

RISKY TIMES

APRIL 2024

Ahead of World Safety & Health at Work Day, discover useful workplace tips to help you stay safe and healthy on campus, as well as our recent initiatives to build a risk resilience culture within our community.

Additionally, gain enriching insights on risk trends, compliance and governance - and why they matter to you.

Tips on Health & Safety at Work

Learn how you can create a safe and healthy environment on campus.

	Stop, Think, Act Conduct risk assessments for all workplace activities. Identify all hazards and control measures.
	Know The Safety Procedures Always adhere to safety procedures. Keep yourself informed of new guidelines.
	Good Posture Habits Maintain a good posture and take regular breaks to prevent aches and musculoskeletal disorders.
	Stay Hydrated & Take Breaks Stay hydrated and take regular breaks to maintain alertness and focus. If you work outdoors, take regular breaks under shade and hydrate more frequently.
	Maintain Proper Housekeeping Maintain a tidy workspace. Do not obstruct emergency exits and equipment such as fire extinguishers, hose reels, etc.
	Wear PPE At All Times Always wear personal protective equipment (PPE) in the correct manner.
	Stay Prepared For Emergencies Be familiar with emergency response procedures, such as firefighting, CPR and using an AED.
	Report Unsafe Acts & Conditions Report all unsafe conditions, near-misses and accidents. For NUS, you can do so through Accident & Incident Management System (AIMS).

Check out ORMC's [LinkedIn](#) and [Instagram](#) pages for more tips and insights.

Safety & Health Initiatives in NUS

NUS 2023 Safety & Health Annual Report now published!



Discover our key initiatives to promote the safety, health and well-being of the NUS community. This report includes a safety and health section by ORMC and a well-being section contributed by Health and Wellbeing Unit (HWB), Office of Human Resources (OHR) and University Health Centre (UHC).

We thank our valued internal partners, colleagues and students in the collective efforts in building a positive safety, health and well-being culture in NUS.

Read the [2023 Safety and Health Annual Report](#)



Making an Impact at Total WSH@NUS

At NUS, we are excited to share that the adoption of Total WSH has evolved into a Total WSH@NUS programme, which is progressively being implemented by departments with the support of Heads of Department (HoD).

It involves a 10-step approach that includes appointment of Total WSH Champion(s) and team by the HoD, attendance of Total WSH Workshop by Total WSH team, completion of a Basic Health Insight survey by departmental staff, and identification and monitoring of intervention programmes.

The Total Workplace Safety & Health (Total WSH) is a national initiative by the Workplace Safety and Health Council and is a holistic and integrated approach that manages safety, health and work together to achieve the well-being of workers.

Learn more about [Total WSH@NUS](#)

View the [Total WSH@NUS roadmap for 2021-2026](#)



Creating a Safety & Health Ecosystem in NUS

NUS is committed to safety and health, as well as the prevention of ill health and injury of staff, students, contractors and visitors.

Find out more in the [University Safety & Health Policy](#) which specifies the roles and responsibilities of the NUS community, including management, Principal Investigator / Supervisor, Safety & Health Coordinators, staff and students.

NUS has established a safety & health ecosystem at various levels, including Safety & Health Leads from Principal Investigator's laboratory, Department-level and Faculty/School-level Safety & Health Committees supported by their Safety & Health Coordinators (SHCs). Principal Investigators can reach out to their Department SHCs who in turn can contact their Faculty SHCs for advisory. Faculty SHCs can contact ORMC for further assistance.

View the [NUS Safety & Health Organisational Flow Chart](#)

Strengthening the Resilience of NUS Operations



We have introduced two vital components to fortify the University's operational risk management framework: the NUS Risk Register (Register) and the Risk Incident Reporting & Management procedures, both supported by a centralised Risk Register, Risk Incident Repository (Repository) and the Risk Assessment Matrix.

What is NUS Risk Register?

The Register is a tool used to capture information on potential threats to the University's operational, financial, reputational and academic objectives. It includes detailed assessments of each risk, offering a holistic view of risks across NUS.

What is Risk Incident Reporting?

Complementing the Register, the Risk Incident Reporting & Management procedures provide a standardised protocol for staff and students to report unplanned incidents, aiding prompt intervention and decision-making. Both tools work synergistically to enable a well-established process on identifying and mitigating risks.

This integrated approach helps strengthen our risk management and compliance, fostering a culture of continuous improvement within the University, ensuring the safety and resilience of its operations.

Learn more about [Risk Register](#), [Risk Incident Reporting](#) and [Risk Assessment Matrix](#). Find out how you can play your part.

Current Risk Trends You Should Know



What are the trending risk topics?

If you follow our past Risky Times issues, RiskRadar is ORMC's cutting-edge risk intelligence and sense-making tool that helps us perform horizon scan and analysis to identify the key risk topics.

We perform the scans every month to ensure the University stays ahead of the curve.

Our analysis are captured in our monthly reports, now published online.

Read the [Risk Insights Reports](#) on key risk topics from the recent months.

Learning Point: Data Breach Case Study



Case Study: Whiz Communications Pte Ltd

A financial penalty of SGD\$9,000 was imposed to Whiz Communications Pte Ltd (WCPL) for breaching Protection Obligation resulting in the compromise of 24,323 individual personal data.

Learn about the facts of the case and lessons learned on why IT security policies and annual risk assessments are crucial for data protection.

Read more about the [Data Breach Case Study: WhizComm](#)

Connect with us for more exciting news and regular updates!



Have a question or feedback? Contact us at rmcsec@nus.edu.sg.