JK Lakshmipat University, Jaipur

Note

Date: 28.05.2018

Subject: Submission of Lab Safety Audit Report of Academic Session 2017-18

Respected Sir,

As per the Office Order No. JKLU/LAB/05-2018, Dated May 14, 2018, please find the attached Lab Audit and Lab Safety Audit Report of Academic Session 2017-18.

Thanking You.

With Regards

(Rudraksh Kumar Agarwal)

Civil Engineer

JK Lakshmipat University Jaipur INTERNAL SAFETY INSPECTION FOR LABORATORIES Internal Safety Inspection Checklist 2017-18

Date: May 28, 2018

The Internal Lab Audit was conducted from 21st May to 25th May, 2018 at JK Lakshmipat University by Estate Department.

Lab Name: Physics 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.)			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		1
7. Emergency phone numbers & plan posted next to phone.	Yes		1
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		1
6. Lighting is adequate.	Yes		T
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 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		
l. 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		
. Personnel in inspection area are inducted and trained in Electrical Safety and are ollowing 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 hould be clearly marked on socket).	Yes	
. Portable RCD device is available and has been tested.	Yes	
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.	
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
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	
	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.		
	Yes	

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. 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. 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.			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		n
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	
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	
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
9. Are spill kits available?		N
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. ls/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		
Where applicable manual handling Standard Operating Procedures (SOP) are available.		N/A
2. Personnel in inspection area are inducted and trained in manual handling.		N/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 measures implemented and reviewed.		N/A
6. Students and staffs have been asked for safer ways to do the job.		N/A
. 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	

L. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
O. Guarding		
3. Welding screens available, maintained and in good condition.	Yes	
7. Emergency stops tested and are working.	Yes	
5. Are records of training held for appropriately trained people?	Yes	
5. Lab is in good working order. (Seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
1. Records are kept of maintenance, alterations and inspections.	Yes	
N. Machinery and Equipment	4	
3. Employees have received information and training in relation to noise at the workplace.	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	
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
M. Noise		
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		N/
4. Required PPE available		N/
3. Signage of PPE requirements displayed on equipment.		N/
2. PPE store available well maintained and in good order.		N/
1. Instruction and information of PPE are available.	Yes	
L. Personal Protective Equipment		-
7. Walkways are free of hazards, such as electrical leads.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
3. There are special provisions for slip resistance in wet areas.	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	T
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	
5. Are welding screens used when performing welding tasks?	Yes	
7. Are ventilation systems working adequately?	Yes	

Lab Name: Heat Transfer Lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety	163	INO	IN/A
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	1
C. Chemical Safety		,	*
1. Eyewash not blocked; can be accessed easily.		T	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			N/A
corrosive cabinets.			1.,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)			ľ
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. (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		
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	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 1 1 1		
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.	1		
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		
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 00		
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	1	
5. All slip and trip incidents have been adequately investigated and control measures	Yes	1	
implemented and reviewed.	103		
	Yes		
	103		
6. Significant hazards have been identified and assessed all the factors that will affect		1	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Vec		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment			
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order.	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.	100	
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		\top
4. There is adequate ventilation.	Yes		\vdash
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	\vdash
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/
4. No flammable chemicals stored in regular refrigerator.	Yes		
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/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 nazardous substances register.			N/
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.		
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		I
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. 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		
. 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		

 Trolleys or mechanical hoists are available and are being considered for heavy items of 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		
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	li .		
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/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, ncluding the provision of personal hearing protection.	Yes		

Employees have received information and training in relation to noise at the 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 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. 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
5. Are welding screens used when performing welding tasks?		N/A
s. Are welding screens used when performing welding tasks:		

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
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			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 the hazardous substances register.			N
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
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
15. Original containers have the manufacturer's label.	Yes		T
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N,
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	Į.		
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		
	Yes		
8. Faulty equipment is tagged out.		1	1
8. Faulty equipment is tagged out. F. Fire safety/ Emergency Procedures			
	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. 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. 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.	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		
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,	-
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/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 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	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	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: Fluid Mechanics

