



Form Number:	NTU/CEE/SWP/PE926
Form Version:	1
Project Title:	General lab activities
Date Issued:	08-JAN-21
Date Review:	08-JAN-24
Form Prepared By:	Jee Kim Tian
Related Laboratory	PE
1. Related Risk Assessment No:	RA_CEE_40307 Rev No.2

2. Hazard Involve:

- ☐ Biological
☒ Chemical
☒ Physical
☒ Ergonomic
☒ Mechanical
☒ Electrical

3. Work procedure attachment:

SWP - general lab activities.doc

4. Waste type involved : NIL

[Menu](#)[Email Reminder](#)

Title of Project:	SWP Title: General lab activities	
Prepared By:	Jee Kim Tian	(Name)

Instructions on submitting Safe Work Procedure (SWP):

https://sso.wis.ntu.edu.sg/webexe88/owa/sso_redirect.asp?nric2id=N&t=2&app=https://wis.ntu.edu.sg/webexe88/owa/CEESWP_Form.Menu

Step:	Descriptions:
1	Select one of the three options: 1) Create New SWP Form 2) Continue Saved and Resubmit Rejected Form 3) Renew and Update Form
2	Input the following details: 1) Project Title: 2) Form Prepared By: 3) Requestor Email: 4) Related Laboratory: 5) Form Approved By:
3	Key in the risk assessment number as per RA_CEE_XXXXX into 'Related Risk Assessment No.'
4	Check the tick box(es) if your project related to the mentioned Hazards.
5	Upload the SWP that you are inputting in right now.
6	Select waste type involvement.

1. Overview

General lab activities

2. Preparation before Work Commencement

3. Work Procedures

See RA_CEE_40307 Rev No.2

4. Safety Precautions

- Wear proper PPE and look out for safety hazards
- Staff should not work alone; at least a pair
- Proper lifting method

Note: This Safe Working Procedure must be reviewed : **1)** after any accident, incident or near miss; **2)** when training new staff; **3)** if equipment, substances or processes change; Or **4)** within 3 years of date of issue.