

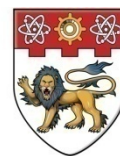
Physical Education & Sports Science



SAFETY OPERATION MANUAL FOR SPORT FACILITIES



An Institute of



**NANYANG
TECHNOLOGICAL
UNIVERSITY**

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1 RULES AND REGULATIONS

1.1 RULES AND REGULATIONS GOVERNING USAGE OF NIE SPORTS FACILITIES

- 1 All users will indemnify and will NOT hold PESS/NIE/NTU and staff responsible for loss or damage to individual possessions, any injury, illness or death that may result from the use of the facilities.
- 2 **Only authorized users (ie current NTU/NIE staff/students) who have made prior bookings are allowed to use the facilities.**
- 3 Priority usage is given to lecture classes and research testing. Recreational users are only allowed to book a facility once per week and not more than 2 weeks in advance. **PESS reserves the right to approve or cancel bookings of facilities.**
- 4 Please collect usage permit from the Sports Facilities Office upon confirmation of booking. You may be asked to produce your usage permit and matriculation / staff card by Sports Facilities Office staff.
- 5 All users must be in proper sports attire and appropriate footwear when using the facilities. Users will be asked to leave if found breaking this rule.
- 6 Users are advised that any sports facility should be used for its purpose built intention. Any deviation must be approved by PESS.
- 7 PESS is not responsible for providing any sports equipment to users of the facilities.
- 8 Users are required to take good care of the facilities / equipment. Any damage should be reported to the Sports Facilities Office.
- 9 Users are not allowed to move or remove equipment from the respective facility.
- 10 Please note that smoking is strictly not allowed in and around the sports facilities.
- 11 No food & beverages are allowed in the indoor and outdoor facilities except personal water receptacles.
- 12 Users are expected to keep the facilities clean and free of litter. A cleaning charge will be imposed should litter be left behind at the end of the session.

- 13 The sports facilities are open for booking from 8.30am to 7pm on weekdays and closed on Saturday, Sunday and Public Holidays.

FOR USERS OWN SAFETY, PLEASE OBSERVE THE FOLLOWING:-

- 1 Warm up adequately prior to exercising and cool down adequately afterwards.
- 2 Immediately stop exercising if you feel dizzy or unwell, if you feel any sudden, sharp pain or if you experience chest pain, light-headedness, abdominal discomfort, unusual fatigue or shortness of breath or palpitations.
- 3 Do not eat a large meal or drink alcohol less than two hours before starting to exercise but do not exercise on an empty stomach. Maintain adequate blood sugar levels.
- 4 Avoid dehydration by drinking water / fluids frequently.
- 5 **Please do not use the outdoor sports facilities during inclement weather (raining, lightning or raining with lightning).**

Users of sports facilities must be alerted on the locations and use of safety devices such as first-aid boxes and fire extinguishers.

The rules and regulations are displayed at all NIE Sports Facilities. In addition, all users of sports facilities will be briefed on the rules and regulations by PESS Facilities Staff during booking of the premises.

In addition, academic staff will brief the students on the general rules and regulations during the first practicum lesson in the semester year.

1.2 RULES AND REGULATIONS GOVERNING USAGE OF NIE RESISTANCE TRAINING ROOM AND CARDIOVASCULAR ROOM

1. Only registered NTU / NIE users issued with a personal TGS Key are allowed to use the facilities.
2. Users must bring along and sign-in using their personal TGS Key before using this facility.
3. Priority usage is given to lecture classes and research testing, recreational users please refer to the timetable schedule to avoid using the room during these specified timings.
4. NTU / NIE students who wish to use the facilities may only do so during their respective fitness & conditioning course lesson time and must be supervised by their lecturer.
5. Users not appropriately attired and without a TGS key are not authorized to use this facility.
6. Each user must carry a towel and be appropriately attired in a T-shirt with sleeves, suitable athletic shoes, athletic shorts / pants when using this facility. No casual / office attire allowed.
7. Users must produce their matriculation card / staff card / TGS Key upon request.
8. Please wipe sweat off benches and equipment after use.
9. Turn off power after using cardio machines or stacked weight machines.
10. Use of safety catches / spring locks / screw locks on barbells is required.
11. Users are encouraged to have a “spotter” with them when lifting heavy weights.
12. Restack the free weights and weight plates on the plate trees / dumbbell racks after use.
13. Users are required to limit their usage time on each machine to 20 mins, so that others may also use.
14. Do not open the windows.
15. No smoking

16. Food and drinks are not allowed, except personal receptacles with plain water.
17. Users are advised to be cautious of personal safety and train at your own risk.
18. NTU / NIE / PESS and its staff will not be held responsible for any loss of personal belongings, damage to personal equipment or personal injury incurred when using the facilities.

