JK Lakshmipat University, Jaipur

Note

Date: 31.05.2017

Subject: Submission of Lab Safety Audit Report of Academic Session 2016-17

Respected Sir,

As per the Office Order No. JKLU/LAB/05-2017, Dated May 15, 2017, please find the attached Lab Audit and Lab Safety Audit Report of Academic Session 2016-17.

Thanking You.

With Regards

(Rudraksh Kumar Agarwal)

Civil Engineer

JK Lakshmipat University Jaipur INTERNAL SAFETY INSPECTION FOR LABORATORIES Internal Safety Inspection Checklist 2016-17

Date: May 31, 2017

The Internal Lab Safety Audit was conducted from $23^{\rm rd}$ May to $29^{\rm th}$ May, 2017 at JK Lakshmipat University by Estate Department.

Lab Name: Physics Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)			N/A
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety	1	1	
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
3. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A

4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.		N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		N/A
14. Decanted containers are labelled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.		NA
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		N/A
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety		
I. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes	
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
I. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	

6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
8. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?		No
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
12. Procedures are in place for isolated employees.	Yes	
13. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
6. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	

H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling	11	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
the risk has controls implemented.	1	

1 Instruction and information of PDP 2.3.1	1.	1	Ť
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.	Yes		
3. Signage of PPE requirements displayed on equipment.			N/A
4. Required PPE available			N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	
M. Noise			-
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.	Yes		
O. Guarding			
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		

7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety	1	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Chemistry Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety	1		
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		

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7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.	Yes		
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	Yes		
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).	Yes		
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.	Yes		
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		No	
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.	Yes		
14. Decanted containers are labelled with name, risk and safety instructions.	Yes		
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.	Yes		
17. Are minimal amounts of corrosives stored, and/or used?	Yes		
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		

following applicable SOPs. (Safe Operating Procedures).		
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either moulded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		,
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit are there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
8. Is there a record of an evacuation drill within the last 6 months?		N/A
9. Are spill kits available?		N/A
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
12. Procedures are in place for isolated employees.	Yes	
13. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	

1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
K. Slips and Trips	**	
5. Are storage areas labelled appropriately and organized.	Yes	
4. Safe lifting sign displayed.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
J. Storage		
6. Students and staffs have been asked for safer ways to do the job.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.		N/A
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.		N/A
2. Personnel in inspection area are inducted and trained in manual handling.		N/A
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.		N/A
I. Manual Handling		
5. Walls, windows, doors and furniture is in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
3. Warning and Safety signage in good condition.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
1. Washing facilities are clean and functional.	Yes	
H. General Facilities		
11. Are personal drugs stored securely and appropriately labelled?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
6. Are first aiders available?	Yes	

2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.		N/
3. Signage of PPE requirements displayed on equipment.		N/
4. Required PPE available		N/
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		N/
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (Seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		- []
	Yes	

and set up of machinery and able to demonstrate safety features.	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes
4. Guards protect against hazards to the rear and sides of machinery.	Yes
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes
6. Warning signs and decals clearly visible.	Yes
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes
8. Manufacturer's manuals are available for operators.	Yes
P. Welding Safety	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes
2. Are students appropriately supervised by a competent person when welding?	Yes
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	Yes
4. Is there adequate ventilation for welding tasks?	Yes
5. Are there appropriate warning signs in welding areas?	Yes
6. Are welding screens used when performing welding tasks?	Yes
7. Are ventilation systems working adequately?	Yes
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Lab Name: Heat Transfer Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety	100		,
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		

7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			′
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or	1		N/A
corrosive cabinets.			","
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,	1		N/A
no ignition sources)			_ ′
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety	-fi		
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
5, the there adequate unrection notice for the extent	Yes		
6 Have you navigated your way to a final exit wa annronnate signage?	Yes		
6. Have you navigated your way to a final exit via appropriate signage? 7. At the final exit is there a call point action notice, firefighting appliances, and does		111	1
7. At the final exit is there a call point, action notice, firefighting appliances, and does	163		
6. Have you navigated your way to a final exit via appropriate signage?7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?8. Is there a record of an evacuation drill within the last 6 months?	163	No	

10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			-
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
-		110	
up to date? 9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
		110	
trained personnel? 10. Are staff aware if there are persons on the premises who may have special needs		No	
10. Are stair aware if there are persons on the premises who may have special needs		110	
(e.g. Asthma or allergy sufferers) who may need specific medication? 11. Are personal drugs stored securely and appropriately labelled?		No	
		110	
H. General Facilities	Yes		
1. Washing facilities are clean and functional.	Yes	_	-
2. Are stairs, passageways and store rooms well lit?	Yes	-	
3. Warning and Safety signage in good condition.	Yes	-	-
4. Isolation valves are readily accessible and clearly labelled.		-	-
5. Walls, windows, doors and furniture is in good condition.	Yes		_
L. Manual Handling	W		_
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	17	-	-
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	-	-
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.		-	27.74
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			-
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			_
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	-	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.			
3. Racking securely fixed to the floor or wall.	Yes		_
4. Safe lifting sign displayed.	Yes		
	Yes		
5. Are storage areas labelled appropriately and organized.			
K. Slips and Trips	+		
K. Slips and Trips	Yes		
	Yes Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills	-		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas.	Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs.	Yes Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures	Yes Yes Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes Yes Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect	Yes Yes Yes Yes		
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes Yes Yes Yes		
 K. Slips and Trips Personnel in inspection area are inducted and trained in slips and trips Warning signs are available and erected near spills There are special provisions for slip resistance in wet areas. Guard rails and slip resistance are provided on ramps and stairs. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. Walkways are free of hazards, such as electrical leads. 	Yes Yes Yes Yes		
 K. Slips and Trips Personnel in inspection area are inducted and trained in slips and trips Warning signs are available and erected near spills There are special provisions for slip resistance in wet areas. Guard rails and slip resistance are provided on ramps and stairs. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. Walkways are free of hazards, such as electrical leads. Personal Protective Equipment 	Yes Yes Yes Yes Yes Yes		
 K. Slips and Trips Personnel in inspection area are inducted and trained in slips and trips Warning signs are available and erected near spills There are special provisions for slip resistance in wet areas. Guard rails and slip resistance are provided on ramps and stairs. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. Walkways are free of hazards, such as electrical leads. 	Yes Yes Yes Yes		

4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Concrete & Construction Technology

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			

1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
$10.\mathrm{MSDS}$ (not older than 5 years) are available for workers reference and included in the hazardous substances register.	е		N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		

12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste	1		
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			-
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		

7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		T
11. Escape routes and emergency doors are clear.	Yes	n n	
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	li.		
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling		1	1
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	1	

3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage		,	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
$\bf 6.$ Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		

Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.		N/A
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/
4. Is there adequate ventilation for welding tasks?		N/
5. Are there appropriate warning signs in welding areas?		N/
6. Are welding screens used when performing welding tasks?		N/.
7. Are ventilation systems working adequately?		N/

Lab Name: Geotechnical Engineering

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety	-		
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/

and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been taking to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety		-!	
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			if.
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		

3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			1
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. ls/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	1		-
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		

5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and	_		N/A

M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.		N/
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes	
tasks?		

3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: Fluid Mechanics

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety	-		
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety	1		
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.	Yes		
3. Appropriate labels are found on all hazardous chemical containers.			N/A

4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
5. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
3. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		

6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	-	1	-
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. ls/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	

11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.			N/
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.			

