



NTU

Safety & Health

Awards Ceremony

2023

**Towards Vision Zero: Embracing
Sustainable Safety & Health Culture**

INTRODUCTION



Background of Safety Awards

The NTU Annual Safety & Health (S&H) Performance Award Scheme is a yearly scheme organised by the Office of Health and Safety (OHS) to reward and recognise the efforts of NTU Schools, Departments and Centres (S/D/Cs) for their S&H management system performance. S/D/Cs are assessed on their performance using leading and lagging indicators and maturity of their safety and health management system.

The scheme was started in 2015 and over the years, it has encouraged S/D/Cs in implementing a sustained safety and health culture that has translated to reduction of incidents and improved compliance.

More details about the S&H Award can be found at:

<https://entuedu.sharepoint.com/sites/Intranet/dept/ohse/SitePages/NTU-Safety-%26-Health-Awards-2023.aspx>



Gold Winners

LEGAL AND SECRETARIAL OFFICE (LSO)

Legal and Secretarial Office's unwavering dedication to safety, health and wellbeing of their team demonstrates a commitment that is embedded in their culture. From the frontline to leadership, every member of their team had actively contributed to creating a workplace where safety, health and well-being is paramount.

Leadership Commitment & Employee Engagement

The commitment of LSO's leadership has been instrumental in achieving this significant milestone. Their active involvement in safety initiatives has set the tone for excellence across all levels of the department.

Every team member in LSO participates actively and this award is a testament of the shared commitment and engagement of their entire department.



Safety and Health Initiatives: A Holistic Approach

In the pursuit of a holistic approach to safety and health, LSO partnered with University Well-being Office (UWO) by appointing a well-being ambassador. This initiative empowers individuals within the department to actively champion well-being and safety.

LSO's commitment extends beyond the confines of their immediate environment. The department actively engages in initiatives which contribute to the overall well-being of the NTU Community. LSO organised and sponsored an initiative to support *It's Raining Raincoats* (an NGO) in which it packed daily essential items for migrant workers, dedicating to workers who have been instrumental in the construction of the MRT project within NTU campus.

To demonstrate its dedicated focus on fire safety initiatives, LSO took steps to enhance its emergency response team, focusing on its emergency response plan. The department incorporated Slido based Safety Games before the start of the team meeting to create awareness of LSO ERP and other safety aspects.



These safety and health initiatives are a reflection of the department's collective efforts to actively contribute to making our environment safer and healthier. Each initiative, whether focused on well-being, community care or fire safety is a testament of LSO's commitment to creating a safe and thriving environment at NTU.

School of Mechanical and Aerospace Engineering's journey to the Gold Award is marked by its consistent and exemplary safety performance. MAE has consistently prioritised safety at all levels, implementing safety protocols and ensuring adherence across all the units within the school. Through continuous improvement, evaluation, and improvement, MAE has maintained a track record of good performance in safety & health.

Central to MAE success in safety and health is the unwavering commitment of their management team. Management's commitment is reflected in their involvement in safety and health events and discussions, as demonstrated by setting clear policies and expectations, providing resources to implement safety and health programs in accordance with international standards, and rewarding workplace safety performance.



Dedication to maintaining the highest safety standards is further underscored by MAE's certification to ISO 45001 and being part of the bizSAFE community as a partner. Attaining this standard and recognition demonstrates the school's commitment to systemically manage safety and health risks and proactive approach to create a safety and healthy environment for all staff and students.



Over the years, the belief to instil a culture of continuous improvement has been ingrained in MAE's safety committee members. In 2023, the committee worked on enhancing their work processes by incorporating the need to digitalise their routine checks on the first-aid boxes.

MAE has been consistently participating in the NTU Safety and Health Awards. This initiative is aligned with the University's commitment to providing a safe, secure and nurturing learning environment and being a part of NTU's journey towards safety excellence.



