

**NATIONAL UNIVERSITY OF SINGAPORE
CONTRACTOR RISK MANAGEMENT CHECKLIST**

**DUTIES AND RESPONSIBILITY FOR CONTRACTOR'S SUPERVISOR
(For Laboratory)**

Scope of Work: _____

Contractor Supervisors are to:

1. Submit risk assessment for the work activities to be conducted prior to start work and their workers brief on the risk involved.
2. Give adequate instruction to their workers on the possible dangers in the labs and keep a record showing that the contractor has briefed their workers before they commence work.
3. Monitor and supervise their worker's safety and health regularly.
4. Inform departments / OED immediately of all accidents / incidents to their staff or any third party within NUS.
5. Instruct their workers not to start hot work without permit.
6. Provide all necessary personal protective equipments such as but not limited to gloves, safety spectacle, mask etc. to every single worker.

The above MUST be complied with to prevent accidents and injuries to contractors, staff and students.

I, _____ (name of supervisor) acknowledge that I have received, read and understand the duties and responsibility for Supervisor. I agree to abide by these rules to the best of my ability while working in NUS.

Contractor Supervisor's Signature

Date

Name and signature of representative
of NUS contract awarding party

Date

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HAZARD NOTIFICATION/ BRIEF RECORD

Name of contractor	
NRIC/ PP. No:	
Company:	
Date of work start and completion:	

The above contractor was briefed on _____ (date) on the following points involved and protection measures to prevent potential and existing hazards:

1. Type of hazards and risks involved;
2. Personal Protective Equipment required
3. Procedures in the event of any accident/ incident
4. First aid measures

(Include below any specific hazard identified and measures taken to eliminate or minimize hazard)

5. _____
6. _____
7. _____
8. _____

Name/Signature of the Lab Officer	Name and Signature of Contractor Supervisor
Date:	Date: