



# Improving Workplace Safety Awareness through e-Newsletters

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## 1. Introduction & Objective

Office of Safety Network oversees workplace safety and health matters of SGH staff. Before 2015, safety-related issues were mostly raised during workplace safety inspections. There was no platform to share with all staff on common workplace hazards.

Safety e-Newsletters were published since 2015 with the aim of communicating to all staff on...



- Work-related incidents
- Potential hazards at work
- Preventive measures
- Workplace Safety & Health regulations

## 2. Methodology

Safety e-newsletters were designed based on recurrence of workplace incidents and observations of unsafe acts / conditions during workplace safety inspections.

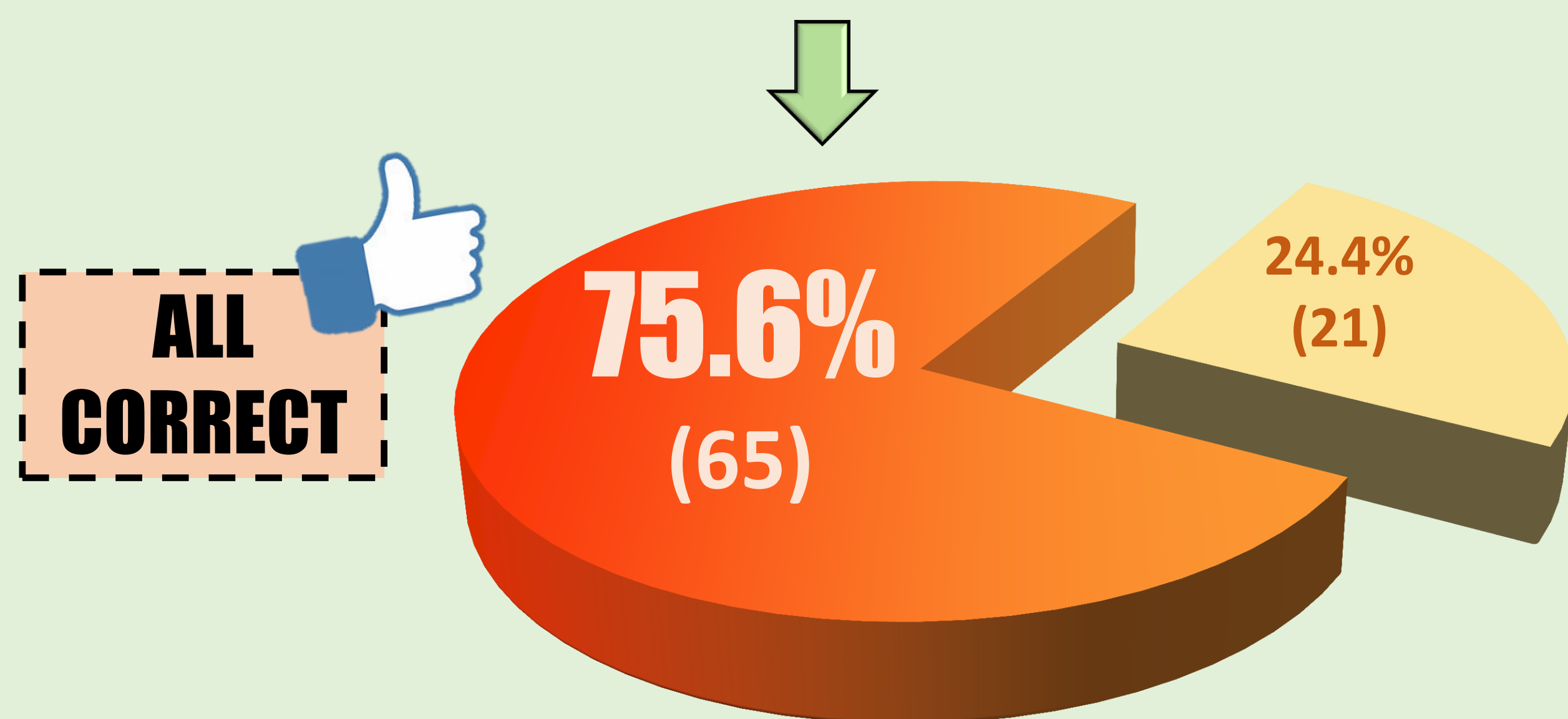
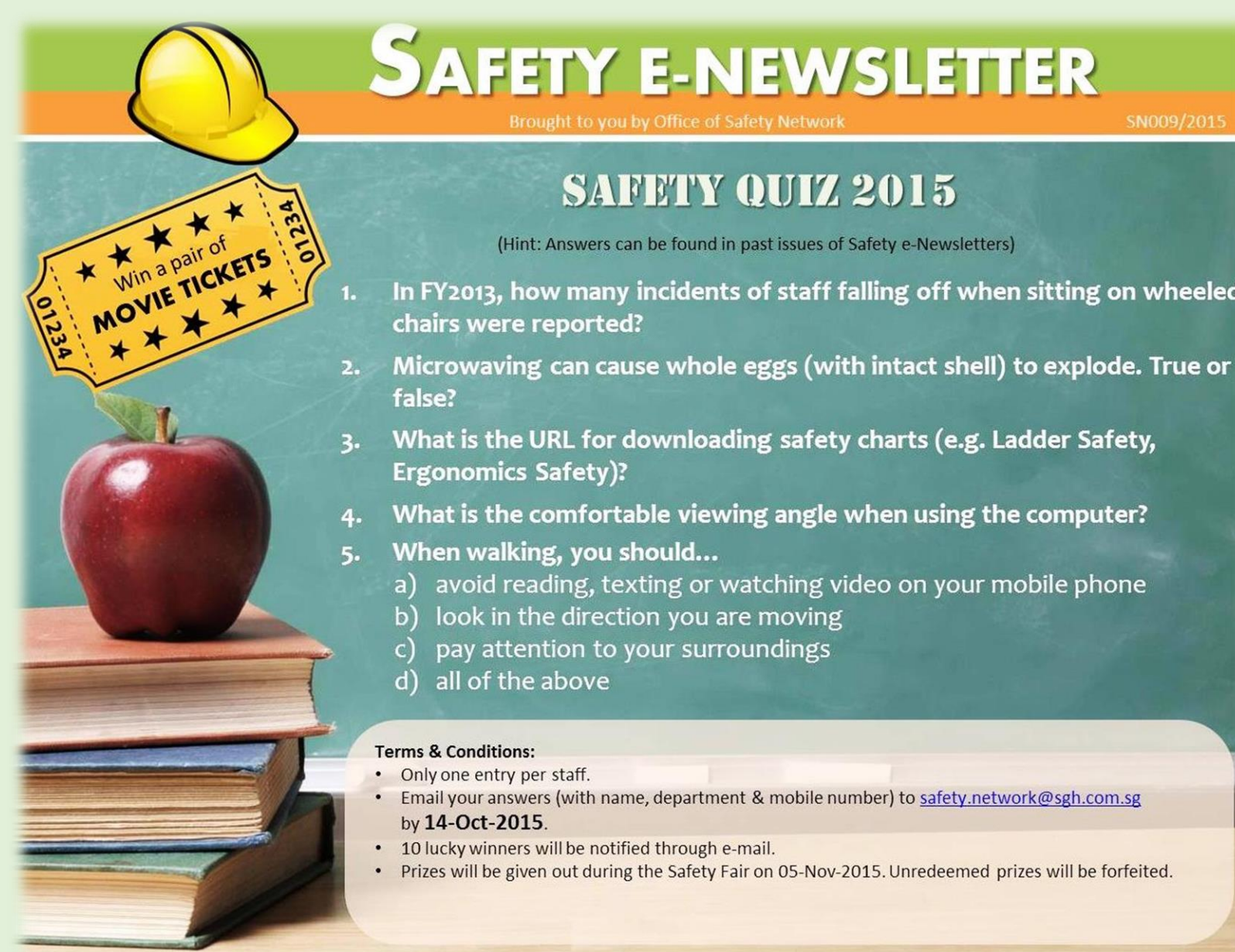
e-Newsletters were published onto our department and SGH intranet "News" section periodically. To ensure dissemination to the target audience, workplace safety coordinators of every workplace would be informed of every launch through email.

The topics covered in 2015 included the following:



## 3. Results

Safety quiz was conducted in 2015 to evaluate the effectiveness of that mode of communication of workplace safety. 65/86 (75.6%) of the respondents answered all the questions correctly in the 2.5 weeks entry period.



## 4. Conclusion

Other than workplace inspections, safety e-newsletter served as an additional platform for reaching out to all staff on workplace hazards. The results of the safety quiz showed that the e-newsletters were effective in promoting workplace safety awareness. The safety e-newsletters and safety quiz will be continued to evaluate any further improvement.