Roles & Responsibilities of DSHC Members

**HoD, Prof Paul Matsudaria**

**DSHC Chair: Prof J. Sivaraman**

**DSHC co-Chair & Safety Coordinator**

**Mr Yan Tie**

- **Legal requirement and licensing**
  - Licensing and certification for safety equipment
    - Ang Swee Eng
    - Allan Tan
  - Permit and licence for regulated chemicals
    - Michelle Mok
    - Kho Say Tin
    - Tay Bee Ling
  - Communication on legal requirement
    - Ang Swee Eng
    - Michelle Mok
    - Allan Tan
    - Yan Tie

- **Occupational health and medical**
  - Communication and registration
    - Yan Tie

- **S&H inspection and audit**
  - Departmental lab inspection
    - Liew Chye Fong
  - Centralised procurement of regulated chemicals
    - Michelle Mok
    - Kho Say Tin
  - Chemical inventory registration
    - Michelle Mok
  - Fire Safety inspection
    - Allan Tan

- **Regulated materials control**
  - Departmental internal audit on SMS
    - Kho Say Tin
    - Chua Ling Lih
    - J. Sivaraman

- **Waste control and Management**
  - Monthly chemical and biological waste disposal
    - Goh Poh Moi

- **S&H education, promotion and training**
  - Department safety training for new staff and students
    - J Sivaraman
    - Yan Tie
  - Departmental internal audit on SMS
    - Kho Say Tin
    - Chua Ling Lih
    - J. Sivaraman
  - S&H Awareness and promotion
    - Kho Say Tin
    - Yan Tie

- **Lab commissioning & decommissioning**
  - Lab commissioning and de-commissioning
    - Chua Ling Lih
  - FoS(OSHE) safety training coordination
    - Yan Tie

- **Emergency response and fire Safety**
  - Crisis management
    - Allan Tan
    - J. Sivaraman
    - Yan Tie
  - Fire safety management and building coordination
    - Allan Tan

- **Incident/accident investigation**
  - Incident/accident investigation & report
    - Allan Tan
  - Incident sharing and communication
    - Yan Tie

- **Spill kits and first-aid box management**
  - Tay Bee Ling