	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		
C. Chemical Safety			
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
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 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		
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.			N/A
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.	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	1	
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		
	Yes		
3. There are special provisions for slip resistance in wet areas.	177		
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		
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			

			,
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		
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		

Yes	
Yes	
Yes	
Yes	
	N/A
	N/A
	N/A
	N/A
Yes	
	Yes 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. 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	1	
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	11
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		

Yes Yes Yes		
Yes		+-
	No	
	No	
Yes		
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Yes		T
Yes		
		1,
		N/
Yes		
	1	1,
Yes		
	-	
	Yes	Yes

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
3. 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
5. Are there appropriate warning signs in welding areas? 6. Are welding screens used when performing welding tasks? 7. Are ventilation systems working adequately?	

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	T	
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		T
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	\vdash
3. Appropriate labels are found on all hazardous chemical containers.			N/
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.			
		NT.	
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
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		
· · · · · · · · · · · · · · · · · · ·	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/
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.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling		Į	L
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. 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	-M.		
1. Records are kept of maintenance, alterations and inspections.	Yes		
	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

			\perp
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	Г
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	-	
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/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,
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. 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. 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/
0. Guarding	-11	
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	
3. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding casks?	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
1. 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: Engineering Geology

			T
	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	1
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 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			
. 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		
B. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It hould be clearly marked on socket).	Yes		
. Portable RCD device is available and has been tested.		No	
	Yes		
. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.		1	
	Yes		
r transparent type plugs.	Yes 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?	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. 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	l)	
1. Washing facilities are clean and functional.	Yes		
6			

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. 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			15
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		
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
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			10
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	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		
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
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		

. Personnel in inspection area are inducted and trained in Electrical Safety and are oblowing applicable SOPs. (Safe Operating Procedures).	N/A
. Electrical Safety	
. Is regulated medical waste or "sharps" waste generated in this area?	N/A
. Is Hazardous chemical waste generated in this area?	N/A
). Hazardous Waste	
9. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, o ignition sources)	N/A
8. Only flammables stored in flammable liquid cabinet?	N/A
7. Are minimal amounts of corrosives stored, and/or used?	N/A
6. Chemicals stored according to compatibility and bundled i.e. inflammable or orrosive cabinets.	N/A
5. Original containers have the manufacturer's label.	N/A
4. Decanted containers are labeled with name, risk and safety instructions.	N/A
3. Actions have been take to control risks. For example, an investigation has been DOE of find out whether an alternative safer chemical is available.	N/A
2. A risk assessment has been completed for all chemicals and harmful substances tored and used at the workplace.	N/A
1. There is an up to date, easy to find and read list/register summary of all chemicals sed.	N/A
0. MSDS (not older than 5 years) are available for workers reference and included in he hazardous substances register.	N/A
P. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).	N/A
S. Spill control equipment (neutralizers, absorbent pads) are present.	N/A
. Shelves and chemical containers in good condition (no leaks, rust).	N/A
. All compressed gas cylinders capped when not in use.	N/A
. All compressed gas cylinders secured in upright position.	N/A
. No flammable chemicals stored in regular refrigerator.	N/A
Appropriate labels are found on all hazardous chemical containers.	N/A
2. Fume hood free of clutter and stored chemicals.	N/A
	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. 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.	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
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	- V
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			2
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	
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. 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/
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.		N/
2. Are safe work method statements/warming signs clearly visible?		N/A
3. Manufacturer's manuals and operator instructions are readily available.		N/A
Pre-start safety check of lab is carried out in accordance to Manufacturer's nstructions		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: 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		
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
		N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.		

