

Standard Operating Procedure on Deactivation / Activation of Oxygen Detectors

1. Purpose

- 1.1. To detail the procedure to deactivate an oxygen detector in NERI Lab due to a change in research activity.
- 1.2. To detail the procedure to activate an oxygen detector in NERI Lab due to a change in research activity.

2. Scope

- 2.1. To ensure that staff is familiar with the procedure and the authorized vendor to contact.

3. Responsibility

- 3.1. This SOP applies to researchers and laboratory support staff.
- 3.2. It is the responsibility of the research staff to inform the laboratory staff of any change in the activity of their research that would affect the safety and health of the occupants.

4. Procedure

4.1. Deactivation of Oxygen Detector

- 4.1.1 If there is no gas stored or used in the room, the laboratory staff shall conduct a risk assessment to determine the hazard or risk if the oxygen detector is deactivated.
- 4.1.2 Approval shall be sought from the Laboratory Manager to deactivate the oxygen detector.
- 4.1.3 The laboratory staff can then proceed to engage the authorized vendor, Safetech Devices Pte Ltd for the deactivation of the oxygen detector. Laboratory staff should ensure that risk assessment is performed by the vendor before the deactivation.
- 4.1.4 Deactivated sensors will be labelled "Not in use" or "Deactivated".
- 4.1.5 The laboratory staff shall update the floorplan with the location and status of each sensor for reference.

4.2 Activation of Oxygen Detector

- 4.2.1 The research staff shall inform the laboratory staff If there is a change in activity that requires the gas to be stored or used in the room.
- 4.2.2 The laboratory staff shall conduct a risk assessment to evaluate the adequacy of the activation of the oxygen detector.
- 4.2.3 Approval shall be sought from the Laboratory Manager to activate the oxygen detector.
- 4.2.4 The laboratory staff can then proceed to engage the authorized vendor, Safetech Devices Pte Ltd for the deactivation of the oxygen detector. Laboratory staff should ensure that risk assessment is performed by the vendor before the activation.
- 4.2.5 The laboratory staff shall update the floorplan with the location and status of each detector for reference.

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5. References

Refer to NUS General Laboratory Safety and Health Manual, Section 8.10.2 Deactivation / Removal of Oxygen Detectors

Refer to NUS General Laboratory Safety and Health Manual, Section 8.10.1 Installation of Oxygen Detectors

[\(NUS General Lab Safety Manual.pdf\)](#)