Silver Winners

LEE KONG CHIAN SCHOOL OF MEDICINE (LKCMEDICINE)

Lee Kong Chian School of Medicine clinched the Silver Award, a recognition that reflects the School's continuous efforts to cultivate a safe and healthy workplace for its staff and students. LKCMedicine's commitment to safety and health is reflected in the multitude of initiatives which the school has undertaken.

Dynamic Safety, Health and Wellness Events, Numerous Safety Initiatives

Beyond safety protocols, LKCMedicine's commitment extends to holistic well-being. Vibrant safety, health and wellness events have become an integral part of the school's ethos. The school's dedication to health and wellness has been recognised with the prestigious Singapore Business Review (SBR) Management Excellence Award for Employee Well-being. This accolade acknowledges the school's outstanding initiatives which contribute to the overall safety, health and well-being of LKCMedicine staff.

LKCMedicine's Health and Safety Day, Safety Appreciation, and H&S Awards have become annual traditions designed to foster a positive culture around exemplary safety practices, creating a platform to engage and reach out to the entire LKCMedicine community.



Continuous improvement is also a hallmark of the LKCMedicine's safety culture. An example of a safety initiative in 2023 was consumable sharing, which promotes resource sharing, thus minimising waste and cultivating a culture of shared responsibility amongst the team.

The school's safety culture is fortified by a vigilant system to track safety feedback. This proactive approach allows safety concerns to be addressed promptly and continual refinements to the school's safety measures and engagement with the staff and students in shaping a safety landscape that evolves with their insights.

LKCMedicine's portfolio of safety, health and wellness initiatives are a testament to their collective dedication to every staff and student in the school.

OFFICE OF CAMPUS HOUSING (OCH)

Office of Campus Housing fosters a culture of workplace safety. The department demonstrated their commitment to ensuring the safety, health and well-being of their staff and students by integrating innovation practices, organising regular safety talks and engaging group exercises.

Safety Engagements and Innovative use of QR Code

OCH organises regular safety events such as safety talks on enhancing risk assessment awareness, safety quizzes and group exercises. These safety engagements serve as a platform for disseminating safety information and nurturing an active dialogue amongst the staff and students.



One safety practice which OCH did was the innovative use of QR codes in fire drills. The department streamlined their data collection of attendees which also enabled real-time tracking and better accuracy which is crucial during an actual emergency. By integrating and leveraging on technology, it showcased the department's commitment to embracing technology to ensuring a smoother execution of emergency procedures.



OFFICE OF DEVELOPMENT AND FACILITIES MANAGEMENT (ODFM)

ODFM's achievement of winning Silver Award in Safety and Health is a testament to the department's commitment to fostering a secure and healthy work environment. Embedded in their departmental structure are a compelling safety statement, mission and vision that guides their safety and health journey.

Safety Statement, Mission, and Vision

ODFM's safety statement serves as a foundational pillar, articulating the department's commitment to fostering a culture where safety and health is not just a priority but a shared value.

ODFM is clear in its safety mission, which is to ensure a safety and healthy environment for all staff, students and visitors. Aligned with this mission, their safety and health vision projects a future where safety is not just about ensuring compliance but an integral part of their department value of wanting to create a workplace where all staff, students and visitors thrive in a safe and secure environment.



Focus on Safety and Health Trainings, Safety Engagements

The department's commitment to safety and health trainings is aligned with their safety mission and vision to equip the staff with the knowledge and skills necessary to navigate potential hazards. By actively organising safety and health events, it reinforces safety practices and cultivates a sense of community and shared responsibility among employees which set the stage for creating a workplace culture centred around good safety and health practices.

ODFM's Silver Award is a reflection of their commitment to safety and health guided by their safety statement, mission and vision that set the stage for creating a positive safety culture.



SCHOOL OF MATERIALS SCIENCE AND ENGINEERING (MSE)

School of Materials Science and Engineering (MSE)'s attainment of the Silver Award signifies a pioneering step in the school's commitment to safety excellence. This recognition is particularly notable as it aligns with MSE's inaugural journey towards ISO45001 certification.

