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1.0 OBJECTIVE

The objective of this SOP is to detail the reporting and investigation procedure for all incidents and accident arising from University premises and/or activities.

2.0 SCOPE

This SOP is applicable to all NUS staff, students, visitors and contractors under the management of NUS.

3.0 RESPONSIBILITIES

3.1 Staff and Students

Staff and students involved in an incident or accident arising from University approved research and/or teaching activities shall report the details of the incident or accident to their immediate Superior and the Office of Safety, Health & Environment. This is applicable to accidents and incidents both on and off campus (including transport related incidents).

3.2 Visitors and Contractors

Visitors and contractors involved in an incident or accident arising from work or visit in the University, shall immediately report the detail of the incident or accident to NUS staff in-charge of the visitor or contractor or campus security, who in-turn will report the incident or accident to the Office of Safety, Health & Environment.

3.3 Office of Safety Health and Environment (OSHE)


OSHE shall collate all incident and accident records/reports from all faculties at the University level. OSHE may investigate incidents or accidents that are reportable to the Ministry of Manpower or other regulators. OSHE may recommend to senior management for changes in safety and health policy or standard operating procedures based on the findings of the incident and accident investigations.

3.4 Management's Responsibility (Principal Investigator, Manager, HOD, Directors)

It is the responsibility of the managerial supervisors of the staff and students such as Principal Investigators (PI), Managers, HOD and/or directors that the requirements of this SOP are communicated to their staff/student. The PI, Manager, HOD and/or Director shall conduct their initial preliminary investigation to identify the necessary corrective and/or preventive actions. The PI and/or Manager should implement corrective and/or prevention actions suggested by his/her Head of Department, OSHE or senior management.

3.5 Faculty Safety & Health Officer (FSHO)

Faculty Safety & Health Officers will assist the PI, Head of Departments, Faculty/Departmental Safety committees in the investigation of incidents and accidents on campus. FSHO shall monitor the status of closure of corrective and/or preventive actions initiated.

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3.6 Faculty & Departmental Safety & Health Committee

Faculty or department committee's may investigate all incident/accident in their department. The Dean or Head of Department may task the Faculty or Department respectively to conduct their own investigation.

4.0 DEFINITION

Incident: Any undesired event or emergency that resulted or could have resulted in any harm to human, property or environment.

NOTE 1: An accident is an incident which has given rise to injury, ill-health or fatality.

NOTE 2: An incident where no injury, ill-health or fatality occurs may also be referred to as a "near-misses", "near-hit", "close call" .

NOTE 3: An emergency situation is a particular type of incident.

Reportable Accidents: Accidents that are reportable to the Ministry of Manpower as stipulated under the Workplace Safety & Health Act or other regulators. Refer to the following link: <https://staffweb.nus.edu.sg/oshe/category.htm> for list of Reportable Accidents.

Dangerous Occurrence: Incidents or accidents that are deemed as a "Dangerous Occurrence" under the Workplace Safety & Health Act. Refer to the following link: <https://staffweb.nus.edu.sg/oshe/category.htm> for list of incidents or accidents considered as "Dangerous Occurrences".

Occupational Disease: means any disease specified in the Workplace Safety & Health Act, Third Schedule. Refer to the following link: <https://staffweb.nus.edu.sg/oshe/category.htm> for list of occupational diseases.

First Aid Cases: Incidents or accidents that require only first aid attention.

Minor Injury Cases: Any out-patient treatment without or with medical certificate up to 3 days.

Spillage: Any unplanned escape of material, solid or liquid, from its primary container, vessel, tank, or drum.


Commissioner: MOM's Commissioner of Workplace Safety and Health.

CRPNS: Centre for Radiation Protection and Nuclear Science, Government Agency under NEA who is in-charge of radiation safety in Singapore.

NEA: National Environment Agency

Regulator: Government Agencies who has the legal power or enforcement of law in Singapore. (i.e. MOM, NEA, CRPNS, MOH, LTA, HSA, etc)

Contractor: Contractor is defined as any person engaged by staff and/or University offices to provide service to the University.

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5.0 PROCEDURES


5.1 *Reporting Procedures for Incidents and Accidents*

- a. All incidents or accidents are to be reported to OSHE within twenty four (24) hours via online reporting, termed as "Accident/Incident Reporting System" (AIRS) using the following link: https://staffweb.nus.edu.sg/oshe/submit_airs.htm.
- b. The AIRS report can be submitted by either:
 - The injured staff/student
 - Staff in-charge of visitor or contractor.
 - His or Her supervisor/representative if the staff or student is unfit/unable to do the initial report
- c. Upon receipt of online AIRS Report, OSHE will re-route the on-line report to the respective safety and health officer for their follow up within the next working day.

