Safety Handbook for NTU Students’ Attachment and Internship

First Published: Dec 2010
Attachment and Internship is an important part of your curriculum. It provides a new understanding of the working environment. There are hazards associated with any work and risks of incidences and injuries at the workplace is a possibility.

Your safety is thus very important. Understanding the associated hazards and risks are part of accident prevention at the workplace.

This handbook provides some basic information on workplace safety for you (as an “employee”), under the attachment provider (“employer”).
This is what you need to know:

• General Safety Awareness
• Common Workplace Hazards
• Workplace Safety Legal Requirements
• Your Responsibilities
• ‘Take 5’ Concept
Your Attachment and Internship

- Hazards exist in every job, even for attachment and internship placement. It is a matter of frequency of occurrence and the severity of injury ("risk").

- The level of risk depends on the type of industry and nature of work carried out.

- Risk can be managed with proper control and adopting good practices (Accident is preventable).

- Everyone has a part to play (You and Employer).

- Any unsafe act or condition at the workplace can cause injury to you and others.
Do Not Let This Happen To You

Injuries can be permanent disability
General Safety Awareness

- Be familiar with your workplace (e.g. know the emergency exits, first aid box, eyewash/shower, extinguisher, etc.)
- Know the emergency procedures
- Follow safe work procedures
- No ‘horse play’ at the workplace
General Safety Awareness

- Put on the required Personal Protective Equipment (PPE)
- Report all incident promptly
- Keep work area clean
- Do not obstruct fire fighting equipment and passageway
- Use the right tool for the right job

Check tools before use
Hazard

- means anything with the potential to cause harm or injury

Examples:

- Chemical => corrosives, toxic, flammables, etc
- Biological => bacteria, fungi, viruses
- Electrical => frayed wires
- Mechanical => moving parts of machinery
- Physical => excessive noise, heat, radiation
- Ergonomic => repetitive work, awkward postures
Chemical Hazard

- Chemicals (corrosive, toxic, flammable, etc) can cause severe harm and bodily injury
- Always know what you are dealing with. Read Safety Data Sheet (SDS)
- Understand the work process
- Follow safe work procedures
- Use required Personal Protective Equipment (PPE) correctly
Chemical Hazard

- Label the container
- Safe and compatible storage
- Common chemical routes of entry include skin, ingestion and inhalation
- Prevent contamination (e.g. on clothing, hands, fingers, etc.)
- Follow good workplace practices when handling chemical
- Wash hands before leaving the workplace each time
Mechanical Hazard

- Limbs, long hairs, loose clothing may get into rotating/moving machinery parts
- Operate machinery only if you are trained and authorised
- Never by-pass any safety devices, e.g. interlocks, limit switches, guards
Mechanical Hazard

- Follow procedure. Do not by-pass any step

- Do not wear gloves when working with revolving/moving parts of machine

- Pay attention to all warning signs and safe operating procedures
Mechanical Hazard

- Do not leave running machine unattended
- Do not remove safety guards while machine is in operation
- Know the location of emergency stop button of the machine
Electrical Hazard

- No electrical overloading
- Check electrical wirings before use
- Use double insulation for wirings
- Keep electrical installations away from water. Never touch electrical installations when hand or body is wet.
Safe Use of Ladder

Three points of contact with the ladder should be maintained at all times.

Tools and materials should not be carried by hand and should be in a tool belt or side pouch.
Safe Use of Ladder

If it is necessary to work on a step ladder, work a few steps below the top rung, so that a handhold can be maintained.

Do not use defective ladders. Always check.
Workplace Legal Requirements (Singapore)

- Workplace safety laws may differ for various countries

- In Singapore, all persons (including you) working at the workplace have safety duties and responsibilities

- This law is known as the Workplace Safety and Health (WSH) Act *(applicable within Singapore)*

- Person who contravenes such duties or carry out reckless act may be guilty of an offence
What We May Not know....... 

✓ Any workplace “accident” in Singapore may lead to legal prosecutions

✓ Consequences of “accidents” can also lead to lifelong regrets
Common Causes of Accidents

- Employee not trained
- PPE not used or used incorrectly
- Assume able to do it
- Inattentive or Indifference Attitudes
- Taking shortcuts
- Wrong tools for wrong job
- Fatigue
Your Responsibility

Know your duties of “Employee” under the Workplace Safety & Health Act (Singapore)

- Do not act recklessly or wilfully which endangers yourself or the safety of others;
- Do not misuse any equipment or PPE;
- Co-operate with your “Employer” over safety matters;
- Use equipment only when authorised to do so. Not sure ASK;
- Use the provided PPE (know how and the limitations)
Personal Protective Equipment (PPE)

Use the right PPE and use them correctly.
You Should Also …

ASK for safety information always. These include:

• Risk assessment of the work
• Safe work procedures
• Operating instructions
• PPE required
You Should Also …

Notify the following in the event of any accident or near miss

- Attachment Organisation
- NTU Tutor

Remember to keep the numbers and email at hand
You Should Also ...

三思为妙  Think Thrice BEFORE You Act
What is Take 5?

1. Stop and Look
2. Think through the Task
3. Identify Hazards
4. Control + Communicate
5. Do the Task Safely
Your safety matters most. Enjoy your Attachment & Internship. Do it safely!

Remember:

• Stay focus

• No music or hand phones whilst at work with heavy machinery or dealing with anything hazardous
“Safety Is Part of My Responsibility Too”