1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		-	N/A
		1	1172
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.			N/A
O. Guarding	-1		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		

7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		- 180
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?	Yes	

Lab Name: Environmental Engineering

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			1
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		

7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.	Yes		
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	Yes		
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).	Yes		
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		No	
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		No	
13. Actions have been taking to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.	Yes		
17. Are minimal amounts of corrosives stored, and/or used?	Yes		
18. Only flammables stored in flammable liquid cabinet?		No	
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste	1		
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety		-	
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		

following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.			N/A
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.			N/A
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?		No	
2. Written evacuation procedures and exits displayed		No	
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?		No	
6. Have you navigated your way to a final exit via appropriate signage?		No	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.			N/A
13. Emergency and hazard signage is clearly visible.			N/A
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		

6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities		-	
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
Where applicable manual handling Standard Operating Procedures (SOP)are available.			N
2. Personnel in inspection area are inducted and trained in manual handling.			N
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N
4. Step ladders or safe steps available to access light items stored on high shelves.			N
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.			N
6. Students and staffs have been asked for safer ways to do the job.	Yes		T
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		T
5. Are storage areas labelled appropriately and organized.	Yes		T
K. Slips and Trips			1
1. Personnel in inspection area are inducted and trained in slips and trips			N

2. Warning signs are available and erected near spills	N/A
3. There are special provisions for slip resistance in wet areas.	N/A
4. Guard rails and slip resistance are provided on ramps and stairs.	N/A
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	N/A
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	N/A
7. Walkways are free of hazards, such as electrical leads.	N/A
L. Personal Protective Equipment	
1. Instruction and information of PPE are available.	N/A
2. PPE store available well maintained and in good order.	N/A
3. Signage of PPE requirements displayed on equipment.	N/A
4. Required PPE available	N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	N/A
M. Noise	
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	N/A
3. Employees have received information and training in relation to noise at the workplace.	N/A
N. Machinery and Equipment	*
1. Records are kept of maintenance, alterations and inspections.	N/A
2. Are safe work method statements/warming signs clearly visible?	N/A
3. Manufacturer's manuals and operator instructions are readily available.	N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	N/A
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	N/A
6. Are records of training held for appropriately trained people?	N/A
7. Emergency stops tested and are working.	N/A
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1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	N/A
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	N/A
4. Guards protect against hazards to the rear and sides of machinery.	N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.	N/A
6. Warning signs and decals clearly visible.	N/A
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	N/A
8. Manufacturer's manuals are available for operators.	N/A
P. Welding Safety	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	N/A
2. Are students appropriately supervised by a competent person when welding?	N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: Surveying

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		

6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A

corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		

12. Procedures are in place for isolated employees.	Yes		
3. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
 There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them. 	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/A
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	-
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		+

J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise	1		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment	1		
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		

3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.		N/A
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Transportation Engineering

Internal Safety Inspection Checklist			
	Yes	No	N/A

A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals	Yes		

used.			
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		

5. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
3. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/A
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		

	-,		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/
M. Noise	-		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		

2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.		N
O. Guarding	•	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N
4. Is there adequate ventilation for welding tasks?		N
	 	N

6. Are welding screens used when performing welding tasks?	N,	/A
7. Are ventilation systems working adequately?	N,	/A

Lab Name: Engineering Geology

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A

3. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
	Yes		
7. Power boards are used. (not double adapters).			-

1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
 There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them. 	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/A
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		

3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips		*	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			1
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	

4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.			N/
O. Guarding			
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes		
8. Manufacturer's manuals are available for operators.	Yes		
P. Welding Safety			
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes		

tasks?		
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Linux Lab.

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		

Eyewash not blocked; can be accessed easily.	N/A
2. Fume hood free of clutter and stored chemicals.	N/A
3. Appropriate labels are found on all hazardous chemical containers.	N/A
4. No flammable chemicals stored in regular refrigerator.	N/A
5. All compressed gas cylinders secured in upright position.	N/A
6. All compressed gas cylinders capped when not in use.	N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).	N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.	N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.	N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.	N/A
14. Decanted containers are labeled with name, risk and safety instructions.	N/A
15. Original containers have the manufacturer's label.	N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.	N/A
17. Are minimal amounts of corrosives stored, and/or used?	N/A
18. Only flammables stored in flammable liquid cabinet?	N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)	N/A
D. Hazardous Waste	
1. Is Hazardous chemical waste generated in this area?	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	N/A
E. Electrical Safety	
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	N/A

2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
8. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?		No
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
12. Procedures are in place for isolated employees.	Yes	
13. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
6. Are first aiders available?	Yes	

7. Is/are first aid box (es) accessible?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling	1	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	

3. There are special provisions for slip resistance in wet areas.	Yes	
. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures mplemented and reviewed.	Yes	
5. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
l. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.		N/A
4. Required PPE available		N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise	1	
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/A
3. Employees have received information and training in relation to noise at the workplace.		N/A
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.		N/A
2. Are safe work method statements/warming signs clearly visible?		N/A
3. Manufacturer's manuals and operator instructions are readily available.		N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions		N/A
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).		N/A
6. Are records of training held for appropriately trained people?		N/A
7. Emergency stops tested and are working.		N/A
8. Welding screens available, maintained and in good condition.		N/A
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.		N/A

2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	N/A
4. Guards protect against hazards to the rear and sides of machinery.	N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.	N/A
6. Warning signs and decals clearly visible.	N/A
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	N/A
8. Manufacturer's manuals are available for operators.	N/A
P. Welding Safety	
Are staff appropriately trained and inducted in the dangers of performing welding tasks?	N/A
2. Are students appropriately supervised by a competent person when welding?	N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: Complier Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		

1. Area is clean, tidy and well kept.	Yes	
2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
C. Chemical Safety		
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.		N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		N/A
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.		N/A
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A

19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures	,		1
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1	-	

There are appropriate first aid and emergency facilities in the near vicinity and	Yes	
employees' are aware of them.		
. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
l. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
5. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by rained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage	1 1	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	

3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.		N/A
4. Required PPE available		N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/A
3. Employees have received information and training in relation to noise at the workplace.		N/A
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.		N/A
2. Are safe work method statements/warming signs clearly visible?		N/A
3. Manufacturer's manuals and operator instructions are readily available.		N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions		N/A
5. Lab is in good working order. (Seating space, lights, gas cylinder, warning signs, control labels, etc.).		N/A

6. Are records of training held for appropriately trained people?	N/A
7. Emergency stops tested and are working.	N/A
8. Welding screens available, maintained and in good condition.	N/A
O. Guarding	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	N/A
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	N/A
4. Guards protect against hazards to the rear and sides of machinery.	N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.	N/A
6. Warning signs and decals clearly visible.	N/A
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	N/A
8. Manufacturer's manuals are available for operators.	N/A
P. Welding Safety	- I - I
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	N/A
2. Are students appropriately supervised by a competent person when welding?	N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: Networking Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		

2. Appropriate clothing worn by everyone in lab.	Yes	
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes	
5. No food or drinks found in labs.	Yes	
6. Hazard sign posted on corridor door.	Yes	
7. Emergency phone numbers & plan posted next to phone.	Yes	
B. Building Safety		
	Yes	
1. Area is clean, tidy and well kept.		
2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
C. Chemical Safety		
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.		N/A

12. A risk assessment has been completed for all chemicals and harmful substances		N/A
stored and used at the workplace.		
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		N/A
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.		N/A
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		N/A
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes	
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	

7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
8. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?		No
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
12. Procedures are in place for isolated employees.	Yes	
13. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
6. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	

3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
	Yes	_
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Tes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	-1	
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.		N/
4. Required PPE available		N/
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/