ISO 45001 Certification Journey

The school's pursuit in this certification journey reflects their dedication to systemically manage its occupational health and safety risks. This journey has been marked by meticulous planning, rigorous adherence to safety protocols and a collaborative effort from every staff and student in MSE.



Safety and Health Initiatives: Personal Protective Equipment (PPE) Non-Compliance Control Strategy, Management of Cryogenic Liquid, Stress Relief Corner

As part of MSE's safety initiatives, they have implemented a robust strategy to address PPE non-compliance. This proactive approach involves continuous monitoring and open communication with the staff and students to address the non-conformity, with the aim to create awareness where the proper use of PPE is ingrained in every task, mitigating risks and ensuring the safety and health of the staff and students.

Recognising the unique challenges posed by the use of cryogenic liquids, the school's safety protocols involve specialised training for personnel, strict adherence to storage and usage guidelines to ensure the safe utilisation of cryogenic liquids in their daily operations.

Acknowledging the importance of mental well-being, MSE introduced a stress-relief corner to provide a space for relaxation and stress relief, promoting mental health amongst the staff and students.



MSE's efforts and their journey towards ISO 45001 certification are collective achievements that reflect the ongoing commitment in its safety and health journey.



Bronze Winners

CENTRE FOR IT SERVICES (CITS)

CITS's achievement of Bronze in Safety and Health Awards recognises their holistic initiatives for safety and health.

Safety and Health Initiatives and Engagements

CITS' "Safety at Your Fingertips" initiative emphasises accessibility to safety information, leveraging platforms like Yammer for safety postings, ensuring that crucial safety updates and guidelines are readily available for all staff.

The department's commitment to employee well-being is evident through the "CITS Cares" program. Activities such as the fun run / walk led by Head of Department, fruit days and the dedicated mental well-being day contribute to a positive work environment and reinforces the CIT's commitment to both physical and mental health. The proactive approach to emergency response is showcased through Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) training.

From fostering a culture of safety through digital platforms to promoting physical and mental health with initiatives, CITS exemplifies a commitment to creating a safe, healthy and supportive environment.



ENERGY RESEARCH INSTITUTE @ NTU (ERI@N)

ERI@N's attainment of Bronze in Safety and Health Awards highlights their unwavering commitment to safety, particularly in areas posing high hazards.

Insight into High Hazard Areas; High-Risk Workstation @ ERI@N prototype labs

ERI@N's success lies in their thorough understanding of high hazard areas and potential risks within their operations. This awareness enables ERI@N to tailor safety measures to specific challenges, ensuring a targeted and effective safety strategy.

With this approach, high-risk workstations @ ERI@N prototype labs come with features such as restricted access with finger-controlled interlock and remote controllable system, fencing up high and medium voltage areas, remote controllable from outside the cage thus no personnel need to be in the cage during live operation of prototype. Other safety features being incorporated include door interlocking system with custom relay system to discharge the high voltage capacitor bank when enclosure is opened, electrical isolation between user and equipment is achieved using acrylic enclosure with grounded frame and the emergency switch to stop high voltage supply.

ERI@N comprehensive understanding of high hazard areas, coupled with innovative safety measures positions the research entity as a leading entity in safety-conscious operations.



GRADUATE COLLEGE (GC)

Graduate College's attainment of the first safety award, Bronze is a recognition of their holistic approach to employee well-being.

Proactive Mental Well-being Initiatives

Graduate College proactively organises events that focus on mental well-being. These events provide valuable resources and opportunities for employees to engage in discussions to address issues related to mental wellness. The department ensures effective dissemination of information related to mental well-being. Regular email communications and the use of visually appealing posters serve as an impactful communication tool, reinforcing positive messages related to mental well-being.

By combining diverse strategies such as events, emails, and posters, the department has created a positive and caring workplace culture.