Users will be asked to leave the Fitness Room if they fail to comply with these conditions of use.

For Users own safety, they are encouraged to:

- Consult their medical physician prior to undertaking any fitness training programme
- Stop exercising immediately if they feel unwell

2 ROLES & RESPONSIBILITIES

ROLES & RESPONSIBILITIES

2.1 Academic Staff

Academic staff play an important role in making the sports facilities safe and conducive for learning and playing. The following list guides academic staff on their roles, they should:

- Brief students on general safety regulations during the first practicum lesson in the semester year;
- Demonstrate good safety practices at all times;
- Give explicit instructions, highlighting certain safety precautions to be exercised by students where appropriate; and
- Record and report all incidents/accidents that occur.

Before carrying out any practicum lessons, academic staff must ensure that the facilities are safe for carrying out lessons and that all sports equipment are in good condition.

Academic staff are not trained fire-fighters or paramedics. However, it is useful for them to be familiar with:

- Basic first aid & location of first aid kits; and
- Fire prevention and control measures

2.2 Principle Investigators/Supervisors

Principle Investigators/ Supervisors have a duty of care to the staff, students and visitors under their supervision. Supervisors are required to fulfill the following criteria:

- Train all new staff and students on general safety rules and regulations;

2.3 Lab Staff & Students

Everyone has the responsibility to take care of himself/herself by observing safety rules and guidelines. Students should observe the basic rules of playing a particular sport. They should also be familiar with the location of first aid kits and evacuation routes in case of emergencies.

3 EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT

An **emergency** is a situation which poses an immediate and imminent risk to safety and health of persons, property or environment and one which requires urgent intervention to prevent a worsening of the situation, e.g. fire or injury to persons.

3.1 Emergency Equipment

Each school/department buildings/premises shall have emergency equipment prepared for emergencies that might occur. The emergency equipment, depending on the nature of the work, should comprise, but not limited to the following:

| Safety Equipment | | In-charge |
|---|--------------|--|
| Speakers, Fire Command Centre, Alarm System, Fire Extinguisher | | Office of Development and Estate (DED) |
| Automated external defibrillators (AED) | | Laboratory Technicians & Facilities Staff |
| Exercise Physiology Lab | 05-02-02 | |
| Biomechanics Lab | 05-B3-01 | |
| Sports Hall | 05-B2-04 | |
| Resistance Training Room | 05-02-07 | |
| Cardiovascular Training Room | 05-02-09 | |
| Tennis Court 1 Pavilion | NA | |
| Bioenergetics Lab | 05-02-01 | |
| Squash court | 05, Level B1 | |
| Outdoor shelter beside handball court | NA | |
| Gymnasium | 05-B1-08 | |
| First Aid Kits available at PESS General Office, Laboratories and Sports Facilities | | Laboratory Technicians for individual labs, Facilities Office for all sports facilities, PESS General Office for PESS office |

3.2 Evacuation Procedures for Fire Incidents

The standard evacuation procedure for incidents such as fire includes the followings:

- Alert staff and DED (NIE Security at 67903999 or Fire Command Centre at 67903000) immediately,
- Reduce the risk from further aggravation if possible,
- Announcement for notification and evacuation to be made in 2 stage alarms,
- Gather all personnel involved at an assembly point, and
- Conduct roll call

Please refer to Fire Emergency Plan in NIE Staff Portal for details.

3.3 Procedures to Deal with Injured Persons

When somebody is injured at a sports facility, please seek medical help as follows:

| Severity | | Contacts Details | |
|----------------------------------|---------------------|-----------------------------------|-----------------------|
| Non life-threatening / First Aid | During Office Hours | Level B3 - Biomechanics Lab | 6790 3716 |
| | | Level B1 - Sports Facility Office | 6790 3728 / 6790 3710 |
| | | Level 2 - Laboratories | 6790 3715 |
| | | Level 3 - General Office | 6790 3719 |
| | After Office Hours | NIE Security | 6790 3999 |
| Life - threatening | 24 Hours | Ambulance | 995 |
| | | NIE Security (24 hours) | 6790 3999 |

For minor injuries, **first aid kit, stretcher, wheel chair and ice packs** are available at the Sports Facilities Office (NIE5-B1-01).