3. Employees have received information and training in relation to noise at the workplace.	N/A
N. Machinery and Equipment	
1. Records are kept of maintenance, alterations and inspections.	N/A
2. Are safe work method statements/warming signs clearly visible?	N/A
3. Manufacturer's manuals and operator instructions are readily available.	N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	N/A
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	N/A
6. Are records of training held for appropriately trained people?	N/A
7. Emergency stops tested and are working.	N/A
8. Welding screens available, maintained and in good condition.	N/A
O. Guarding	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	N/A
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	N/A
4. Guards protect against hazards to the rear and sides of machinery.	N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.	N/A
6. Warning signs and decals clearly visible.	N/A
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	N/A
8. Manufacturer's manuals are available for operators.	N/A
P. Welding Safety	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	N/A
2. Are students appropriately supervised by a competent person when welding?	N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A

7. Are ventilation systems working adequately?		N/A

Lab Name: Language Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.		+-	N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		-	N/A

. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		N/A
0. MSDS (not older than 5 years) are available for workers reference and included in he hazardous substances register.		N/A
.1. There is an up to date, easy to find and read list/register summary of all chemicals used.		N/A
2. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		N/A
L3. Actions have been taking to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		N/A
14. Decanted containers are labelled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.		N/A
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		N/A
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/
2. Is regulated medical waste or "sharps" waste generated in this area?		N/
E. Electrical Safety		
 Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures). 	Yes	
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
7. Fower boards are discut (not double maspers).	Yes	

. Is the evacuation plan displayed?	Yes		
. Written evacuation procedures and exits displayed	Yes		
. Are staff aware of evacuation procedures?	Yes		
. Are firefighting appliances in place, clearly marked for type of fire, and inspected innually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
5. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
3. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yés		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		

3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
[. Manual Handling		1
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk have controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	

3. Signage of PPE requirements displayed on equipment.		N/A
I. Required PPE available		N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and n good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/A
3. Employees have received information and training in relation to noise at the workplace.		N/A
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.		N/A
2. Are safe work method statements/warming signs clearly visible?		N/A
3. Manufacturer's manuals and operator instructions are readily available.		N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions		N/A
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).		N/A
6. Are records of training held for appropriately trained people?		N/A
7. Emergency stops tested and are working.		N/A
8. Welding screens available, maintained and in good condition.		N/A
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.		N/A
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.		N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.		N/A
4. Guards protect against hazards to the rear and sides of machinery.		N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.		N/
6. Warning signs and decals clearly visible.		N/
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.		N/
8. Manufacturer's manuals are available for operators.		N/

1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	N/A
2. Are students appropriately supervised by a competent person when welding?	N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	N/A
4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: Simulation

	Yes	No	N/A
A. General Safety			
 Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly 	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		

. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
l. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
5. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks rust).			N/A
3. Spill control equipment (neutralizers, absorbent pads) are present.		No	
O. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been taking to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		

4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (Not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
4. Are firefighting appliances in place, clearly marked for type of me, and inspected annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			N/A
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	

9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling		-	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			- 1
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
		_	_

implemented and reviewed.	1		
5. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise			71
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment	•		
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.			N/A
0. Guarding		1,	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.			

	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	ies	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Industrial Electronics Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		_
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A

7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been taking to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources			
D. Hazardous Waste		,	
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes	1	1
F. Fire safety/ Emergency Procedures	137	1	T -
1. Is the evacuation plan displayed?	Yes	-	
2. Written evacuation procedures and exits displayed	Yes	+	-
3. Are staff aware of evacuation procedures?	Yes	+	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	Yes	_	-
5. Are there adequate direction notice for fire exits?	Yes		+
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	165		
the exit door open easily from the inside? And is it clear of obstructions?		No	
8. Is there a record of an evacuation drill within the last 6 months?		No	-
9. Are spill kits available?	Yes	110	
10. Portable fire extinguishers have been provided and maintained.	Yes	+	
11. Escape routes and emergency doors are clear.	Yes	+	+
12. Procedures are in place for isolated employees.	Yes	_	+
13. Emergency and hazard signage is clearly visible.	103	-	
G. First Aid Facilities	Yes		
1.4 The same assessment final and and among on our together in the hear including and	163		
1. There are appropriate first aid and emergency facilities in the near vicinity and			1
employees' are aware of them.	Yes		
	Yes		

5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?	37	+	-
11. Are personal drugs stored securely and appropriately labelled?	Yes	 	-
H. General Facilities	V	1	T
1. Washing facilities are clean and functional.	Yes	-	-
2. Are stairs, passageways and store rooms well lit?	Yes	-	-
3. Warning and Safety signage in good condition.	Yes		-
4. Isolation valves are readily accessible and clearly labelled.	Yes	-	_
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			_
 Where applicable manual handling Standard Operating Procedures (SOP) are available. 	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		1
J. Storage	100		1
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks. 3. Racking securely fixed to the floor or wall.	Yes	1	
4. Safe lifting sign displayed.	Yes	1	
5. Are storage areas labelled appropriately and organized.	Yes	1	
K. Slips and Trips			I
Personnel in inspection area are inducted and trained in slips and trips	Yes		-
2. Warning signs are available and erected near spills	Yes	-	-
3. There are special provisions for slip resistance in wet areas.	Yes	-	_
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	-	-
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
staffs Re-exposed to noise levels. 2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes		-

N. Machinery and Equipment	Van	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes	
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Renewable Energy System Lab

Internal Safety Inspection Checklist	Yes	No	N/A
	168	INO	IV/A
A. General Safety			-
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		

C. Chemical Safety	Г	_	T
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.	-	-	N/A
4. No flammable chemicals stored in regular refrigerator.		+	N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		

13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		
11. Are personal drugs stored securely and appropriately labelled?	Yes	1	
H. General Facilities	1 200		
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
2. Are stairs, passageways and store rooms wente: 3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
	103		1
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes	1	
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		NT / A
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.	-		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	3/1	-	
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.	1.00	No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).		.,,	

M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes	
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Network Analysis and Synthesis Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		

2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
C. Chemical Safety		
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling		N/A
		11/17
and are following applicable SOPs (Safe Operating Procedures). 10. MSDS (not older than 5 years) are available for workers reference and included in		N/A
the hazardous substances register.		IN/A
11. There is an up to date, easy to find and read list/register summary of all chemicals		N/A
• • • • • • • • • • • • • • • • • • • •		INA
used. 12. A risk assessment has been completed for all chemicals and harmful substances		N/A
stored and used at the workplace.		14/2
13. Actions have been take to control risks. For example, an investigation has been DOE		N/A
to find out whether an alternative safer chemical is available.		11/1
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or		N/A
corrosive cabinets.		14/15
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,		N/A
no ignition sources)		11/11
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety		14/21
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes	
following applicable SOPs. (Safe Operating Procedures).	103	
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes	
should be clearly marked on socket).	100	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes	
or transparent type plugs.	100	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures	100	
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes	
T. ALE IN ENGINENT APPRIANCES IN PLACE, CLEARLY MALKEU FOL CYPE OF THE, AND INSPECTED	103	
annually2		
annually? 5. Are there adequate direction notice for fire exits?	Yes	

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7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes	11.5	
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1		
There are appropriate first aid and emergency facilities in the near vicinity and	Yes	1	
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes	_	
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date?	103		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
trained personnel?		1	
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items			N/A
or loads.		_	
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage		1	
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper			
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall.	Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed.	Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed.	Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips	Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips	Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills	Yes Yes Yes Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills	Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas.	Yes Yes Yes Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures	Yes Yes Yes Yes Yes Yes Yes Yes Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures	Yes		