Note: For a detailed explanation of the above type of Incident/Accidents, please refer to the following link: <https://staffweb.nus.edu.sg/oshe/category.htm>.

5.2 *Investigation of Incidents / Accidents for Reportable Accidents, Dangerous Occurrence and Critical Incidents and Accidents.*

- a. All incidents and accidents shall be reviewed to prevent re-occurrence of incident/accident in the near future.
- b. For reportable accidents, dangerous occurrences, etc, The Dean and/or HOD / Director of Unit shall appoint an investigating team comprising the following personnel:
 - i. Representative from Departmental Safety & Health Committee and/or Faculty Safety & Health Committee. A senior member of the safety & health committee shall be appointed as the Chairperson of the investigating committee.
 - ii. Safety & Health Officer.
 - iii. Assigned case officer from OSHE, if necessary.
 - iv. Other members if required (if certain expertise is needed, e.g. OED staff with knowledge on the facility concerned or academic staff specializing in a specific area of interest to the investigation etc.).
- c. Internal investigation of Incident / Accident must commence at the earliest possible time.
- d. After all life saving operations or works to the incident or accident site that are critical has been carried out, the incident or accident site will be declared as an investigation scene and all fixtures, equipment and tools involved in the area shall not be moved or altered in any manner until the investigating team

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has given the clearance to go-ahead.

- e. All documentary, photographic, video or other forms of evidence that may aid in the investigation shall be made accessible to the investigating team.
- f. Staff members, students, contractors or visitors who are witness to the incident or accident or hold information that may assist in the investigation shall cooperate fully with the investigation team and present all information in an accurate and truthful manner. Interviews may be held and the respective departmental administration shall allow their staff members or students time off to attend the interview if required by the investigating team.
- g. The conduct of the internal investigation shall not interfere with any external investigation by the ministries, police or civil defense force.
- h. The investigation team should present their investigation findings based upon the similar report template in **Annex 1**.
- i. The interim investigation report for all reportable incident /accident cases should be completed within **seven (7) days** from the date of the reported incident or accident. The report shall be submitted to OSHE.
- j. The completed final investigation report should be completed within **fourteen (14) days** from the date of the reported incident or accident. The report shall be submitted to OSHE.
- k. For first aid cases, near misses, the supervisor (PI, manager) shall conduct his/her own internal investigation.
- l. Department level investigation **may** be conducted for first aid cases or other minor incidents or accidents if deemed necessary by Manager / HOD / Director of Units.
- m. OSHE / FSHO reserve the right to conduct a separate internal investigation for first aid cases or other incidents/accidents that are not classified under any type classification.
- n. Director of OSHE who will then forward the report (only those report deem necessary) to Office of President which shall decide on the level of disclosure of the report to the University community or external bodies.

5.3 Medical Management of Work-related Injuries or Diseases

Work-related injuries or diseases will be referred to University Health Center (UHC) during office hours. If the injury is severe or after office hours, the casualty is to be brought to the Emergency Department (E.g. National University Hospital or the nearest hospital) for treatment. The UHC will initiate treatment for the case and may also refer to the OSHE OH Physician for follow-up.

The injured person may be contacted by the OSHE OH Physician/Nurse to obtain updates on the treatment and provide assistance. This is especially so if the patient has been referred to the hospital or have prolonged medical leave for more than 3 days.

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Do note that for OSHE will also notify the Ministry of Manpower as part of the regulatory requirements:

1. Staff – for medical leave more than 3 days or hospitalization or occupational disease
2. Students – when referred to the hospital for treatment or for medical leave more than 3 days or hospitalization or occupational disease

6. RECORDS

Types of Record:	Generated by:	Submitted to:	Kept by:
Reporting forms to authorities and all associated documentation	OSHE	Ministry of Manpower / Relevant Authorities	- OSHE
Online AIRS print-out form	Staff, student / Manager / HOD / Director of Unit / Representative	-OSHE	-Lab/Department / Center -FSHO -OSHE
Internal investigation report	-Investigating team -PI/Manager/HOD/Director of Unit/departmental safety & health committee (incident/accident cases)	- Manager/HOD/ Director of Unit - Director, OSHE	-FSHO / Department -OSHE
	-Independent investigating team commissioned by President	-Office of President	-Office of President

Note: All incident/accident records are to be keep for 3 years.

