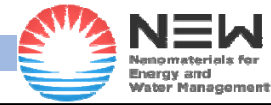


SHARE Laboratory Access Policy



- SHARE Researchers (PIs, co-PIs, Post-docs, project officers, research associate, post graduate students, researchers working for SHARE projects and hired by NTU, NUS, SHARE or HUU) are allowed to work in the laboratory with access card, seating cubicles, and lab resources (working benches, fume hoods, BSC, equipment etc.); Researchers from external entity are generally not allowed to work in the SHARE laboratories. No lab resource should be allocated.
- Researchers from external entity will be only allowed to work in the laboratories on the following condition:
 - PL's approval.
 - Supervised by SHARE researchers.
 - Signing the liability and indemnity form from NTU/NUS and SHARE.
 - Completed the induction checklist for the laboratories for NUS/NTU.
 - **Submitted RA and SOP document to Safety officer for all related work activities**
- Exchange Researcher with TEP should be treated as SHARE researchers during the visit in Singapore.
- Undergraduate student will not allowed to work in the lab without supervision.

SHARE Access Policy



Access Policy for SHARE Laboratories								
Researchers	General Administration				Laboratory Resources			
	Access Card	Seating Place	Desktop	Wifi Account	Work Bench	Fumehoods	BSC	Equipment
SHARE Researchers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exchange Researchers	Temp	Temp	Temp	No	Temp	Temp	Temp	Temp
Undergraduates	No	No	No	No	No	No	No	No

Liability and indemnity form

induction checklist

THIS MUST BE COMPLETED AND RETURNED TOGETHER WITH YOUR ACCEPTANCE FORM TO THE RELEVANT DEPARTMENT/FACULTY/CHIEF OFFICER AT WHICH THE FACILITY RESIDES. VISITORS BELOW 18 YEARS OF AGE ARE REQUIRED TO HAVE THEIR PARENT COMPLETE THIS FORM.

EXCLUSION OF LIABILITY AND INDEMNITY FORM FOR ACCESS TO FACILITY

I, Angela Taylor (Name of Visitor/parent/guardian) (Passport/Identity Card No.) 41207001 (Passport/Identity Card No.) (Name of visitor) (Passport/Identity Card No.), hereby request that "my child/child" be granted access to CREATE B101, Innovation Wing #02-09 (138602) (Name of laboratory workshop or seminar facility) ("Facility"). In consideration of "my child/child" being granted access to the Facility by Dr. Kateri Peh, Innovation Wing #02-09 (138602) (Department/Faculty/School/Office), National University of Singapore, I, for myself, "and my child/child", my successors, personal representatives and assigns, hereby agree as follows:

- I acknowledge that access to the Facility involves an inherent risk, including risk of personal injury, ill health and/or exposure to disease or infection, and that "my child/child" will have access to hazardous facilities, equipment and materials. I further acknowledge that "my child/child" will make use of such access, facilities, equipment and materials of "my child/child" on their own will and vision and "my child/child" is aware of and accepts the risks involved.
- "my child/child" will abide by the applicable written and verbal rules (including safety rules) regulations, policies, procedures, guidelines, protocols and instructions established or prescribed from time to time by the University or its departments, faculties, schools, offices or relevant units regarding the use of the Facility and the facilities, equipment and materials therein, failing which the University shall be entitled to immediately withdraw access to the Facility and any of its privileges arising therefrom.
- I will not hold the University, its officers, any of its full-time or part-time staff (including student assistants), agents or subcontractors responsible or liable in any way for, and no action shall arise from, any loss or damage (including, without limitation and to the extent permissible by law general injury, loss of life or property) suffered by or sustained as a result of "my child/child" having access to the Facility or use of the facilities, equipment and/or materials therein.
- I will indemnify and hold harmless, save and hold harmless the University its officers, any of its full-time or part-time staff (including student assistants), agents or volunteers against all claims, demands, actions, proceedings, damages, costs or expenses, including legal fees, and any other liability arising in any way from "my child/child" having access to the Facility or use of the facilities, equipment or materials therein, or resulting from any breach of the undertaking herein.

Signature of Visitor/parent/guardian: Angela Taylor
 Name (please print): Angela Taylor
 Passport/Identity Card No.: 41207001
 Relationship to visitor, if applicable: (Other)
 Telephone (Residence): _____ Fax: _____
 Mobile Telephone: _____
 Email Address: angela.taylor@gmail.com
 Postal Address: Ascot Rd, 20 Singapore, Level 22/24
 Date: 04/04/2015

* Delete as applicable.
 Where parents are deceased, a visitor below 18 years of age should provide the name of a legal guardian or any other person who has legal authority over, and responsibility for, the visitor.