L. Personal Protective Equipment 1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		ľ
staffs Re-exposed to noise levels.			
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection.			
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
instructions			
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes		
control labels, etc.).			
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.	Yes		
O. Guarding	,		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes		
and set up of machinery and able to demonstrate safety features.			
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes		
open, the guards are prevented from opening while the machinery is in operation.			
3. Where a presence sensing system is used, it operates as intended and stops the	Yes		
machinery when the light beams or sensors are interrupted.			
4. Guards protect against hazards to the rear and sides of machinery.	Yes	-	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	-	
6. Warning signs and decals clearly visible.	Yes	-	
7. Where it is not practical to provide guarding and people are required to operate or	Yes		
pass close to dangerous moving parts, a safe system of work in place to reduce risk.			
8. Manufacturer's manuals are available for operators.	Yes	ļ	
P. Welding Safety	T		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes		
tasks?			
2. Are students appropriately supervised by a competent person when welding?		-	N/A
3. Are welding operators provided with the appropriate Personal Protective			N/A
Equipment (PPE)?	-	-	
4. Is there adequate ventilation for welding tasks?		-	N/A
5. Are there appropriate warning signs in welding areas?		-	N/A
6. Are welding screens used when performing welding tasks?	-	-	N/A
7. Are ventilation systems working adequately?			N/

Lab Name: Power System Switchgear & Protection Lab

Internal Safety Inspection Checklist			
, i	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		

2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety		1	1
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		1
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		1
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety	103		
Eyewash not blocked; can be accessed easily.	Yes	T	
2. Fume hood free of clutter and stored chemicals.	103	+	N/A
3. Appropriate labels are found on all hazardous chemical containers.		+	N/A
4. No flammable chemicals stored in regular refrigerator.		+	N/A
5. All compressed gas cylinders secured in upright position.		1	N/A
6. All compressed gas cylinders capped when not in use.	-	+	
7. Shelves and chemical containers in good condition (no leaks, rust).	-	+-	N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.	_	+	N/A
	-	+	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).	-	+	NI / A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals	-		NI / A
used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances	-	1	N/A
stored and used at the workplace.			IN/A
13. Actions have been take to control risks. For example, an investigation has been DOE		+	N/A
to find out whether an alternative safer chemical is available.			111/2
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	_	1	N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or	-	+	N/A
corrosive cabinets.			IN/A
17. Are minimal amounts of corrosives stored, and/or used?		-	N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			''''
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety	-		11/11
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).	100		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).	1.03		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.	- 55		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		

8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1		
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.	100		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		_
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes	1	
7. Is/are first aid box (es) accessible?	Yes	1	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date? 9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
trained personnel? 10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?			-
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	1,,		1
1. Washing facilities are clean and functional.	Yes	-	-
2. Are stairs, passageways and store rooms well lit?	Yes	-	-
3. Warning and Safety signage in good condition.	Yes	-	-
4. Isolation valves are readily accessible and clearly labelled.	Yes	+	-
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	T		-
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	Van		T
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	-	+
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
	Yes		
4. Safe lifting sign displayed.5. Are storage areas labelled appropriately and organized.			

4. D	Von		1
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes	-	
3. There are special provisions for slip resistance in wet areas.	Yes	-	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	+	-
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
staffs Re-exposed to noise levels.			
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection.			
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
instructions			
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.	Yes		
O. Guarding		-	
Operators and maintenance personnel properly trained, familiar with the operation	Yes		
and set up of machinery and able to demonstrate safety features.			
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	1	
machinery when the light beams or sensors are interrupted.	105		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		
7. Where it is not practical to provide guarding and people are required to operate or	Yes		
pass close to dangerous moving parts, a safe system of work in place to reduce risk.			
8. Manufacturer's manuals are available for operators.	Yes		
P. Welding Safety		1	
Are staff appropriately trained and inducted in the dangers of performing welding	Yes	T	
tasks?			
Are students appropriately supervised by a competent person when welding?			N/A
3. Are welding operators provided with the appropriate Personal Protective	1	1	N/A
Equipment (PPE)?			
4. Is there adequate ventilation for welding tasks?			N/A
5. Are there appropriate warning signs in welding areas?			N/A
6. Are welding screens used when performing welding tasks?			N/A

Lab Name: Linear Control System Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed			
properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,		.,	
etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
5. Hazard sign posted on corridor door.	Yes	1	
7. Emergency phone numbers & plan posted next to phone.		No	
3. Building Safety		-	
L. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes	1	\top
B. Floor is free of obstructions and slip resistant.	Yes		T
There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		\top
5. Lighting is adequate.	Yes	1	\top
7. Area is free from odours?	Yes		+
3. There are no crack and seepage in labs	Yes		\vdash
C. Chemical Safety	103		_
Eyewash not blocked; can be accessed easily.			N/
L. Fume hood free of clutter and stored chemicals.		+	N/
Fume nood free of clutter and stored chemicals. 3. Appropriate labels are found on all hazardous chemical containers.	+	-	N/
k. No flammable chemicals stored in regular refrigerator.	-	1	N/
5. All compressed gas cylinders secured in upright position.	+	+	N/
		1	N/
5. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			
3. Spill control equipment (neutralizers, absorbent pads) are present.		_	N/
O. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		7.	N/
0. MSDS (not older than 5 years) are available for workers reference and included in he hazardous substances register.			N/
1. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/
2. A risk assessment has been completed for all chemicals and harmful substances tored and used at the workplace.			N/
.3. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/
4. Decanted containers are labeled with name, risk and safety instructions.			N/
5. Original containers have the manufacturer's label.			N/
.6. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/
7. Are minimal amounts of corrosives stored, and/or used?			N/
8. Only flammables stored in flammable liquid cabinet?			N/
9. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, to ignition sources)			N/
D. Hazardous Waste	1		1
. Is Hazardous chemical waste generated in this area?		T	N/
a. Is regulated medical waste generated in this area?			N/
. Is regulated medical waste or sharps waste generated in this area:	1		IN/

1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).	168		
2. All portable equipment has current test tags.	Yes	_	1
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes	+	_
(It should be clearly marked on socket).	103		ľ
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes	_	1
or transparent type plugs.	163		
6. Power points are suitable for the location and are positioned safely.	Yes	+	
7. Power boards are used. (not double adapters).	Yes	_	
8. Faulty equipment is tagged out.	Yes	+	
F. Fire safety/ Emergency Procedures	163		
1. Is the evacuation plan displayed?	Yes	1	
2. Written evacuation procedures and exits displayed	Yes	+	-
	Yes	+	
3. Are staff aware of evacuation procedures?	Yes	+	-
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	res		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities		-	
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes	1	
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	103	1	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	163		N/A
	I		
or loads. 4. Step ladders or safe steps available to access light items stored on high shelves.			N/A

Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
1	
Yes	
1 00	No
	No
	No
	No
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
103	
Yes	
	Yes

8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Analog Electronics Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			1
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.		T	N/
		_	1

3. Appropriate labels are found on all hazardous chemical containers.	T	T	N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.		No	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A

5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		_
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			_
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
3. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		

10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling	-4	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.		N/
4. Step ladders or safe steps available to access light items stored on high shelves.		N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips	-1	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	

the risk has controls implemented.		
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.		No
3. Signage of PPE requirements displayed on equipment.		No
4. Required PPE available		No
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment	1	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	-1	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	

5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Electrical Measurement & Instrumentation Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A