OFFICE OF FINANCE (OFIN)

OFIN's achievement of Bronze Award demonstrates their approach to employee safety and well-being. Through a series of good health and safety practices, effective communication strategies and engaging safety events, the department has set a commendable standard for workplace safety and health.

Safety and Health reminders and practices & Safety and Health Events

By emphasising health and safety practices, specifically providing clear guideline on the proper use of office equipment and incorporating good food hygiene practices into their safety and health initiatives. This proactive approach not only safeguards the physical health of employees but their overall well-being.



OFIN organises safety events including Fruit Day and the Happy Mooncake Event, highlighting a holistic approach to employee well-being, these events not only encourage healthy lifestyle practices but also contribute to a positive and inclusive workplace culture.



REHABILITATION RESEARCH INSTITUTE OF SINGAPORE (RRIS)

RRIS has been awarded the Safety and Health Bronze award. This demonstrated their commitment and dedication to ensuring a safety and healthy work environment for their staff and students. Their key achievement in safety and health practices is a recognition of their proactive and multifaceted safety practices.

Notable Safety and Health Practices

RRIS' innovative safety initiation includes the creation of self-designed safety guidelines tailored specifically for emergency situations. The institute also demarcated floor to prevent obstruction to fire access panels. This attention to detail optimises emergency procedures by maintaining unobstructed access points.

RRIS' commitment to safety and health in daily operations include prioritising equipment safety such as provision of clear guidelines on safe use of microwaves and safety precaution signages on drill press. These clear guidelines contribute to responsible use of equipment and a culture of safety-conscious practices in day-to-day activities. The institute's housekeeping exercise is one of the notable safety and health practices. The objective of this exercise is to promote a culture of cleanliness within the workplace, not only ensuring a tidy environment but with the aim to encourage staff to conduct regular checks on equipment and tools during the cleaning process. This dual-purpose approach ensures not only a clean workspace but also promotes a thorough inspection of equipment and tools, contributing to early detection of potential safety and health issues and enhancing overall workplace safety and health.

From custom emergency guidelines to strategic equipment safety messages, RRIS has demonstrated its commitment to creating a safety and health-conscious workplace.



SAF-NTU ACADEMY

SAF-NTU Academy achievement of the Bronze Award is a testament to their commitment to safety and health. The department has demonstrated dedication to fostering a safe and health-conscious work environment.

Employee Engagement through Safety and Health Slogans and Posters, Incorporating Mental Well-being Initiative

SAF-NTU Academy actively encourages employees to participate in the department's monthly sharing of safety and health topics, slogans or posters. This monthly sharing promotes a collaborative safety and health culture, engages its employees, and also creates a dynamic and interactive platform for safety and health awareness.

The department also implemented safety quizzes focused on mental well-being as well as promoting healthy lifestyle sessions through organising outdoor activities such as cycling and nature reserve walks. This fosters a holistic approach to employee health and safety.

SAF-NTU Academy's dedication to safety and health practices enables a workplace culture that prioritises both safety and health in their department.



SCHOOL OF CIVIL AND ENVIRONMENTAL ENGINEERING (CEE)

CEE's Bronze Award in Safety is a testament to their unwavering dedication to creating an environment that prioritizes safety, health, and well-being. Their consistent and commendable efforts have left an indelible mark, reflecting a commitment to safety and health that goes beyond mere compliance.

Consistency in Safety and Health Efforts

CEE's commitment to safety and health is exemplified by their sustained and consistent initiatives. Their relentless pursuit of embedding safety practices within the school's operations showcases a dedication to creating a safe and secure environment for all. These efforts are seamlessly dovetailed with NTU's Safety & Health Objectives, making them an integral part of the broader safety culture.

Safety and Health Newsletter: Informing and Empowering

One of CEE's standout initiatives is the regular publication of the "CEE Safety and Health Newsletter." This publication serves as a powerful tool for disseminating crucial safety and health information. Covering a wide range of topics, from mental well-being to traffic safety and slip, trip, and falls, the newsletter empowers the CEE community with knowledge and awareness, nurturing a culture of informed safety practices.