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. 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 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.	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		
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. 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	-
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: 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	İ	
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 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/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	
	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?		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
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	- N	
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
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

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

Lab Name: Simulation

	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

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 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		
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	11
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/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	

			1-
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.
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		
${\bf 3.}$ 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		
${\bf 2.Storagedesignedtominimizeliftingproblemsi.e.,heavyobjectsnotstoredonupperracks.}$	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	Yes		

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
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		
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	Yes		
open, the guards are prevented from opening while the machinery is in operation.		1	1

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: 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			
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		-	1111
1. Is the evacuation plan displayed?	Yes	1	
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 engining appliances in place, clearly marked for eype of me, and mopeous	100		
	Yes		
annually?			
annually? 5. Are there adequate direction notice for fire exits?	+		
annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage?	Yes		
annually? 5. Are there adequate direction notice for fire exits? 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	+		
annually? 5. Are there adequate direction notice for fire exits? 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?	Yes	No	
annually? 5. Are there adequate direction notice for fire exits? 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?	Yes	No No	
annually? 5. Are there adequate direction notice for fire exits? 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? 9. Are spill kits available?	Yes Yes	No No	
annually? 5. Are there adequate direction notice for fire exits? 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? 9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained.	Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained. 11. Escape routes and emergency doors are clear.	Yes Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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 Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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. 13. Emergency and hazard signage is clearly visible.	Yes Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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. 13. Emergency and hazard signage is clearly visible. G. First Aid Facilities	Yes Yes Yes Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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. 13. Emergency and hazard signage is clearly visible. G. First Aid Facilities 1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes Yes Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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. 13. Emergency and hazard signage is clearly visible. G. First Aid Facilities 1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes Yes Yes Yes Yes Yes Yes Yes	_	
annually? 5. Are there adequate direction notice for fire exits? 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? 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. 13. Emergency and hazard signage is clearly visible. G. First Aid Facilities 1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes Yes Yes Yes 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	Yes		
to date?	Van	-	
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?			
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.		-	N/A
4. Step ladders or safe steps available to access light items stored on high shelves.	Yes		H/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	163		
	Yes		
6. Students and staffs have been asked for safer ways to do the job.	163		
 Storage 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.	103		
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	Tes	-	
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.	100		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.	1.40		
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		
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.	177		
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		11
2. Control measures have been put in place to reduce the risk of injury as a result of	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. 3. Employees have received information and training in relation to noise at the	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	Yes	
instructions	103	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).	100	
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	100	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.	100	
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
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			N/A
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).			
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			N/A
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.16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.	-		N/
17. Are minimal amounts of corrosives stored, and/or used?		_	N/A
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, 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? E. Electrical Safety			N/A
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		
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?	-	NT.	1
8. Is there a record of an evacuation drill within the last 6 months?	-	No	-
O. Ana chill lrite assailable?	-	No	
9. Are spill kits available?	Vac		
10. Portable fire extinguishers have been provided and maintained. 11. Escape routes and emergency doors are clear.	Yes		-

13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities		101	
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	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?	103		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	103		1
1. Washing facilities are clean and functional.	Yes		1
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	103	1	1
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
 Personnel in inspection area are inducted and trained in manual handling. Trolleys or mechanical hoists are available and are being considered for heavy items 	Yes		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		
J. Storage	1 37	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		
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	163		
1. Instruction and information of PPE are available.	Yes	1	
	163	No	
PPE store available well maintained and in good order. Signature of RRE requirements displayed an equipment.	-	No	
3. Signage of PPE requirements displayed on equipment.	+	No	
4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).		INO	

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

	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	103	
1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
		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.		
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 DOE		N/A
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	
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	
	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	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. ls/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	4	*	
1. Washing facilities are clean and functional.	Yes		V
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/
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		4	
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		
	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).		1.0	
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	T	
staffs Re-exposed to noise levels.	100		
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		-	T
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes		
tasks?	-		N/A
2. Are students appropriately supervised by a competent person when welding?	-	-	
3. Are welding operators provided with the appropriate Personal Protective			N/A
Equipment (PPE)?			N/A
4. Is there adequate ventilation for welding tasks?		+	
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: Power System Switchgear & Protection 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		

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/
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).			
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 used.			N/.
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/
13. Actions have been take to control risks. For example, an investigation has been DOE			N/
to find out whether an alternative safer chemical is available.			'''
14. Decanted containers are labeled with name, risk and safety instructions.		1	N/
15. Original containers have the manufacturer's label.		1	N/
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/
corrosive cabinets.			1 7
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. 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			
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 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	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes	1	
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	1.0	
11. Escape routes and emergency doors are clear.	Yes		1
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes	+	-
G. First Aid Facilities	103		_
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes	1	T
employees' are aware of them.	165		
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		
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?		1	
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	10		
L. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
B. Trolleys or mechanical hoists are available and are being considered for heavy items			N/.
or loads.			1.7.
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		1.7.
neasures implemented and reviewed.	105		
5. Students and staffs have been asked for safer ways to do the job.	Yes		
Storage	1 03	-	
. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	1	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper			
acks.	Yes		
	Va-	_	
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.			L.C.