8. Spill control equipment (neutralizers, absorbent pads) are present.		T	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling	_	+	N/A
and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in	-	1	N/A
the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals		_	N/A
used.			11/11
12. A risk assessment has been completed for all chemicals and harmful substances	1	+	N/A
stored and used at the workplace.			I N/A
13. Actions have been take to control risks. For example, an investigation has been DOE	-	+	N/A
to find out whether an alternative safer chemical is available.		1	I N/A
		+	N/A
14. Decanted containers are labeled with name, risk and safety instructions.	-	+	+
15. Original containers have the manufacturer's label.	-	+	N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.	-	+	BI / A
17. Are minimal amounts of corrosives stored, and/or used?		+	N/A
18. Only flammables stored in flammable liquid cabinet?	-	-	N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			-
D. Hazardous Waste	1		DI /A
1. Is Hazardous chemical waste generated in this area?		+	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety		_	_
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).		-	
2. All portable equipment has current test tags.	Yes	-	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).			-
4. Portable RCD device is available and has been tested.	Yes	-	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.		+	
6. Power points are suitable for the location and are positioned safely.	Yes	+	
7. Power boards are used. (not double adapters).	Yes	-	
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures	T		
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes	-	
3. Are staff aware of evacuation procedures?	Yes	-	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?		-	
5. Are there adequate direction notice for fire exits?	Yes	-	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		

6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	137		_
1. Washing facilities are clean and functional.	Yes	-	
2. Are stairs, passageways and store rooms well lit?	Yes	-	-
3. Warning and Safety signage in good condition.	Yes		-
4. Isolation valves are readily accessible and clearly labelled.	Yes	-	-
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	r	1	_
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	1.00		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	163		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes	1	
5. Are storage areas labelled appropriately and organized.	Yes		_
K. Slips and Trips	103	1	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	T	
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	_	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
staffs Re-exposed to noise levels. 2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection.	1,7	-	
3. Employees have received information and training in relation to noise at the	Yes		

1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		1.,,,,
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Analog Communication Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			

1. Area is clean, tidy and well kept.	Yes	
2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
C. Chemical Safety		
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	,	N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).		N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.		N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		N/A
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.		N/A
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A

no ignition sources)			N/A
D. Hazardous Waste		1	
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety	1		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.		No	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			1
1. Is the evacuation plan displayed?	Yes	T	
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		

1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
6. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.		N/A
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	

3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	<u> </u>	
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.		No
3. Signage of PPE requirements displayed on equipment.		No
4. Required PPE available		No
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	

6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Digital Electronics Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	

B. Building Safety		
1. Area is clean, tidy and well kept.	Yes	
2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
C. Chemical Safety		
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		N/A
6. All compressed gas cylinders capped when not in use.		N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling		N/A
and are following applicable SOPs (Safe Operating Procedures).		11/15
10. MSDS (not older than 5 years) are available for workers reference and included in		N/A
the hazardous substances register.		11/11
11. There is an up to date, easy to find and read list/register summary of all chemicals		N/A
used.		11/13
12. A risk assessment has been completed for all chemicals and harmful substances		N/A
stored and used at the workplace.		11/11
13. Actions have been take to control risks. For example, an investigation has been DOE		N/A
to find out whether an alternative safer chemical is available.		11/21
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or		N/A
corrosive cabinets.		11,71
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,		N/A
no ignition sources)		,
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes	
following applicable SOPs. (Safe Operating Procedures).		
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes	
should be clearly marked on socket).		
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes	
or transparent type plugs.		
5. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
B. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		- 25
l. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	

annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	_	NT.	
8. Is there a record of an evacuation drill within the last 6 months?	-	No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes	-	
11. Escape routes and emergency doors are clear.	Yes	-	
12. Procedures are in place for isolated employees.	Yes	-	
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date? 9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes	+	
	163		
trained personnel? 10. Are staff aware if there are persons on the premises who may have special needs	Yes		
	163		
(e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		
11. Are personal drugs stored securely and appropriately labelled?	163		
H. General Facilities	Yes	T	
1. Washing facilities are clean and functional.	Yes	+	
2. Are stairs, passageways and store rooms well lit?	Yes	_	
Warning and Safety signage in good condition. Isolation valves are readily accessible and clearly labelled.	Yes		
4. ISOlation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	103		
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	1		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.			
3. Racking securely fixed to the floor or wall.	Yes	+	
4. Safe lifting sign displayed.	Yes	+	-
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	1	_	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	-	
2. Warning signs are available and erected near spills	Yes	-	
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		

6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.		-	
7. Walkways are free of hazards, such as electrical leads.	Yes	1	
L. Personal Protective Equipment	Voc	_	
1. Instruction and information of PPE are available.	Yes	NI -	
2. PPE store available well maintained and in good order.		No	-
3. Signage of PPE requirements displayed on equipment.	-	No	-
4. Required PPE available	-	No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			1
N. Machinery and Equipment	Yes		
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes	+	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	-	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	165		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes		
control labels, etc.). 6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.	Yes		
O. Guarding			-
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes		
and set up of machinery and able to demonstrate safety features.			
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes		
open; the guards are prevented from opening while the machinery is in operation.	-	-	-
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes		
8. Manufacturer's manuals are available for operators.	Yes		
P. Welding Safety	V		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes		
2. Are students appropriately supervised by a competent person when welding?			N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?			N/A
4. Is there adequate ventilation for welding tasks?			N/A
5. Are there appropriate warning signs in welding areas?			N/A
6. Are welding screens used when performing welding tasks?			N/A
7. Are ventilation systems working adequately?			N/A

Lab Name: Digital Communication Lab

Internal Safety Inspection Checklist

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety		-	
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A

11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.		No	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			-
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
	Yes		

I. Manual Handling		
5. Walls, windows, doors and furniture is in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
3. Warning and Safety signage in good condition.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
1. Washing facilities are clean and functional.	Yes	
H. General Facilities		
11. Are personal drugs stored securely and appropriately labelled?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
7. ls/are first aid box (es) accessible?	Yes	
6. Are first aiders available?	Yes	
5. Are first aider contact details displayed?	Yes	
4. Is there a first aid risk assessment in place?	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
$1.\mathrm{There}$ are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
G. First Aid Facilities		
13. Emergency and hazard signage is clearly visible.	Yes	
12. Procedures are in place for isolated employees.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
10. Portable fire extinguishers have been provided and maintained.	Yes	
9. Are spill kits available?		No
8. Is there a record of an evacuation drill within the last 6 months?		No
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	

. Where applicable manual handling Standard Operating Procedures (SOP) are vailable.	Yes		
Personnel in inspection area are inducted and trained in manual handling.	Yes		
. Trolleys or mechanical hoists are available and are being considered for heavy items r loads.			N/A
. Step ladders or safe steps available to access light items stored on high shelves.			N/A
. All manual task-related incidents have been adequately investigated and control neasures implemented and reviewed.	Yes		
. Students and staffs have been asked for safer ways to do the job.	Yes		
Storage			
. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper acks.	Yes		
. Racking securely fixed to the floor or wall.	Yes		
. Safe lifting sign displayed.	Yes		
. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
. Personnel in inspection area are inducted and trained in slips and trips	Yes		
. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
i. All slip and trip incidents have been adequately investigated and control measures mplemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment		'	
l. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	

1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working,	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		1
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A

4. Is there adequate ventilation for welding tasks?	N/A
5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: RAC Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	37		
etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register. 11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used. 12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace. 13. Actions have been take to control risks. For example, an investigation has been			N/.
DOE to find out whether an alternative safer chemical is available.	+		N/.
14. Decanted containers are labeled with name, risk and safety instructions.	-	-	N/A
15. Original containers have the manufacturer's label.16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/
corrosive cabinets. 17. Are minimal amounts of corrosives stored, and/or used?			N/.
18. Only flammables stored in flammable liquid cabinet?			N/.

