# Cambridge CARES Procedures on Communications

# 1.0 Purpose of this document

 The purpose of this document is to describe the ways in which the CARES S&H framework is communicated to the researchers, and the ways in which feedback can be provided to the CARES Safety & Health Committee, and the governing structure of CARES more generally

# 2.0 Induction

 All new laboratory researchers are required to undergo an induction. This consist of three portions:

1. a lab tour and discussion of the requirements of safe and effective lab work, as documented on the Lab Induction Checklist
2. A presentation discussing the S& H requirements of Cambridge CARES, the ordering procedures, the requirements on effective science, and all other requirements as documented elsewhere
3. A written test of comprehension

# 3.0 Dropbox

 The Risk Assessment forms are located in the Dropbox network, along with the induction materials, allowing all researchers to confirm their work to them

# 4. 0 Department Safety and Health Committee

 The CARES Department Safety & Health Committee (DSHC) is comprised of representatives from each research group, giving all members of CARES an opportunity to be heard by CARES.

# 5.0 Accident, Near Miss and Incident Reporting

## 5.1 Definitions

**Accident:** An incident which has given rise to injury, ill health or fatality

**Incident:** No injury, ill health, or fatality occurs.

**Dangerous occurrence:** an incident which is specified in the First Schedule of the Workplace Safety and Health Act. This is a dangerous occurrence which needs to be reported to the Ministry of Manpower

## 5.2 Response to an incident or accident

### 5.2.1 Immediate action

In the event of an **accident**, ensuring the health and care of the injured party takes precedence.

In the event of a near miss, ensuring that all risks are contained takes precedence.

### 5.2.2 Response

The Chair of the Safety Committee shall, in collaboration with the Safety Committee, or such personnel as are appropriate, determine the causes of the incident, and which corrective actions need to be taken to prevent its occurrence in the future.

### 5.2.3 Documentation of the event

After these steps have been taken, it is required that the incident or accident is properly written up and reported. All events must be written up by the Chair of the Safety Committee, who shall notify the Program Director. Events will be documented in the Incident Record Form.

The Chair of the Safety Committee shall inform the laboratory users of the incident, its outcome, and the conclusions that have been reached.

### 5.2.5 Report to the ministry of manpower

All *accidents* that meet the level defined by the Singapore Ministry of Manpower are reported to the Singapore Ministry of Manpower as detailed in the annex to this section.