Safety Communication Channel - "CEE Safety Speak"

CEE's adoption of technology shines through in their innovative communication strategies. The introduction of "CEE Safety Speak" as a dedicated safety communication channel further underscores their commitment to effective dissemination of safety information. This digital platform ensures that important safety updates reach the community promptly, enhancing the overall safety culture within CEE.



Promotional Activities: Reinforcing Awareness

Beyond informative channels, CEE engages in safety and health promotion activities that actively involve both staff and students. Initiatives such as safety quizzes, mixer events, and mental well-being seminars not only reinforce existing safety and health protocols but also create and enhance safety awareness. These concerted efforts contribute to building a sustainable safety and health culture within the CEE community, setting an inspiring standard for others to follow.

In conclusion, CEE's Bronze Award in Safety is more than an accolade; it represents a commitment to continuous improvement and the well-being of all community members. Their consistent initiatives, innovative communication methods, and unwavering dedication pave the way for a safer, healthier, and more informed future within the CEE community.

SCHOOL OF ELECTRICAL AND ELECTRONIC ENGINEERING (EEE)

EEE's Bronze Award in Safety and Health Performance is a well-deserved acknowledgement of their commitment to implementing innovative safety practices and initiatives in their school.

Implementation of Technology-driven safety initiatives: Power App for Monthly Lab Safety Inspection, Security Access for New lab users, Capture of Radiation Licences

EEE's utilisation of a Power App for monthly lab inspections demonstrates their embrace of technology for safety enhancement. This initiative not only simplifies inspection process but also enables efficient monitoring of rectification, further demonstrating the school's proactive stance towards addressing potential safety concerns. EEE's linkage of security access for new lab users to the completion of safety and health trainings emphasises the importance of knowledge and preparedness for staff and students entering the lab environment. The adoption of Microsoft forms for capturing radiation licences not only enhances the efficiency of capturing information but also establishes an organised and accessible system for record-keeping, contributing to compliance with safety regulations.

By integrating technology into their school's safety and health practices, EEE fosters a safer and more secure environment within their units.



SINGAPORE CENTRE FOR 3D PRINTING (SC3DP)

SC3DP's achievement in the Safety and Health Performance category demonstrates its commitment in safety and health through their management commitment, well-being and digitalisation safety initiatives.

Commitment from the Management, Well-being and Safety Digitalisation Initiatives

SC3DP Management is involved in the safety committee meetings and safety inspections, this commitment demonstrates that the importance of good safety and health practices in the research centre.

Well-being initiatives include organised activities and events which aimed to improve health, create a positive work environment to acknowledge and celebrate the staff. These activities and events include Well-being SC3DP Day and Appreciation Dinner which not only elevate morale but also reinforces the research centre's commitment to its staff.

SC3DP's safety initiative was the digitisation of contractor management. This innovation safety initiative enabled real-time updates by contractor management representatives, timely access to accurate contractor information contributing to streamlined processes and reduced chances of errors. This safety digitisation initiative also eliminates manual updating of the contractor management register but also minimises the risks of errors with manual record-keeping.

Through management commitment, employee well-being initiatives and innovative safety digitalisation, SC3DP has demonstrated its aspiration to cultivate a culture of safety excellence.



SINGAPORE CENTRE FOR ENVIRONMENTAL LIFE SCIENCES ENGINEERING (SCELSE)

SCELSE, as the recipient of Bronze in Safety and Health Awards, has demonstrated its advancement through technology-driven initiatives that redefine safety standards within their research entity.

Technology-centric safety initiatives developed and managed by SCELSE

SCELSE's development and management of a Chemical Inventory System exemplify their commitment to employing technology for safety enhancement. This initiative streamlines the research entity's processes but also ensures meticulous tracking and management of chemicals contributing significantly to a safer and more secure environment.