19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste	1		NT // A
1. Is Hazardous chemical waste generated in this area?	7.		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E, Electrical Safety		-	
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All nortable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		-
7. Power boards are used. (not double adapters).	Yes		-
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures		,	
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.			
G. First Aid Facilities	Yes		
There are appropriate first aid and emergency facilities in the near vicinity and	100		
employees' are aware of them.		No	
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?	+	No	+
5. Are first aider contact details displayed?		No	+
6. Are first aiders available?	+	No	+
7. Is/are first aid box (es) accessible?	-	No	+
8. Is there an effective process for ensuring that first aid boxes are checked and kept		140	
up to date?		No	+-
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		NO	
trained personnel?		No	+
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?	+	NT.	+
11. Are personal drugs stored securely and appropriately labelled?		No	-
H. General Facilities	1,,	1	1
1. Washing facilities are clean and functional.	Yes		-
2. Are stairs, passageways and store rooms well lit?	Yes	-	-
3. Warning and Safety signage in good condition.	Yes		-
4. Isolation valves are readily accessible and clearly labelled.	Yes		
	Yes	1	
5. Walls, windows, doors and furniture is in good condition.	162		_

 Where applicable manual handling Standard Operating Procedures (SOP) are available. 	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control	Yes	1,1/1
measures implemented and reviewed.		
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
	103	
K. Slips and Trips	Yes	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	_
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	_
4. Guard rails and slip resistance are provided on ramps and stairs.		_
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
		_
M. Noise 1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment	39	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	169	
O. Guarding	Vas	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.	37.	
2. Where fixed guards are provided, they prevent operation of the machinery when open; the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	

machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		_
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Strength of Material lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		
properly	163		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	Yes		
etc.)	1.45		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Evewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A

used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			·
D. Hazardous Waste	1.1		
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety 1.Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).	1.00		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
5. Flexible cord, plugs an extension leads are in good condition and have either more	100		
or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	103		
F. Fire safety/ Emergency Procedures	Yes		
1. Is the evacuation plan displayed?	Yes	1 -	
2. Written evacuation procedures and exits displayed	Yes	_	
3. Are staff aware of evacuation procedures?	Yes	_	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	163		
annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes	-	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	+	-
7. At the final exit is there a call point, action notice, firefighting appliances, and does	162		
the exit door open easily from the inside? And is it clear of obstructions?	-	No	_
8. Is there a record of an evacuation drill within the last 6 months?	-	No	-
9. Are spill kits available?	Van	INO	-
10. Portable fire extinguishers have been provided and maintained.	Yes	_	+
11. Escape routes and emergency doors are clear.	Yes	-	+
12. Procedures are in place for isolated employees.	Yes	-	-
13. Emergency and hazard signage is clearly visible.	Yes	_	
G. First Aid Facilities	1	1	1
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.		-	-
2. Kits are clearly signed, stocked and contents are in-date.		No	-
3. Names and contacts of first aiders displayed and up to date.	-	No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is /are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
	111	1	T.

10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?		N.Y	
11. Are personal drugs stored securely and appropriately labelled?		No	l
H. General Facilities		T	1
1. Washing facilities are clean and functional.	Yes	-	
2. Are stairs, passageways and store rooms well lit?	Yes		-
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I Manual Handling	,		
Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads. 4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
Step ladders or safe steps available to access light items stored on high shower. All manual task-related incidents have been adequately investigated and control	Yes		-
measures implemented and reviewed.			-
6. Students and staffs have been asked for safer ways to do the job.	Yes		1
I. Storage		_	_
1 Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		-
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
Personnel in inspection area are inducted and trained in slips and trips	Yes		
Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.	77	+	
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	177		1
1. Instruction and information of PPE are available.	Yes	-	_
2. PPE store available well maintained and in good order.	Yes		_
3. Signage of PPE requirements displayed on equipment.	Yes	_	-
4 Required PPE available	Yes	_	-
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes		
M Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
N. Machinery and Equipment	Yes		
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes	-	_
3. Manufacturer's manuals and operator instructions are readily available. 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	-	-

control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	165	
O. Guarding	Yes	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	res	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	165	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	ies	
P. Welding Safety		NI / A
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?		N/A
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
		,
Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		II/A

Lab Name: Automobile lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			-
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	Yes		
etc.) 4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety		Α	
Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
Appropriate labels are found on all hazardous chemical containers.			N/A

4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
5. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
3. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			Ĺ
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			ľ
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		-
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures		_	_
1. Is the evacuation plan displayed?	Yes		-
2. Written evacuation procedures and exits displayed	Yes		-
3. Are staff aware of evacuation procedures?	Yes		-
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	-		-
5. Are there adequate direction notice for fire exits?	Yes	-	-
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	-
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	-	1	-
1 C 1 11 wishing the place Compaths?	-	No	-
8. Is there a record of an evacuation drill within the last 6 months?	1	No	
9. Are spill kits available?			-
9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained.	Yes		111
9. Are spill kits available?10. Portable fire extinguishers have been provided and maintained.11. Escape routes and emergency doors are clear.	Yes	-	
 9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained. 11. Escape routes and emergency doors are clear. 12. Procedures are in place for isolated employees. 	Yes Yes		
9. Are spill kits available?10. Portable fire extinguishers have been provided and maintained.11. Escape routes and emergency doors are clear.	Yes		

employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities		. 100	
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.			
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K, Slips and Trips			
Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.			
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes	11	
I, mon action and information of the act actions.	Yes		
2 PPF store available well maintained and in good order.	Yes		
2. PPE store available well maintained and in good order.			
PPE store available well maintained and in good order. Signage of PPE requirements displayed on equipment.	Yes		_
PPE store available well maintained and in good order. Signage of PPE requirements displayed on equipment. Required PPE available	Yes Yes		
 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment. 4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and 	_		
 PPE store available well maintained and in good order. Signage of PPE requirements displayed on equipment. Required PPE available Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside). 	_		
 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment. 4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and 	_		

	T.	
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.	Yes	_
3. Employees have received information and training in relation to noise at the	res	
workplace.		
N. Machinery and Equipment	Tax T	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
pass close to dangerous moving parts, a safe system of work in place to reduce them	Yes	
8. Manufacturer's manuals are available for operators.		
P. Welding Safety 1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
		1 .,,
tasks?		N/A
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		11,11
Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?	+	N/A
6. Are welding screens used when performing welding tasks?	+	N/A
7. Are ventilation systems working adequately?		IN/A

Lab Name: IC engine and Thermal Engineering Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		_
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			_
1. Area is clean, tidy and well kept.	Yes		-
2. Adequate storage area provided.	Yes		

3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been		1	N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?		_	N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,	1		N/A
no ignition sources)			-
D. Hazardous Waste		_	NI/A
1. Is Hazardous chemical waste generated in this area?	Ves	_	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		+
E. Electrical Safety	Yes	_	
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are		1	
following applicable SOPs. (Safe Operating Procedures).	Yes	_	
2. All portable equipment has current test tags.	Yes	_	_
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	103		
(It should be clearly marked on socket).	Yes	_	
4. Portable RCD device is available and has been tested.5. Flexible cord, plugs ad extension leads are in good condition and have either molded			
5. Flexible cord, plugs an extension leads are in good condition and have either moracu	100		
or transparent type plugs. 6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
3. Are stall aware of evacuation procedures.	Yes		
1.4. Are firefighting appliances in place clearly marked for type of fire, and inspected	1		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected			
A. Are firefighting appliances in place, clearly marked for type of fire, and hispected annually? S. Are there adequate direction notice for fire exits?	Yes		