INDEMNITY FORM FOR VISITING SCIENTIST/ RESEARCHER/ STUDENTS

To be completed by Visiting Scientist/ Researcher/ Student (for attachment to any laboratories in Nanyang Technological University (NTU))

Home Institution/ University: Nanyang Technological University Duration of Visit: 22/10/2015 to 28/09/2016 (inclusive)
 Institute of Materials Research and Engineering (IMRE) (State date in DD-MMM-YYYY)
 Address in Singapore: 117, Singapore NUS/ Passport Number: S8220042
 Name (as in NUS/Passport): Tan Ke Jie
 Address in native country (as in Passport) (if applicable): ML
 Email: tankejie@imre.a-star.edu.sg Contact No: 96202379
 Project Title: Chaperone/Transfer Gata with Brca1/2 Molecules
 Project Supervisor/ Collaborator in NTU: Prof Christian Kloc

Terms & Conditions:
 I agree to assume any and all risks which might be associated with my visit and I will not hold the Nanyang Technological University (NTU), its related entities, its officers, and/or any of its full-time or part-time staff responsible or liable in any way for, and no right of action shall arise from, any loss and/or damage (including, without limitation, personal injury or property damage) caused by or sustained as a result of my visit to NTU.
 To the extent permitted by law, I will indemnify NTU and keep NTU indemnified from and against all liabilities, claims, actions, damages, costs or expenses of any nature arising out of or in any way connected with my visit or breach of my undertakings herein.
 I agree to comply with all applicable rules, regulations, instructions and requirements as may be prescribed from time to time by NTU or the school/departments that I am attached to.
 I will, at my own expense, effect and maintain adequate insurance in respect of medical and accident expenses and any third party or public liability arising out of my visit. I acknowledge that NTU is not obliged to provide any form of insurance during my visit.
 I declare that I am sufficiently fit physically to participate and complete my visit and that I have not been advised otherwise by a qualified professional.
 I will not publish or disclose any research results from my visit without NTU approval.
 I hereby consent to and authorize NTU and its related entities to collect, use, disclose and/or otherwise process my personal data/information for the purposes of my visit and/or any other purpose reasonably related to the same.

Serial No: _____
 (to be filled by MSE administrator)

CREATE NUS-HUJ Cellular & Molecular Mechanisms of Inflammation Programme

1.1	Read and understand the content of the following: - Material Safety Data Sheet (MSDS) Classification and Labeling of Chemicals in the lab and ways to work safely with them. - Safety staff induction, appointment information of the lab. - Online Structural Safety Training System and the mandatory courses to attend.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Singapore Standard SSGS: Specification for Hazard Communication for Petroleum Products and Dangerous Goods. NUS Safety website: http://safety.nus.edu.sg/indemnityform.pdf
1.2	Share NUS/IMRE user name completed the Facility access exclusion of liability and indemnity form.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Share NUS/IMRE user name completed the Facility access exclusion of liability and indemnity form.
2.1	Understand the content of the following: - Lab rules - Risk Assessment - Personal Protective Equipment (PPE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Share NUS/IMRE user name completed the Facility access exclusion of liability and indemnity form.
2.2	Understand the content of the following: - Lab rules - Risk Assessment - Personal Protective Equipment (PPE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Share NUS/IMRE user name completed the Facility access exclusion of liability and indemnity form.

SHARE Safety and Health Induction Checklist For New Laboratory Users

Guidelines for Laboratory Supervisors/Principal Investigators

Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant booklet should be signed. For items not covered, comments should be recorded giving reasons and date for completion. The new user and person providing the induction should both sign the form and keep a copy. New laboratory user must be NUS/NTU or External staff or student, attachment student, visiting professor, polytechnic student, etc.

Name of New Lab. User: _____ Job Title: _____
 Contact number: _____ Contract Start date / Contract End Date: _____
 Faculty/Department/Research Institute: _____
 Laboratory Name: _____ Laboratory location no.: _____

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the University's Health and Safety Policies been explained to the new lab user?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School or recruited to take all reasonably practicable steps, comply with legislations in Singapore to provide a safe and healthy environment to all staff partners, students and visitors
1.2 Has the user been told who their key Laboratory Health & Safety Co-ordinator is?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.3 Has the user been made aware of the following services, and how to contact them if advice is needed? - CREATE BMO (6001 4011/ 6001 4012) - CREATE Fire command center (6001 2630/ 6001 2631) - Safety officer (6001 4115/60043301)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.4 Has the user been told about Laboratory Safety Rules & Regulations, signed the acknowledgement form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.5 Have the Lab Users completed the 18 core safety and health E-learning? Records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.6 Has the user completed the "Facility access exclusion of liability and indemnity form"? This is applicable to external (non NUS/NTU) staff and students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Risk Assessments & Training	Yes	No	Comments
2.1 Where appropriate, has the user been briefed on which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.2 Has the user been briefed on the RA and RM regulation and their roles on conducting risk assessments of their laboratory activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.3 Has the user been briefed on the relevant risk assessment pertaining to their research activities (mentor or supervisor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Personal Protective Equipment, Equipment	Yes	No	Comments
3.1 Have user been informed of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

