

Workplace General Safety Rules & Regulations

The workplace general safety rules & regulations will apply to all staff, students and contractors while working or attached to the workplaces belonging to Faculty of Engineering, NUS.

1. Observe and abide all warning signs and safety notices.
2. Smoking in the campus is strictly prohibited.
3. Put on suitable and appropriate personal protective equipment to protect against any workplace hazards.
4. * For laboratory/workshop, covered shoes are required to be worn and no shorts or skirts above knee caps are allowed.
5. No mischievous or malicious behaviour is allowed in the workplace.
6. No storage, consumption or cooking of food/drinks is allowed in workshop and laboratory.
7. Guard all floor openings, edge of working platform to prevent fall.
8. Do not take unsafe short cuts or by-pass any safety devices or controls.
9. Keep your workplace tidy at all times.
10. Never throw debris, tools or other objects from height.
11. Report all unsafe act, unsafe condition or incident/accident to your supervisors & safety personnel and also via on-line reporting system under OSHE website.
12. Risk generated from work must be adequately managed with appropriate controls and risk level to be brought down to as low as reasonably practicable.
13. Refer to Safety Data Sheet (SDS) before handling any hazardous materials.
14. For any hazardous work, safe operating procedure/safe work procedures must be referred and adhered to.
15. Label all chemical containers and store them in designated chemical storage area.
16. Chemicals or hazardous substances are not allowed to pour directly into the sink; it must be collected by licensed waste collector for proper disposal.
17. Know the location of the nearest emergency equipment.
18. Familiarise yourself with the emergency evacuation procedure and the location of the nearest exits and assembly area.
19. Do not obstruct or block any exits, escape passage way or any emergency response equipment.
20. Follow the operating instructions when working with machine.
21. Lockout must be performed for works involving servicing, inspection, maintenance and repair of any equipment or machinery.
22. Keep safety guards in place when operating machines. Do not remove them.
23. Never use a tool or operate a machine if you are not trained and authorised.
24. Refrain from using defective tools and machines, if found, report to your supervisor.
25. Leave all maintenance and repair work to the maintenance personnel.
26. When in doubt, ask your supervisor.

* - Under special work condition, where such an attire may not be appropriate, department management or safety committee can decide to over rule the regulation by conducting a risk assessment for the particular work activity and take responsibility over the change.