8. Is there a return or an evacuation thin with the table of the provided and maintained. 9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained. 9. Yes 11. Escape routes and emergency doors are clear. 12. Procedures are in place for isolated employees. 13. Emergency and hazard signage is clearly visible. 9. First Aid Facilities 1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them. 2. Kits are clearly signed, stocked and contents are in-date. 3. Names and contacts of first aiders displayed and up to date. 4. Is there a first aid risk assessment in place? 5. Are first aider contact details displayed? 6. Are first aider savailable? 7. Is /are first aid box (es) accessible? 8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date? 9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel? 10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication? 11. Are personal drugs stored securely and appropriately labelled? 12. Are staff aware access and functional. 13. Washing facilities are clean and functional. 14. Isolation valves are readily accessible and clearly labelled. 15. Washing facilities are clean and furniture is in good condition. 16. Sudents and staffs have been asked for safer ways to do the job. 17. Isolators and staffs have been asked for safer ways to do the job. 18. Storage 19. Marching facilities are available and are being considered for heavy items or loads. 19. All manual task-related incidents have been adequately investigated and control yes available. 20. Personnel in inspection area are inducted and trained in manual handling. 21. Storage 22. Marching signs are available to access light items stored on high shelves. 23. All manual task-related incidents have been adequately investigated and control yes measures i	No No	
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9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel? 10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication? 11. Are personal drugs stored securely and appropriately labelled? H. General Facilities 1. Washing facilities are clean and functional. 2. Are stairs, passageways and store rooms well lit? 3. Warning and Safety signage in good condition. 4. Isolation valves are readily accessible and clearly labelled. 5. Walls, windows, doors and furniture is in good condition. 4. Isolation valves are readily accessible and clearly labelled. 5. Walls, windows, doors and furniture is in good condition. 4. Where applicable manual handling Standard Operating Procedures (SOP) are available. 2. Personnel in inspection area are inducted and trained in manual handling. 3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads. 4. Step ladders or safe steps available to access light items stored on high shelves. 5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed. 6. Students and staffs have been asked for safer ways to do the job. J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas.	No	
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4. Chard rails and slin resistance are provided on ramps and stairs.		+
4. Guard Tails and Silv I Coloured at C Provided on Land		_
5. All ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and control of the ship and trip incidents have been adequately investigated and trip incidents and the ship and trip incidents have been adequately investigated and trip incidents and the ship and trip incidents have been adequately investigated and trip incidents have been adequated and trip incidents and trip incidents have been adequated and tr		
implemented and reviewed.		
6. Significant hazards have been identified and assessed all the factors that will affect Yes		1
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. Yes	1	+-

L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
	-	
M. Noise1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace. N. Machinery and Equipment		
Records are kept of maintenance, alterations and inspections.	Yes	
Records are kept of maintenance, attenations and hispections. Are safe work method statements/warming signs clearly visible?	Yes	
Are safe work method statements/ warming signs clearly visible. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
	100	
instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warming signs)	1.00	
control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	1.00	
O. Guarding1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
1. Operators and maintenance personnel property trained, faithful with the operation	100	
and set up of machinery and able to demonstrate safety features. 2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.	100	
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order. 6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	1	
8. Manufacturer's manuals are available for operators.	Yes	
	1	
P. Welding Safety 1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
		1.,
tasks? 2. Are students appropriately supervised by a competent person when welding?		N/A
2. Are students appropriately supervised by a competent personal Protective		N/A
3. Are welding operators provided with the appropriate Personal Protective		
Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		М

Lab Name: Machine Tool Lab

Internal Cafety Ingression Charlelist			
Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety		-	-
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		

2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	Yes		
etc.)	res		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			1
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)	L		-
D. Hazardous Waste			27.14
1. Is Hazardous chemical waste generated in this area?		-	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		-
E. Electrical Safety		_	
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).	V		-
2. All portable equipment has current test tags.	Yes	-	+
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).	Yes	-	-
	1 YAS	1	l
4. Portable RCD device is available and has been tested.5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		

6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
3. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
I. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes	1	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.			
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		

5. Are storage areas labelled appropriately and organized.	Yes	11.
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
	Yes	-
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures	res	
implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect	res	
the risk has controls implemented.	***	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	1	
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.	105	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	-
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	res	
instructions	37	_
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).	1,,	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
	1 400	
P. Welding Safety		N/A
1. Are staff appropriately trained and inducted in the dangers of performing welding		INTA
tasks?		AT / A
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?	.1	N/A

5. Are there appropriate warning signs in welding areas?	N/A
6. Are welding screens used when performing welding tasks?	N/A
7. Are ventilation systems working adequately?	N/A

Lab Name: CAD & CAM

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		
properly			
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	Yes		
etc.)	Yes	1	_
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes	+	+
5. No food or drinks found in labs.	Yes		+-
6. Hazard sign posted on corridor door.	Yes	1	+
7. Emergency phone numbers & plan posted next to phone.	162		_
B. Building Safety	Yes		T
1. Area is clean, tidy and well kept.		-	+
2. Adequate storage area provided.	Yes	-	+
3. Floor is free of obstructions and slip resistant.	Yes	-	+
4. There is adequate ventilation.	Yes	-	-
5. Temperature is comfortable.	Yes	-	+
6. Lighting is adequate.	Yes	-	+-
7. Area is free from odours?	Yes	+ NY	+-
8. There are no crack and seepage in labs		No	
C. Chemical Safety	_		T
1. Eyewash not blocked; can be accessed easily.			N/
2. Fume hood free of clutter and stored chemicals.		_	N/
3. Appropriate labels are found on all hazardous chemical containers.	-	_	N/
4. No flammable chemicals stored in regular refrigerator.	-	+	N/
5. All compressed gas cylinders secured in upright position.			N/
6. All compressed gas cylinders capped when not in use.		-	N/
7. Shelves and chemical containers in good condition (no leaks, rust).	-		N/
8. Spill control equipment (neutralizers, absorbent pads) are present.	-		N/
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/
and are following applicable SOPs (Safe Operating Procedures).	-	+	N/
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/
used.		+	N/
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			147
13. Actions have been take to control risks. For example, an investigation has been			N/
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/
15. Original containers have the manufacturer's label.			N/
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/
corrosive cabinets.		-	B.T
17. Are minimal amounts of corrosives stored, and/or used?	-	-	N/
18. Only flammables stored in flammable liquid cabinet?	-	_	N/
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/
no ignition sources) D. Hazardous Waste	1		
1. Is Hazardous chemical waste generated in this area?			N/
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		

E Electrical Cafety		
E. Electrical Safety	Yes	
10 522 Personnel in inspection area are inducted and trained in Electrical Safety and are	100	
following applicable SOPs. (Safe Operating Procedures).		
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes	
3. Residual current devices (RCD) are installed at switchboards of fixed into societies.	100	
(It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes	
	100	
or transparent type plugs. 6. Power points are suitable for the location and are positioned safely.	Yes	
6. Power points are suitable for the location and are positioned safety.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	1100	
F. Fire safety/ Emergency Procedures	Yes	
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?		
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes	
the exit door open easily from the inside? And is it clear of obstructions?		
8. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?		No
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear.	Yes	
12. Procedures are in place for isolated employees.	Yes	
13. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes	
employees' are aware of them.		
2. Kits are clearly signed, stocked and contents are in-date.		No
3. Names and contacts of first aiders displayed and up to date.		No
4. Is there a first aid risk assessment in place?		No
5. Are first aider contact details displayed?		No
6. Are first aiders available?		No
7. Is/are first aid box (es) accessible?		No
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No
up to date? 9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No
trained personnel?		
10. Are staff aware if there are persons on the premises who may have special needs		No
(e.g. Asthma or allergy sufferers) who may need specific medication?		
11. Are personal drugs stored securely and appropriately labelled?		No
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
Are stairs, passageways and store rooms well lit?	Yes	
	Yes	
Warning and Safety signage in good condition. Isolation valves are readily accessible and clearly labelled.	Yes	
4. ISOlation valves are readily accessione and creatly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	1 00	
I. Manual Handling	Yes	
1. Where applicable manual handling Standard Operating Procedures (SOP) are	103	
available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	res	
or loads.		