6. Are welding screens used when performing welding tasks? 7. Are ventilation systems working adequately?	-	+	N/A N/A
5. Are there appropriate warning signs in welding areas?	-	-	N/A
4. Is there adequate ventilation for welding tasks?	-		N/A
Equipment (PPE)?	-	_	ST FA
3. Are welding operators provided with the appropriate Personal Protective			N/A
2. Are students appropriately supervised by a competent person when welding?	-		N/A
tasks?			
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes		
P. Welding Safety		- 17	
8. Manufacturer's manuals are available for operators.	Yes		
pass close to dangerous moving parts, a safe system of work in place to reduce risk.			
7. Where it is not practical to provide guarding and people are required to operate or	Yes		
6. Warning signs and decals clearly visible.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.			
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
machinery when the light beams or sensors are interrupted.	1 62		
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		
2. Where fixed guards are provided, they prevent operation of the machinery when	res		
and set up of machinery and able to demonstrate safety features.	Yes	_	+
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes		
O. Guarding	1		
8. Welding screens available, maintained and in good condition.	Yes		
7. Emergency stops tested and are working.	Yes		
6. Are records of training held for appropriately trained people?	Yes		
control labels, etc.).			
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes		
instructions			
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
Records are kept of maintenance, alterations and inspections.	Yes		
N. Machinery and Equipment	_	1	
workplace.	1 63		
3. Employees have received information and training in relation to noise at the	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.	1 62		
staffs Re-exposed to noise levels.	Yes	1	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
M. Noise	V		
in good condition, (Inside and outside).			
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
4. Required PPE available	-	No	
3. Signage of PPE requirements displayed on equipment.		No	-
2. PPE store available well maintained and in good order.		No	
1. Instruction and information of PPE are available.	Yes		
L. Personal Protective Equipment			
7. Walkways are free of hazards, such as electrical leads.	Yes		
the risk has controls implemented.			
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
implemented and reviewed.			
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
Warning signs are available and erected near spills There are special provisions for slip resistance in wet areas.	Yes		-
10 TM 1 1 Walter and 11 the and agreed many smills	Yes		1
1. Personnel in inspection area are inducted and trained in slips and trips	_		

Lab Name: Linear Control System Lab

Internal Safety Inspection Checklist	1	**	1 57.
10.0	Yes	No	N/
A. General Safety	-	-	+-
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes	1	
properly	**	+	-
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		
3. There are no crack and seepage in labs	Yes		
C. Chemical Safety		-	
I. Eyewash not blocked; can be accessed easily.			N/
2. Fume hood free of clutter and stored chemicals.			N/
B. 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/
5. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
3. 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).			,
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/
11. 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 stored and used at the workplace.			N/
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/
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 corrosive cabinets.			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,			N/
o ignition sources)	1		-
D. Hazardous Waste		_	
I. Is Hazardous chemical waste generated in this area?	-		N/
2. Is regulated medical waste or "sharps" waste generated in this area?			N/

1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
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.	165		
(It should be clearly marked on socket).	Yes	-	
4. Portable RCD device is available and has been tested.	Yes	1	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	res		
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.	res	1	
F. Fire safety/ Emergency Procedures	Yes	7	
1. Is the evacuation plan displayed?		-	-
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	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	1	
	Yes	1	
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?			
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	1 200		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	ļ	_	
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	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	100	-	
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		
	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.			
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
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	Yes		
instructions	103		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	1	
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		
		1	11

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. 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,	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	
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	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	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.		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	
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	
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	T.	-
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.		1	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.		-	ļ.,
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.	-	+	27.54
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.			DI / 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		+
1. Is Hazardous chemical waste generated in this area?	Т	1	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	1		N/A
E. Electrical Safety			IN/A
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.			
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	-	
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	V.		
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.	V		
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		

