



UNIVERSITY SAFETY POLICY FOR TENANTS

The National University of Singapore (NUS) Safety Policy For Tenants is established for the purpose of protecting the safety and health of the University staff, students, visitors and its environment from the hazards associated with the activities of tenants. This policy is applicable to all organizations (tenants) that have signed lease agreements with the University for the use of NUS premises or land.

Policy Statements

The National University of Singapore is committed to ensuring that the activities of its tenants will not compromise safety, health and environmental standards on campus. All tenants are therefore required to comply with the following:

1. Legal Compliance

Tenants must comply with all current safety, health and environmental legislations that are applicable to them and those that may come into force during the term of their tenancy. All costs associated with achieving this compliance shall be borne by the tenant. They must also be able to demonstrate compliance with legislation and prevailing standards through permits, licenses obtained from authorities or competent certification bodies and other records.

2. Lease Agreement

In addition to the clauses specified in the lease agreement, tenants are required to comply with any additional NUS safety and health requirements that may be communicated to them.

3. Safety, Health & Environment (SHE) Management System and Facilities

Tenants must establish a SHE management system and facilities to effectively manage the hazards on their premises. Dedicated & competent personnel should be employed to manage these systems and facilities to control or mitigate the hazards found in the facility.

4. Communication with NUS

Tenants are to communicate with the National University of Singapore's Office of Safety, Health & Environment (OSHE), on issues of safety and health. Tenants are required to furnish OSHE with the following information:

- a. Contact details of key staff with safety, health and environmental responsibilities;
- b. Description of the materials and processes in the premises that may pose a safety and health threat;
- c. Safety systems and facilities in place;
- d. Evacuation and other emergency procedures;
- e. List of safety, health and environmental legislation applicable to them (EHS register);
- f. Any fines, warnings imposed by regulatory bodies;
- g. Any uncontrolled chemical, biological, radioactive releases to the environment and/or
- h. Any fires, explosions or other emergencies that would impact the NUS environment.

Based on the above, OSHE may require tenants to submit additional information such as the inventory of their hazardous chemicals, machinery, biological agents, standard operating procedures, etc.

For items (g) and (h), tenants are required to submit to OSHE a first hand report within twenty four hours and a detailed report within one week.

Tenants must update OSHE within two weeks if there any changes to their previously submitted documents.

5. Inspections, Audits and Investigations

NUS reserves the right to inspect and/or audit tenant's premises and management system. NUS inspection team will be escorted

at all times during the inspection by representatives of the tenant's organization and will be informed of the hazards of the area being inspected. NUS will give minimal one day prior notice for inspections and two week's notice for audits.

6. Monitoring of Releases to the NUS Environment

If any activities conducted by tenants result in the release of hazardous materials to the environment, tenants are required to monitor and document the quantity and nature of these releases. Tenants shall establish means for safe and orderly shutdown of facilities if safe limits have been exceeded.

7. Cession of Tenants Activities

If the University finds that a tenant has been negligent in complying with local SHE legislation or engaging in activities that would compromise the safety and health of the NUS community, the University may require the tenant to cease all such activities and mitigate any damages that have resulted from such activities.

8. Emergency Management

Tenants are required to develop and implement appropriate systems to effectively respond and mitigate emergencies on their premises. These systems must be in sync with any University emergency plans. Tenants must cooperate, assist and participate in any emergency plans that the University communicates to them.

9. Decommissioning

For tenants that wish to terminate their lease agreements with NUS, they shall demonstrate and document their decommissioning procedures. These procedures shall be submitted to OSHE for concurrence prior to the actual decommissioning. Tenants must remove all hazardous materials, wastes and equipment from the premises. NUS management will inspect the premises to verify if decommissioning has been satisfactorily carried according to procedures. Tenants shall incur any damage or remedial costs as decided by NUS management for the decommissioning process.

This policy shall be communicated to all tenants and stakeholders of the university involved in the management of tenants. This policy will not substitute any lease agreement that currently is in force. In addition to the requirements of this policy, tenants will continue to honor their lease agreements.

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