



## INTRODUCTION

Office of Biosafety (OoB) is a SingHealth department consisting of safety professionals residing in Connection One @ Jalan Bukit Merah. During departmental retreats, OOB Team discussed on how to improve two key processes, namely IBC research protocol reviews and workplace safety and health (WSH) surveys together with the idea of going electronically as much as possible without additional cost. This resulted in adopting a 'Go-Green' strategy for all other work processes.



## RESULT

By replacing print-outs with electronic copies, the department spend less on buying paper and toner for printing. The savings which are made through little or no capital investment can reduce department operational expenses. Inherently, it also reduces the need for repeat print-outs for rework and having to send the hardcopies for different approvals, which takes time and may get lost in transition. Staff were happy to adopt these initiatives because it reduces handling paperwork, and as a result, increases job satisfaction as well. Work efficiency improves, printing cost reduced and storage space for hardcopies is also reduced. These contributes to saving the Earth too!

## CONCLUSION

Caring for the environment is the responsibilities of all Earth citizens. OoB will continue to review its 'Go-Green' approach to widen its horizon to implement more environmentally-friendly initiatives.

## AIM

- ❖ To improve work efficiency
- ❖ To develop 'Go-Green' culture in the workplace
- ❖ To save on cost of printing & storage space
- ❖ To comply with ISO 14001 Environmental Management



## METHODOLOGY

Environmental management system is implemented following the adoption of ISO 14001 by SingHealth leadership in 2018. Firstly, environmental aspects and impact were identified and addressed in the risk assessment (RA). The concept of reduce, reuse and recycle was also integrated into the workplace to improve daily work. The go-green practices were communicated to SingHealth research labs. Time and cost were saved by going paperless in several work processes.



## TANGIBLE BENEFITS IN DOCUMENTATION (Quantifiable)



**25 hours saved per year**

Assume 10 minutes required to print, scan, and file reports (about 45 IBC protocols and 100 surveys per year).



**S\$938 saved per year**

Assume S\$0.15 per A4 paper printing (about 90 pages per IBC protocol and 22 pages per survey).