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Yes		
	Yes	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	
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)?		NT /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 Communication 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	

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. 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. 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		

 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	J.
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
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	In .	
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,	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	_
	Yes	
6. Lighting is adequate.	Yes	_
7. Area is free from odours?	Yes	_
8. There are no crack and seepage in labs	res	
C. Chemical Safety		LNI
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/
12. A risk assessment has been completed for all chemicals and harmful substances		N/
stored and used at the workplace.		11/2
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.		11/2
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.		11/2
17. Are minimal amounts of corrosives stored, and/or used?		N/z
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)		11/2
D. Hazardous Waste		
		N/z
1. Is Hazardous chemical waste generated in this area?		
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety	Yes	_
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	res	
following applicable SOPs. (Safe Operating Procedures).	Vac	_
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	
	. 100	

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. 7 Les 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. 7 Les Les Storage areas labelled appropriately and organized. 8 Les Storage areas labelled appropriately and organized. 9 Les Storage areas labelled appropriately and organized. 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.	annually?			
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? 9. Are spill kits available? 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 14. Procedures are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them. 15. 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 aid est signayed? 4. Is there a first aid risk assessment in place? 5. Are first aider contact details displayed? 6. Are first aiders available? 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 if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication? 13. Are personal drugs stored securely and appropriately labelled? 14. General Facilities 15. Washing facilities are clean and functional. 16. 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? 17. Are personal drugs stored securely and appropriately labelled? 18. General Facilities 18. Washing facilities are clean				
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4. Guard rails and slip resistance are provided on ramps and stairs.	2. Warning signs are available and erected near spills		-	-
T. dual d falls and superconstance are provided on falls			-	-
	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	100	-k	
1. Instruction and information of PPE are available.	Yes	T	
2. PPE store available well maintained and in good order.	100	No	
3. Signage of PPE requirements displayed on equipment.	7	No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).		110	
M. Noise	-	-	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	T	
staffs Re-exposed to noise levels.	100		
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.	100		
3. Employees have received information and training in relation to noise at the	Yes		
workplace.	1.00		
N. Machinery and Equipment	-		-
1. Records are kept of maintenance, alterations and inspections.	Yes	Ī	
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,		
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: Digital Communication Lab

Intornal	Cafaty	Inspection	Chacklist
Internal	Salety	inspection	CHECKHSU

	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/
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 the hazardous substances register.			N/.

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 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
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.	-
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	

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/ı
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	V		
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: 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	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.)		1	_
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes	1	
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	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes	1	-
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			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/
5. All compressed gas cylinders secured in upright position.	-	-	N/A
6. All compressed gas cylinders capped when not in use.	-		N/
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/.
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/
15. Original containers have the manufacturer's label.			N/
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/
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. 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-	4	
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	1	
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	105		
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?	105		
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	140	
11. Escape routes and emergency doors are clear.	Yes	_	
12. Procedures are in place for isolated employees.	Yes	_	-
	Yes		-
13. Emergency and hazard signage is clearly visible. G. First Aid Facilities	165	-	
	Yes	T	
1. There are appropriate first aid and emergency facilities in the near vicinity and	168		
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.	-		-
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			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		
	Yes		
5. Walls, windows, doors and furniture is in good condition.	100	_	

	T(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.	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. 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	100	
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.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect 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 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 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,	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	
	100	
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 open; the guards are prevented from opening while the machinery is in operation.	Yes	
open: the guards are prevented from opening while the machinery is in operation.		

