

## Department of Physics Objectives and Programs for 2016.

### A. OBJECTIVE

S&H objective targets, programme (OH&S work plan), timeline, actions to be done relating to OH&S and continual monitoring for improvement.

	<b>Objectives that are measurable, where practical, and consistent with Department's Safety &amp; Health Policy.</b>	<b>Includes commitments to prevent injury and ill health; compliance with applicable legal and other requirements, and continual improvement of the safety and health management system</b>
1.	<p>Department main objective is to achieve a zero high impact incident/accident of compressed gases by December 2016. (Example: 1).</p> <p>The S&amp;H programme will include:</p> <p>(i) Central procurement (by Suradi) for compressed gas at the department – for effective control &amp; compliance. Inventory record of Gas Cylinders. (Example: 2).</p> <p>(ii) Proper handling &amp; transportation procedures – a 'home-made' by dept safety committee video on the SOP on Handling Gas Cylinders is available in the department's safety website: (Example: 3)</p> <p>(iii) Proper installation of gas cylinder regulators to ensure there is no leakage – SOP on safe use of compressed gas is available (Example: 4)</p> <p>(iv) Installation of gas detectors system is in place – monitoring &amp; prompt response to any activation of device so as to effectively minimize exposure. Training would be provided by vendor. SOP on compressed gas leak response is also available (Example: 5)</p> <p>(v) An inventory record (by Wong H K) for effective control is in place and department's commitment to have the gas detectors serviced (twice yearly) including replacement of sensors promptly to ensure that the gas monitoring devices are functioning effectively</p>	<p>To date, there is zero incidents/high impact incident/accident of compressed gases. Will monitor till Dec 2016.</p> <p>(i) Implementation of Central Gas Procurement/management including compliance on declaration of non-regulated &amp; regulated gas effective 22 Feb 2016. This is applicable to dept safety policy of compliance to legal and other requirements.</p> <p>(ii) With 'home-made' video on the SOP, this is applicable to dept safety policy of continual improvement.</p> <p>(iii) On-site training on 'Gas Cylinder Regulator (by vendor)' for LTs/Safety Leads completed on 6 Oct 2016.</p> <p>(iv) On-site training 'Gas Detection System' for LTs/Safety Leads completed on 6 Oct 2016. This is applicable to dept safety policy of continuous improvement through training.</p> <p>(v) Service maintenance of gas detectors is done half yearly (2 times per year). The 2<sup>nd</sup> maintenance to be completed in June 2017. This is applicable to dept safety policy of incident prevention.</p>

	(vi) at all times. ( <b>Example: 6</b> ) Proper & safe storage of compressed gas cylinders – To identify, segregate and store in designated area e.g. toxic, flammable, etc ( <b>Example: 7</b> )	As in above (v).
	(vii) Monitoring and corrective action (till Dec 2016)	For continual improvement.

### **B. Other Safety Programmes/Activities**

	<b>Safety Compliance</b>	<b>(c) <u>Means and Time Frame</u></b>	<b>Status</b>	<b>(b) <u>Designation of responsibility and authority for achieving objectives.</u></b>
1	1 <sup>st</sup> Safety Lead Updates	Feb	completed	<b>Safety leads</b> , Faculty safety personnel, Dept safety coordinators. Safety leads.
2	Regulated chemical inventory update	May	completed	Faculty and Dept Chemical regulatory officers, safety leads.
3	Risk Management for Laboratories Training – for all Staff/Safety Leads/LTs	20 May 2016	completed	HoD, Training by Faculty Safety Officer.  Department safety coordinators. Staff and students.
4	Housekeeping campaign	May- Jul	completed	Faculty and dept-in-charge, department safety committee as inspectors, staff and students.
5	Faculty Safety Induction Trainings	Feb & Aug 2016 (2 times).	completed	Faculty safety personnel, Department safety coordinators for new staff, students, visitors.
6	Laboratory Materials Management System (New Chemical/Gas	2015 - Sep 2016(launch)	ongoing	OSHE, DSC, Teo H H, Dr Raman, Mr Wu Tong Meng, research staff,

	inventory software)			safety leads, LTs
7	Department Fire Drill 2016	12 & 14 July 2016	completed	Dept Building fire safety Teams - coordinators, Fire wardens. OSHE - Mr Adam, all dept staff, students, visitors, contractors.
8	Participation in the Fire Safety Excellence Award 2016 – Blocks S11, S12 & S13 ( <i>*All blocks have achieved the 'Platinum Award'</i> )	29 Aug 2016	completed	Building Fire Safety Coordinators, Fire Wardens, OSHE, all dept staff, students, visitors, contractors.
9	Business continuity plan (BCP)- table top exercise, review.	Aug - Sep	completed	Dept Safety Coordinators, Safety leads and PIs.
10	2 <sup>nd</sup> Safety Lead Updates	Sep	completed	Dept Safety Coordinators, Safety leads.
11	Regulated and Non - regulated Chemical inventory update	Sep	completed	Chemical regulatory officers, safety leads.
12	3 PIs - audit 2016/17 (Example: 8)	21 Nov 2016 to Jan 2017	To be completed Jan 2017	PIs, safety leads, research group members, OSHE Auditors, Observer - FoS & Dept safety coordinators, Safety Committee & (representative)
13	Department SMS audit	28 Nov	On-going	HoD, Safety Committee Chairman, Teaching and Core facilities coordinators, safety leads, OSHE Auditors, Observer - FoS & Dept safety coordinators, Safety Committee &

				(representative)
14	SCDF fire inspection	Dec	On-going	Dept fire safety teams. Faculty, Dept safety coordinators, Staff and students. OFM. OSHE.