7. Work Injury Compensation


- 7.1 OSHE will coordinate work-related injuries/diseases treatment claims for all staff and students via the appropriate insurance claims. The OH Nurse will contact the affected staff for more information in the event of medical claims for Workmen's Compensation.
- 7.2 The medical claims will be reimbursed by the Office of Finance directly to the affected person's account.

Work Injury Compensation Form can be obtained from the following link:
<https://staffweb.nus.edu.sg/oshe/wkcomp.htm>.

8. ANNEXES

Annex 1 Template for Incident/Accident Report

Annex 2: Reporting flowchart

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Annex 1

Recommended Template for Incident / Accident Report

Report No.: _____

Date of Report: _____

Investigation Team Members:

1 (Chairperson)

2

3

Details of Incident / Accident as determined/reconstructed by Investigation Team:

<Attach original submission of AIRS printout of online report >

Other Observations:

Possible cause of incident / accident:


Root cause of incident/accident:

Recommended Corrective Actions:

Note: If main report (Excluding annex) exceeds 4 pages, an executive summary has to be written in the beginning of the report.

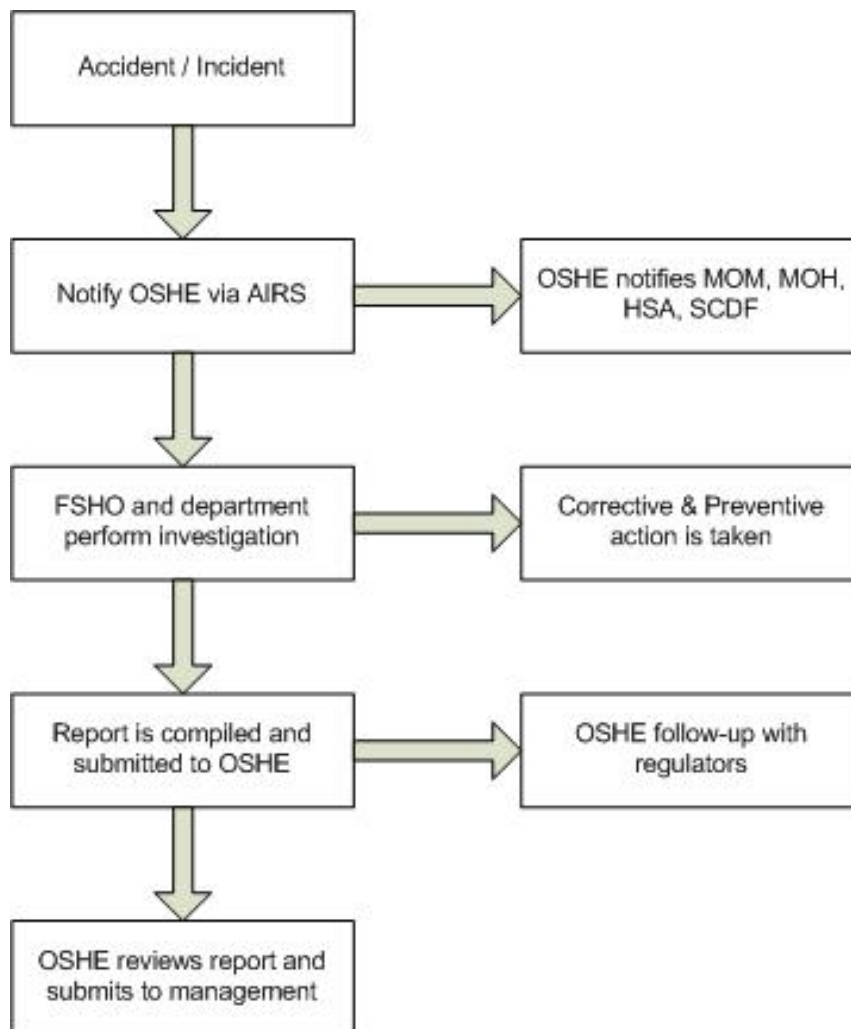
Annex:

<Attach any copies of documentation obtained in the course of investigation, photographs, interview transcript etc.>

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Annex 2

Reporting Flowchart



- AIRS reporting system is available at https://staffweb.nus.edu.sg/oshe/submit_airs.htm