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 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?		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: 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 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 the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals		1	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			
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 40		
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	1	
8. Faulty equipment is tagged out.	Yes	1	
F. Fire safety/ Emergency Procedures	103	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	Yes		
annually?	163		
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?	163		
		No	
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained.	Yes	NO	
	Yes	1	
11. Escape routes and emergency doors are clear.		+	
12. Procedures are in place for isolated employees.	Yes	+	
13. Emergency and hazard signage is clearly visible.	Yes		_
G. First Aid Facilities	37	-	1
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
			-
employees' are aware of them.		No	
2. Kits are clearly signed, stocked and contents are in-date.		No	
2. Kits are clearly signed, stocked and contents are in-date. 3. Names and contacts of first aiders displayed and up to date.			TI .
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?		No	
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?		No	
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 aiders available?		No No	
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 aiders available? 7. Is/are first aid box (es) accessible?		No No No	
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 aiders available? 7. Is/are first aid box (es) accessible? 8. Is there an effective process for ensuring that first aid boxes are checked and kept		No No	
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 aiders available? 7. Is/are first aid box (es) accessible?		No No 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		-	
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. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		Ī
available.	165		
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	Yes		
or loads.	103		
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	_	11/1
measures implemented and reviewed.	163		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
	103	_	
J. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	T	
	Yes		
Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	165		
	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.	168		
K. Slips and Trips	Voc	1	T
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	T	Υ	-
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			
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	1	
instructions			
	Yes	1	

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 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	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 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: Automobile 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		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

l. 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
B. 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		1	N/A
he 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
L6. 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)		i	
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.	3.7		-
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		1
F. Fire safety/ Emergency Procedures	17		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	Yes		
annually?	Von		
5. Are there adequate direction notice for fire exits?	Yes 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	168		
the exit door open easily from the inside? And is it clear of obstructions?		No	
3. Is there a record of an evacuation drill within the last 6 months? 9. Are spill kits available?		No	
A APO CONTRICT AVAILABLE!	Yes	110	
10. Portable fire extinguishers have been provided and maintained.	Voc	1	-
10. Portable fire extinguishers have been provided and maintained. 11. Escape routes and emergency doors are clear.	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes Yes Yes		

employees' are aware of them.	-	No	_
2. Kits are clearly signed, stocked and contents are in-date.		+	
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			
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		
	Yes	1	+
4. Safe lifting sign displayed.5. Are storage areas labelled appropriately and organized.	Yes	+	+
K. Slips and Trips	163	-	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	T	1
	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	Yes		
implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	1 169		
L. Personal Protective Equipment	Voc		T
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	1	_	
	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.	1	
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 instructions	Yes	
	V	
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	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: IC engine and Thermal Engineering 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		
5. Lighting is adequate.	Yes		
. Area is free from odours?	Yes		
B. There are no crack and seepage in labs		No	
Chemical Safety			
. Eyewash not blocked; can be accessed easily.			N/A
. Fume hood free of clutter and stored chemicals.			N/A
. Appropriate labels are found on all hazardous chemical containers.			N/A
. No flammable chemicals stored in regular refrigerator.			N/A
. All compressed gas cylinders secured in upright position.			N/A
. All compressed gas cylinders capped when not in use.			N/A
. 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			N/A
nd are following applicable SOPs (Safe Operating Procedures).		-	_
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 tored and used at the workplace.			N/A
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/A
4. Decanted containers are labeled with name, risk and safety instructions.			N/A
5. Original containers have the manufacturer's label.			N/A
6. Chemicals stored according to compatibility and bundled i.e. inflammable or orrosive cabinets.			N/A
7. Are minimal amounts of corrosives stored, and/or used?			N/A
8. Only flammables stored in flammable liquid cabinet?			N/A
9. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, to ignition sources)			N/A
). Hazardous Waste			
. Is Hazardous chemical waste generated in this area?			N/A
. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
. Electrical Safety			
10 522 Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
. All portable equipment has current test tags.	Yes		
Residual current devices (RCD) are installed at switchboards or fixed into sockets. It should be clearly marked on socket).	Yes		
. Portable RCD device is available and has been tested.	Yes		
. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
. Power points are suitable for the location and are positioned safely.	Yes		
. Power boards are used. (not double adapters).	Yes		
. Faulty equipment is tagged out.	Yes		
. Fire safety/ Emergency Procedures			
. 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 nnually?	Yes		
. Are there adequate direction notice for fire exits?	Yes		
. 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?	-	No	
8. Is there a record of an evacuation drill within the last 6 months? 9. Are spill kits available?	-	No	-
10. Portable fire extinguishers have been provided and maintained.	Yes	140	
	Yes	-	-
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.		-	
13. Emergency and hazard signage is clearly visible.	Yes	1	
G. First Aid Facilities	Van	1	T
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.		NI.o.	-
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?	-	1	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?	-	27	-
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	ļ
H. General Facilities		7	
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 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	103		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	1	
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		
	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	168		
K. Slips and Trips	Von	T	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		
implemented and reviewed.	37	-	
	Yes	1	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	103		