4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control	Yes	
measures implemented and reviewed.		
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
1. Personnel in inspection area are inducted and trained in snps and expe	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures	165	
implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect	res	
the risk has controls implemented.	7/ -	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	1 1/	
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4 Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	100	
control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.		
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	Voc	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.	Vo	
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.	1,, 1	
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.	-	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		
6. Warning signs and decals clearly visible.	Yes	

7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Hydraulic Machine Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		
properly			
2. Appropriate clothing worn by everyone in lab.	Yes		_
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/
2. Fume hood free of clutter and stored chemicals.			N/
3. Appropriate labels are found on all hazardous chemical containers.			N/
4. No flammable chemicals stored in regular refrigerator.			N/
5. All compressed gas cylinders secured in upright position.			N/
6. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/
10. MSDS (not older than 5 years) are available for workers reference and included in			N/
the hazardous substances register. 11. There is an up to date, easy to find and read list/register summary of all chemicals			N/
12. A risk assessment has been completed for all chemicals and harmful substances			N/
stored and used at the workplace. 13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/
14. Decanted containers are labeled with name, risk and safety instructions.		_	N/

.5. Original containers have the manufacturer's label.			N/A
6. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
7. Are minimal amounts of corrosives stored, and/or used?			N/A
8. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
L. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
	Yes		
8. Faulty equipment is tagged out.	100		
F. Fire safety/ Emergency Procedures	Yes	T	
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes	-	
3. Are staff aware of evacuation procedures?	Yes	+	-
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	165		
annually?	Yes	_	-
5. Are there adequate direction notice for fire exits?	Yes		-
6. Have you navigated your way to a final exit via appropriate signage?	_	-	-
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?		NI.	-
8. Is there a record of an evacuation drill within the last 6 months?		No	-
9. Are spill kits available?	37	No	-
10. Portable fire extinguishers have been provided and maintained.	Yes	-	-
11. Escape routes and emergency doors are clear.	Yes	_	-
12. Procedures are in place for isolated employees.	Yes	-	-
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities		-	
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
trained personner:		No	
10. And stoff award if there are nercons on the aremices who may have sherial needs		1.0	
10. Are staff aware if there are persons on the premises who may have special needs			-
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication? 11. Are personal drugs stored securely and appropriately labelled?		No	

2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/.
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
	-	
J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
z. Storage designed to minimize inting problems i.e., heavy objects not stored on appearacks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
1. Personnel in inspection area are inducted and trained in ships and trips 2. Warning signs are available and erected near spills	Yes	
2. Warning signs are available and effected flear spins 3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
4. Guard rails and stip resistance are provided on railips and stails. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	Yes	
	100	
L. Personal Protective Equipment 1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
	Yes	
4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).	103	
M. Noise 1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels. 2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes	
workplace.	1	
N. Machinery and Equipment 1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	163	
control labels, etc.). 6. Are records of training held for appropriately trained people?	Yes	
o. Are records of training field for appropriately trained people:	Yes	
7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition.	Yes	
8. weiging screens available, maintained and in good condition.	100	

1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.	7.	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.	Ven	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.	Yes	
6. Warning signs and decals clearly visible.	_	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
	1	
P. Welding Safety		NI / A
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A
/. Ale ventilation systems working adoquatery.		

Lab Name: Workshop

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety	-		
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.	Yes		
6. All compressed gas cylinders capped when not in use.	Yes		
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A

and are following applicable SOPs (Safe Operating Procedures).			DT / A
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			NT / A
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used			BT / A
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			NT / A
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			27./4
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18 Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
10. Portable fire extinguishers have been provided and maintained	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	1 2 0 0		-
G. First Aid Facilities	Yes		
1. There are appropriate first aid and emergency facilities in the near vicinity and	1.03		
employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes	+	1
6. Are first aiders available?	162	_	

7. Is/are first aid box (es) accessible?	Yes
8. Is there an effective process for ensuring that first aid boxes are checked and kept	Yes
up to date?	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes
trained personnel?	
10. Are staff aware if there are persons on the premises who may have special needs	Yes
(e.g. Asthma or allergy sufferers) who may need specific medication?	×
11. Are personal drugs stored securely and appropriately labelled?	Yes
H. General Facilities	
1. Washing facilities are clean and functional.	Yes
2. Are stairs, passageways and store rooms well lit?	Yes
3. Warning and Safety signage in good condition.	Yes
4. Isolation valves are readily accessible and clearly labelled.	Yes
5. Walls, windows, doors and furniture is in good condition.	Yes
I. Manual Handling	1 100
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes
	163
available.	Yes
2. Personnel in inspection area are inducted and trained in manual handling.	Yes
3. Trolleys or mechanical hoists are available and are being considered for heavy items	163
or loads.	
4. Step ladders or safe steps available to access light items stored on high shelves.	Yes
5. All manual task-related incidents have been adequately investigated and control	168
measures implemented and reviewed.	Yes
6. Students and staffs have been asked for safer ways to do the job.	res
J. Storage	Van
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes
racks.	77
3. Racking securely fixed to the floor or wall.	Yes
4. Safe lifting sign displayed.	Yes
5. Are storage areas labelled appropriately and organized.	Yes
K. Slips and Trips	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes
2. Warning signs are available and erected near spills	Yes
3. There are special provisions for slip resistance in wet areas.	Yes
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes
5. All slip and trip incidents have been adequately investigated and control measures	Yes
implemented and reviewed.	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes
the risk has controls implemented.	
7. Walkways are free of hazards, such as electrical leads.	Yes
L. Personal Protective Equipment	
1. Instruction and information of PPE are available.	Yes
2. PPE store available well maintained and in good order.	Yes
3. Signage of PPE requirements displayed on equipment.	Yes
4. Required PPE available	Yes
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes
in good condition, (Inside and outside).	
M. Noise	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes
staffs Re-exposed to noise levels.	
Court to expense to mone to the	Yes
2. Control measures have been put in place to reduce the risk of injury as a result of	
2. Control measures have been put in place to reduce the risk of injury as a result of	
noise, including the provision of personal hearing protection.	Yes
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes
noise, including the provision of personal hearing protection.	Yes

2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes	
2. Are students appropriately supervised by a competent person when welding?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	Yes	
4. Is there adequate ventilation for welding tasks?	Yes	
5. Are there appropriate warning signs in welding areas?	Yes	
6. Are welding screens used when performing welding tasks?	Yes	
7. Are ventilation systems working adequately?	Yes	

