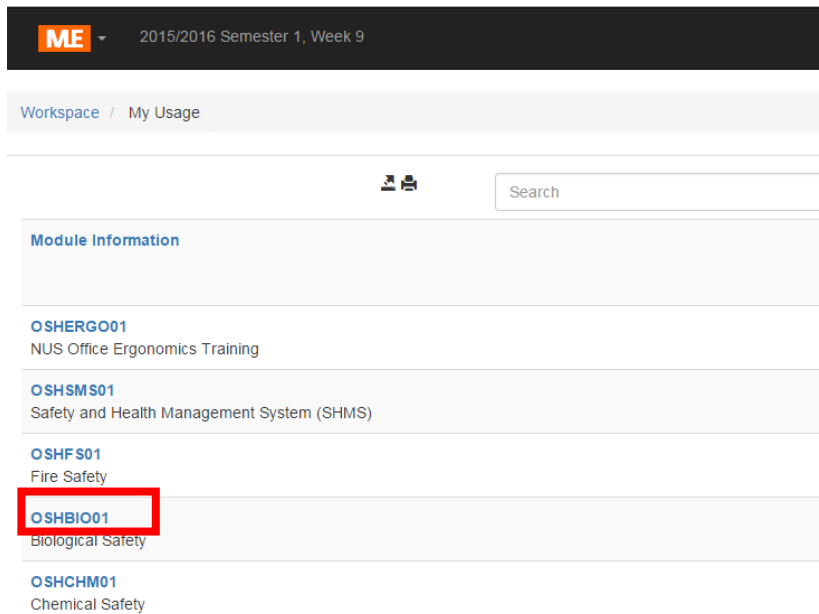
ME 2015/2016 Semester 1, Week 9

Workspace What's New **My Usage** Calendar Resource Banks

Teaching Modules (Active Modules)

You need to create your modules on IVLE if you are teaching in the semester. If you still have trouble using IVLE, fret not. Email to IVLE Web Master citivle@

2. Select the “Course code”



ME 2015/2016 Semester 1, Week 9

Workspace / My Usage

Search

Module Information


OSHERG001
NUS Office Ergonomics Training


OSHSMS01
Safety and Health Management System (SHMS)

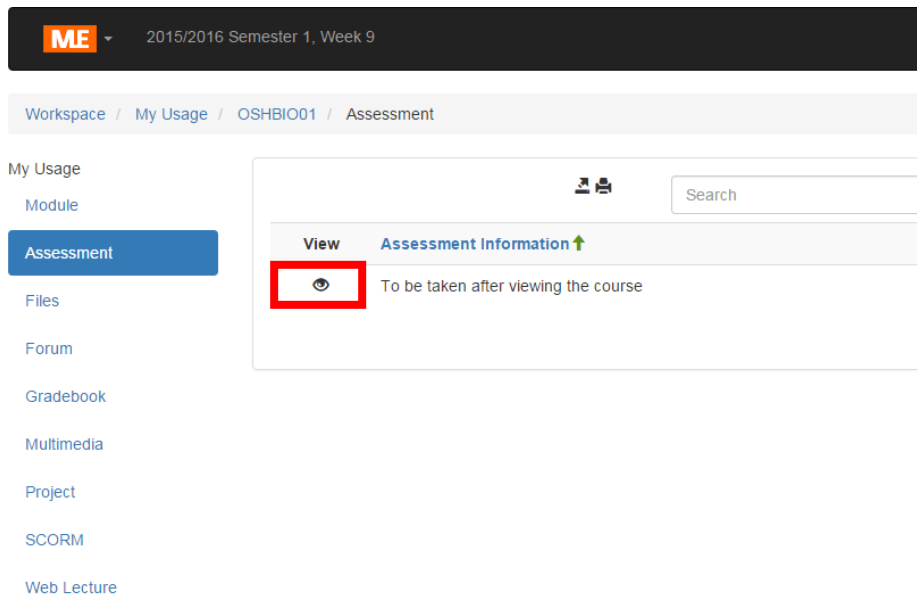
OSHFS01
Fire Safety

OSHBIO01
Biological Safety

OSHCHM01
Chemical Safety


 NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	8 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

3. Click the “Assessment” on the left hand.
4. Click “View”  icon to view the result.
- 5.



The screenshot shows the IVLE interface for the course 'OSH BIO01'. The left sidebar lists various options under 'My Usage', with 'Assessment' selected. The main content area shows a 'View' button with an eye icon, which is highlighted with a red box. Below the button, it says 'To be taken after viewing the course'. There is also a search bar and a 'View Assessment Information' link.