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.	1.00	
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.	l	
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		27./4
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?		21/4
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)?		BT / 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?	1 1	N/A

Lab Name: Machine Tool 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,	Vec		
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	1	
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	111	No	
C. Chemical Safety		1.10	
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.		1	N/A
3. Appropriate labels are found on all hazardous chemical containers.		1	N/A
4. No flammable chemicals stored in regular refrigerator.		1	N/A
5. All compressed gas cylinders secured in upright position.		1	N/A
6. All compressed gas cylinders secured in upright position.	_	1	N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	-	1	N/A
	-	1	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			I IV/A
and are following applicable SOPs (Safe Operating Procedures).		1	N/A
10. MSDS (not older than 5 years) are available for workers reference and included in			IN/P
the hazardous substances register.		+	N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals			IN/A
used. 12. A risk assessment has been completed for all chemicals and harmful substances	-	-	N/A
			111/17
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.			11/7
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
			IN/A
corrosive cabinets. 17. Are minimal amounts of corrosives stored, and/or used?		1	N/A
18. Only flammables stored in flammable liquid cabinet?		1	N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			111/1
D. Hazardous Waste		-1	
1. Is Hazardous chemical waste generated in this area?	1	T	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		1.7
E. Electrical Safety	103	-	
10	Yes	T	
522 Personnel in inspection area are inducted and trained in Electrical Safety and are	103		
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).	100		
4. Portable RCD device is available and has been tested.	Yes		
	Yes		
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. 7. Power boards are used. (not double adapters).	Yes	-	
B. 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	+	
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		
B. 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	110	
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	165	4	1
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		1
	162		
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?		+	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?	-	No	-
7. Is/are first aid box (es) accessible?		No	-
3. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?		Ma	
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?		No	
11. Are personal drugs stored securely and appropriately labelled?		1110	1
H. General Facilities	Yes	1	1
L. Washing facilities are clean and functional.		-	
2. Are stairs, passageways and store rooms well lit?	Yes	+	
3. Warning and Safety signage in good condition.	Yes	-	
1. Isolation valves are readily accessible and clearly labelled.	Yes		
	Yes	-	
		-	
. Manual Handling			
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are available.		_	
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are available. 2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
I. Manual Handling I. 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			
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are available. I. Personnel in inspection area are inducted and trained in manual handling. I. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
I. Manual Handling I. 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.	Yes Yes		N/A
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are available. I. Personnel in inspection area are inducted and trained in manual handling. I. Trolleys or mechanical hoists are available and are being considered for heavy items or loads. I. Step ladders or safe steps available to access light items stored on high shelves. I. All manual task-related incidents have been adequately investigated and control	Yes		N/A
I. Manual Handling 1. 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.	Yes Yes Yes		N/A
I. Manual Handling I. Where applicable manual handling Standard Operating Procedures (SOP) are available. I. Personnel in inspection area are inducted and trained in manual handling. I. Trolleys or mechanical hoists are available and are being considered for heavy items or loads. I. Step ladders or safe steps available to access light items stored on high shelves. I. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed. I. Students and staffs have been asked for safer ways to do the job.	Yes Yes		N/A
5. Walls, windows, doors and furniture is in good condition. 6. Manual Handling 1. 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. 6. Storage	Yes Yes Yes		N/A
I. Manual Handling 1. 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.	Yes Yes Yes Yes		N/A
I. Manual Handling 1. 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. I. 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	Yes Yes Yes		N/A
I. 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. 6. Storage 1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes Yes Yes Yes		N/A