For life-threatening emergencies, **automated external defibrillators (AED)** are available at:

| <u>For emergencies at or near:</u> | <u>Nearest AED Location</u> |
|---|------------------------------------|
| Level B3 Sepak Takraw Court, Tennis Court | Tennis court pavilion |
| Level B3 Handball Court, Hockey Pitch. | Hand Ball Pavilion |
| Level B3 Swimming Pool, Hockey Pitch | Swimming pool Shutter No. 1 |
| Level B2 Indoor Sport Hall | Indoor Sport Hall (NIE5-B2-04) |
| Level B2 Gymnasium | Gymnasium (NIE5-B1-08) |
| Level B2 Motor Behavior Lab | Gymnasium (NIE5-B1-08) |
| Level B1 Squash Court | Entrance Of Squash Court |
| Level 2 Cardio Room | Cardio Room |
| Level 2 Dance Room, Resistance Room | Resistance room |

When calling for Help

1. Identify your name
2. Give your contact number
3. Location of incident NIE Block 5, Level, Room Name, Vicinity ID
4. Details of Accident ➤ Unconscious? Bleeding? Breathing? Pulse?
5. Maintain Victim Comfort □ Good ventilation around victim, cover from heat or cold
 □ Do not move injured if unable to seek help

For Life threatening injuries

6. Direct Emergency Ambulance 995 to NIE Administration Block 1 (1 Nanyang Walk S(637616))
7. Call security (6790 3999) to inform about incident, ambulance arrival and location of incident
8. Upon the arrival of the ambulance, Security officer will direct the vehicle and paramedic to the accident site through the shortest route.
9. Security supervisor will record the particulars of the bystander, injured person, first aider (if any), ambulance registration number, rank and name of the paramedic, detail of the injury and the site.

3.4 Essential contact numbers and information

- Emergency Ambulance 995
- Non emergency Ambulance 1777
- Police 999
- Police Hotline 18002550000

- NIE Security Number 6790-3999 (24hrs manning)
- NIE Facilities Reporting Centre 6790-3000 or 6790-3020 (24hrs manning)
- Fullerton Health@NTU
Address: University Health Service Building
6 Nanyang Avenue, Singapore 639801

Call 6793-6974 or 6793-6828 during office hours for enquiries.

Monday to Friday: 8.30am to 9pm

Last registration- 30 mins before closing

Saturday: 9.30am to 12noon

Sunday & PH: Closed

4 INCIDENT REPORTING

INCIDENT REPORTING

4.1 Reporting of Incidents/Accidents

All staff and students should know the protocol for reporting workplace incidents/accidents and carry out appropriate investigations to reduce any potential workplace risks.

Workplace safety improves through reporting of workplace incidents. Investigation further reveals the necessary safety measures to be implemented to prevent similar events from happening again. This is in compliance with the Workplace Safety and Health Act and in support of the NTU Health and Safety Policy. This protocol covers all workplaces and is applicable to all staff and students in NIE. It does not cover road/traffic accidents and injuries resulting from workplace violence.

First aid and emergency procedures could save lives. The general guidelines listed below can help users respond to medical emergencies.

- Remain calm.
- Do not move the casualty unless he or she is in immediate danger.
- Call for a doctor or an ambulance.
- Initiate life saving measures if required.

Each sports facility should have an emergency response contact list.

4.2 Incident Reporting Procedures

Reporting of incidents/accidents is essential for the identification of hazards. Remedial action can then be taken to address the identified hazards and prevent any recurrence of the incident/accident.

Accidents with potential for injury or damage should be reported. The accident and incident report also acts as a record for future reference should there be any subsequent complication, for example, delayed health effect.