Please contact citivle@nus.edu.sg if you encounter technical difficulties in logging on to IVLE or attempting the IVLE learning course.

 NUS NUS Safety & Health Guidelines <small>National University of Singapore</small>		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	9 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	


Please contact the training Program Manager listed if you have any questions regarding the training.

Annex I


Safety Training	Safety Modules (course code)	Minimum score for Assessment	Program Manager
Chemical	Chemical Safety Training (OSHCHM01)	24/30	Joel Swee (oshsdw@nus.edu.sg)
	Safe Use & Handling of Hydrofluoric Acid (OSHCHM02)	8/10	Joel Swee (oshsdw@nus.edu.sg)
	Safe Use & Handling of Pyrophoric Chemicals (OSHCHM03)	8/10	Joel Swee (oshsdw@nus.edu.sg)
	Semi-Quantitative Risk Assessment (OSHCHM04)	No assessment	Dhana (oshmd@nus.edu.sg)
	Chemical Spill Response (OSHCHM05)	8/10	Joel Swee (oshsdw@nus.edu.sg)

 NUS NUS Safety & Health Guidelines <small>National University of Singapore</small>		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	10 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

Biological	Biological Safety Training (OSHBIO01)	24/30	Tessy Joseph oshtj@nus.edu.sg
	Safe Handling of Human Tissue and Fluids (OSHBIO03)	8/10	Jayavani D/O Karuppasamy oshjk@nus.edu.sg
	Biosafety Legislations & Guidelines (OSHBIO04)	12/15	Danny Lum oshlwkd@nus.edu.sg
	Biological spills and Emergency response (OSHBIO05)	8/10	Seow Zi-Xing, Vernon oshsvz@nus.edu.sg
Radiation	Radiation Safety (Ionizing) Training (OSHRAD01)	24/30	Jedison Ong oshoca@nus.edu.sg
	Laser Safety Training (OSHRAD02)	24/30	Jedison Ong oshoca@nus.edu.sg
	Basic MRI Safety Training (OSHRAD05)	15/15	Jedison Ong oshoca@nus.edu.sg
	MRI Safety Training for Operators (OSHRAD06)	20/20	Jedison Ong oshoca@nus.edu.sg

 NUS NUS Safety & Health Guidelines		Procedure No:	OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE		Rev No	07
		Page:	11 of 12
Document owner Gisela Ho	Approver Saravanan S/o Gunaratnam	Review Date 30 Aug 2016	

Management system	Safety and Health Management System (SHMS) – Tools & Techniques for Development, Implementation and Maintenance of SHMS – OSHSMS01	No assessment	Danny Toh oshtwl@nus.edu.sg
Ergonomics	NUS Office Ergonomics Training (OSHERGO01)	No assessment	Tan Chuen Hui oshtch@nus.edu.sg
	NUS Laboratory Ergonomics Training (OSHERGO02)	No assessment	Tan Chuen Hui oshtch@nus.edu.sg
General	Laboratory Safety Induction Training (for staff only) (OSHGEN01)	4/5	Wong Su Ee oshwsee@nus.edu.sg
	Introduction to Laboratory Safety and Health in NUS – Policy, Principles and Practice (for newly matriculated undergraduates) (OSHGEN02)	No assessment	Alvin Gan oshgewa@nus.edu.sg
	* An Introduction to Safety, Health and Emergency Management (OSHGEN03)	No assessment	Joel Swee oshsdw@nus.edu.sg

 NUS National University of Singapore		NUS Safety & Health Guidelines		Procedure No: OSHE/SOP/GE/04
Instructions to complete the safety training through IVLE				Rev No 07
				Page: 12 of 12
Document owner Gisela Ho		Approver Saravanan S/o Gunaratnam		Review Date 30 Aug 2016

	* Respiratory Protection Programme Training for First-Time Users (OSHGEN04)	4/5	Tan Chuen Hui oshtch@nus.edu.sg
	* Respiratory Protection Programme Training for Returning Users (Refresher) (OSHGEN05)	4/5	Tan Chuen Hui oshtch@nus.edu.sg

* new courses