5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips	163	
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	_
	Yes	
All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	162	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented.	165	
7. Walkways are free of hazards, such as electrical leads.	Yes	
	165	
L. Personal Protective Equipment	Yes	
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.		
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	17	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.	7.0	
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/	_
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment	14	
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	77	
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	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.	1.	
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,,	
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.	H.,	
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?		- 1.37.
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: CAD & CAM

Internal Safety Inspection Checklist	177	N.T.	T NT /
A C 10 C 200	Yes	No	N/
A. General Safety	-	+	\vdash
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.)		-	\vdash
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		Ī
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	1	No	
C. Chemical Safety		1	
1. Eyewash not blocked; can be accessed easily.		1	N/
2. Fume hood free of clutter and stored chemicals.	-	_	N/
3. Appropriate labels are found on all hazardous chemical containers.	1	+	N/
4. No flammable chemicals stored in regular refrigerator.		+	N/
	-	+	N/
5. All compressed gas cylinders secured in upright position.	-	+	N/
6. All compressed gas cylinders capped when not in use.		+	+
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).		-	1 1
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/
used.		-	
12. A risk assessment has been completed for all chemicals and harmful substances			N/
stored and used at the workplace.		1	ļ.,
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.			ļ.,
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		10	
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 Safety 10	Yes	
522 Personnel in inspection area are inducted and trained in Electrical Safety and are	103	
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).	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.	103	
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	
	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 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?		
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	
	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.		
	Yes	
	Yes	
5. Walls, windows, doors and furniture is in good condition. I. Manual Handling		
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are	165	
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are available.		
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes 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	
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	
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 - 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	
4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
	165	
in good condition, (Inside and outside).		
M. Noise	Yes	
1. A risk assessment on noise has been conducted where it is likely that students and	163	
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	165	
noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the	162	
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?		
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	V .	
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.		
order.		

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	103	140	11/2
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed		1	_
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-	
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).			1
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			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			N/
DOE to find out whether an alternative safer chemical is available.	-		N/
14. Decanted containers are labeled with name, risk and safety instructions.			I IN/

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. Is Hazardous chemical waste generated in this area?		1	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		11/11
E. Electrical Safety	100		
10	Yes		
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		
(It 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		
annually?	100		
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	1	
the exit door open easily from the inside? And is it clear of obstructions?	100		
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	110	
11. Escape routes and emergency doors are clear.	Yes	1	
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	103		
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes	T	
employees' are aware of them.	163		
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 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?			
11. Are personal drugs stored securely and appropriately labelled?		No	
	-	-	
H. General Facilities			

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.	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	1.7.
measures implemented and reviewed.	1	
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		
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.	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 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		
l. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
B. Manufacturer's manuals and operator instructions are readily available.	Yes	
Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
nstructions		
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?	103	
	Yes	

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?		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: Workshop

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety	100	110	1.7.1
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).			
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.			1.7.1
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.			11/11
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)			11/21
D. Hazardous Waste			
I. Is Hazardous chemical waste generated in this area?	1		N/A
Is regulated medical waste or "sharps" waste generated in this area?	Yes		H/,II
E. Electrical Safety	103		_
10	Yes	1	
522 Personnel in inspection area are inducted and trained in Electrical Safety and are	163		
following applicable SOPs. (Safe Operating Procedures).			
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).	165		
4. Portable RCD device is available and has been tested.	Yes	1	
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	103	+	1
I. Is the evacuation plan displayed?	Yes	1	1
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?	168		
5. Are there adequate direction notice for fire exits?	Yes	1	-
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 Yes		
the exit door open easily from the inside? And is it clear of obstructions?	168		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?			
10. Portable fire extinguishers have been provided and maintained.	Vac	No	
	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	1.
G. First Aid Facilities 1. There are appropriate first aid and amorganous facilities in the propriation of the property of th	W	1 3	1
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.	37		
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. ls/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.	
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
racks.	Yes
3. Racking securely fixed to the floor or wall.	Yes
4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized.	Yes
K. Slips and Trips	165
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.	Yes
4. Required PPE available	Yes
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.	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	

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	
	J. II	

Rug water resourced

Machine Tools Lab





Automobile Engg, Applied Thermodynamics and I C Engine



Computer Networking Lab



Chemistry Lab