SCELSE's integration of smart apps for managing the training register, medical surveillance register, and licensing register demonstrate a systematic and technology-driven approach to compliance, contributing to a culture of safety and adherence to standards.

Through SCELSE's development and management of smart apps for chemical inventory, training registers, medical surveillance and licensing registers, it has set a benchmark on the need to embrace cutting-edge solutions for comprehensive safety and health management system.



STUDENT AND ACADEMIC SERVICES DEPARTMENT (SASD)

SASD's steadfast commitment to maintaining good safety and health initiatives and standards is led by their Health and Safety Committee. SASD consists of 8 units: Registrar's Office, Office of Academic Services, Career & Attachment Office, Office of Admissions, Office of Global Education & Mobility, Student Affairs Office, and Office of Information, Knowledge and Library Services. For this award audit, the Office of Information, Knowledge and Library Services represented the diverse units, highlighting the department's commitment to safety across all operations.

SASD has implemented a series of safety and health initiatives that not only comply with safety objectives, guidelines, and requirements, but also in collaboratively promoting the wellbeing of the NTU community.

Comprehensive Safety Presentations, development of safety training materials and tailored safety guidelines and proactive haze management

SASD's commitment to safety extends beyond governance and compliance, as the department leverages on proactive engagements among staff in driving a safety-centric workplace. For example, SASD conducts comprehensive safety presentations during NTU Library's communication sessions which create a culture of safety awareness and foster a shared responsibility for a safe and healthy work environment. In addition, SASD also engaged the University Wellbeing Office (UWO) to conduct a talk on wellbeing for the SASD staff on simple and practical ways to improve personal wellbeing.

SASD's proactive "safety-first" stance is also evident in the development of training materials which addresses the common risks in daily library tasks. The department's commitment to safety is integrated into their onboarding process for new staff, ensuring that safety is a priority from the beginning of their journey with the University. Tailored safety guidelines reflect SASD's commitment to addressing specific risks in their work environment. Their proactive haze management approach demonstrates their readiness to face safety and health challenges, prioritising the well-being and safety of the staff and students.



TEMASEK LABORATORIES @ NTU (TL@NTU)

TL@NTU recognises that their employees are the main pillars towards success in their endeavours and places a strong emphasis and concern towards ensuring a good level of individual wellness and readiness of care for their employees as part of their safety and health management system. In 2023, this is translated into two areas of focus, looking at mental & emotional well-being, and emergency preparedness in the workplace.

TL@NTU collaborated with Families for Life for a "Talk on Emotional Resilience" as one of the distinctive initiatives, acknowledging the importance of mental well-being and adopting a holistic approach to individual safety by encompasses both the physical and psychological aspects.

TL@NTU's commitment to readiness is evident in their emergency preparedness programme with a series of table-top exercises covering a diverse range of emergency scenarios. These exercises provide staff and students with practical experience in handling emergencies, ensuring a prepared and capable team that can respond effectively to a variety of emergency situations.

These efforts reflect their commitment to the holistic well-being of their staff and students and its proactive stance in preparing for and mitigating negative consequences to their staff.



Safety & Health Best Practices Poster Competition

Promoting a Culture of Safety

Introduction

The “Safety & Health Best Practices” poster competition is an initiative by Office of Health & Safety (OHS) to encourage the sharing of best practices across schools, centres and departments in NTU.

More information about this competition can be found at <https://entuedu.sharepoint.com/sites/Intranet/dept/ohse/SitePages/Poster-Competition.aspx#click-here-to-submit-your-poster-design-before-08-feb-2024>

Competition Details

Judging Criteria: Entries are evaluated based on creativity of best practice/solution in improving health and safety in S/D/C, clarity of the contents of the poster, and overall impact of best practice/solution in reducing accident/incident or raising safety culture levels. A judging panel has been appointed to evaluate the submissions.

Prizes



Gold
\$300



Silver
\$250



Bronze
\$200

Consolation
\$100

The posters are available for viewing at [**OHS intranet**](#)