Accidents are to be reported and investigated by using the procedure stated below:

INCIDENT REPORTING PROCEDURES FOR PESS

- 1 This SOP is to ensure that all staff know the protocol for reporting workplace accidents and carry out appropriate investigations to reduce any potential workplace risks.
- 2 Incident is to be reported and investigated by using the procedure stated below:

| When an Accident occurs... | | |
|--|--|--|
| Scenario | What to Do | Further Actions |
| Minor injury which does not require the attention of medical practitioner. | <ul style="list-style-type: none"> • Informs PESS first aiders who will render first aid assistance 9if necessary | <ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Head/PESS and Deputy Head/PESS within 24 hours • Copy of incident reporting form to be submitted to Rehana for filing |
| Serious injury which requires the attention of medical practitioner during office hours. | <ul style="list-style-type: none"> • Whoever is at the workplace notifies NIE Security for assistance and to call ambulance if necessary or send the injured to any clinics or hospitals if necessary. • Concurrently informs PESS first aiders who will render first aid assistance (if necessary) • Informs Safety Officer (Deputy Head, PESS) ASAP | <ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Head/PESS and Deputy Head/PESS within 24 hours. • Copy of incident reporting form to be submitted to Rehana for filing and she will report to further authorities. |
| Serious injury which requires the attention of medical practitioner after officer hours | <ul style="list-style-type: none"> • Whoever is at the workplace notifies NIE Security for assistance and to call ambulance or send the injured to any clinics or hospitals. • Informs Safety Officer (Deputy Head, PESS) ASAP | <ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Head/PESS and Deputy Head/PESS by next working day. • Copy of incident reporting form to be submitted to Rehana for filing and she will |

| When an Accident occurs... | | |
|--|--|---|
| Scenario | What to Do | Further Actions |
| | | report to further authorities. |
| Injured is unconscious during office hours | <ul style="list-style-type: none"> Whoever is at the workplace notifies NIE Security for assistance and to call ambulance. Concurrently informs PESS first aiders who will render first aid assistance (if necessary) Informs Safety Officer (Deputy Head, PESS) immediately. | <ul style="list-style-type: none"> Head/PESS to inform Director, NIE, immediately. Person at scene to submit Incident Reporting Form to Head/PESS and Deputy Head/PESS within 24 hours. Copy of incident reporting form to be submitted to Rehana for filing and she will report to further authorities. |
| Injured is unconscious after office hours | <ul style="list-style-type: none"> Whoever is at the workplace notifies NIE Security immediately for assistance and to call for ambulance Informs Head/PESS & Safety Officer (Deputy Head, PESS) immediately | <ul style="list-style-type: none"> Head/PESS to inform Director, NIE, ASAP Person at scene to submit Incident Reporting Form to Head/PESS and Deputy Head/PESS by next working day. Copy of incident reporting form to be submitted to Rehana for filing |

NIE Security – 6790 3999

IMPORTANT NOTE

The following accidents will require submission of the incident reporting form to OFA. An **Investigation Report also needs to be submitted within a week** from submission of the incident report. MOM requires these accidents to be reported to them under the WSH Act:

- The injured is granted > 3 days of medical leave
- The injured is admitted to hospital for at least 24 hours

- Any work related fatality
- Dangerous occurrences (near misses where no bodily harm resulted)
- Occupational disease

ANNEXES

ANNEX A INCIDENT REPORTING FORM

PESS Incident Report Form

Date: _____

| | | |
|-----------------------|-------------------------------|--|
| Reporter's Particular | Name & Staff/Student Card No. | |
| | Designation & Dept/AG | |
| | Contact Number | |
| | Email | |
| | Signature of Reporter | |

| | | |
|-----------------------|-------------------------------|--|
| Injured's Particulars | Name & Staff/Student Card No. | |
| | Designation & Dept/AG | |
| | Contact Number | |
| | Email | |

Details of incident:

Date of occurrence: _____

Time: _____ (Before / During / After Class / Training Session / Recreation)*

Location: _____

Was facilities staff informed of the incident? Yes / No

Name of facilities staff who attended to the incident: _____

Description of incident:

* Please circle accordingly

Description of injury (if any):

Was ambulance activated? Yes / No

Time ambulance was called: _____

Time ambulance arrived: _____

If ambulance was not called, was first aid administered? Yes/No

Name of staff who administered first aid: _____

No. of days of MC/hospitalization leave given (if applicable): _____

Immediate action or steps taken at time of incident:

Follow-up action or steps taken:

Seen & Endorsed by:

A/P Koh Koon Teck (only for serious cases
requiring call for ambulance)

Head, PESS

Dated :

Ms Samantha Tang

Senior Manager, PESS

Dated: