

Introduction

In 2012, SingHealth Corporate Office embarked on the ISO 9001 (Quality Management System) and OHSAS 18001 (Occupational Health and Safety Management System) journey to eventually attain both Certification Standards in end-2013. The Quality, Health and Safety Policy states that the organisation is committed to:

- ☐ Provide quality services and continual improvement;
- ☐ Promote a healthy and safe environment, prevention of injury and ill-health to staff;
- ☐ Comply with health and safety legislations and other requirements.



This significant milestone was achieved with the appointment of an Environment, Health and Safety (EHS) Coordinator in each department who, amongst others, played an important role in promoting a healthy and safe work environment and ensuring that the respective department adhered to health and safety legislations.

Objective

This Guide Book serves to assist the appointed EHS Coordinator in performing his/her role more effectively by providing relevant information and reference material on how to promote a healthy and safe work environment within the department in compliance with health and safety legislations.



Methodology

To produce a Guide Book that is readily available for the appointed EHS Coordinator as a reference. Key areas covered in this Guide Book include the following:

- ☐ Roles and responsibilities of an EHS Coordinator.
- ☐ Training requirements and type of courses.
- ☐ Useful information on managing safety at the workplace eg. Hazard Identification and Risk Assessment .
- ☐ Incident reporting procedure for SingHealth Corporate Office.
- ☐ Ministry of Manpower (MOM) Incident Reporting Guidelines.
- ☐ List of useful emergency telephone numbers.



Result

EHS Coordinators have found the Guide Book to be a good source of reference on “what-to-do” and “how-to-do”, providing clear guidelines for him/her to carry out the necessary duties in identifying hazards, manage risks and promoting a healthy and safe work environment within the department more effectively and confidently.



Knowing how to report an incident with the required details enables the SingHealth Safety Committee to follow up on safety issues to prevent recurrence, to determine if there are any systemic issues that need to be addressed, as well as to report to SingHealth senior management and the relevant authorities in a timely manner.



Emergency Telephone Numbers	
SingHealth EOC Hotline	6377 3366 or 9456 5533
Connection One Fire Command Centre	6270 7037
SGH Campus Fire Command Centre	6321 4000
Fire & Emergency Ambulance	995
Police Emergency	999

Conclusion

This Guide Book for EHS Coordinator, with the relevant information readily available, serves as an useful guide to the appointed staff in performing his/her role more effectively, in turn, fulfilling SingHealth's Quality, Health and Safety Policy objectives, as well as complying with health and safety legislations.