

# 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. JKL/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 21<sup>st</sup> May to 25<sup>th</sup> May, 2018 at JK Lakshmipat University by Estate Department.

**Lab Name: Physics Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)			N/A
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
<b>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		

<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.	Yes		
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).	Yes		
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).	Yes		
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.	Yes		
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.		No	
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.	Yes		
14. Decanted containers are labelled with name, risk and safety instructions.	Yes		
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.	Yes		
17. Are minimal amounts of corrosives stored, and/or used?	Yes		
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit are there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?			N/A
9. Are spill kits available?			N/A
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
1. 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
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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.			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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
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		
<b>P. Welding Safety</b>			
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		

**Lab Name: Heat Transfer Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Concrete & Construction Technology**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			

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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		

12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or 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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Geotechnical Engineering**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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/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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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

in good condition, (Inside and outside).			
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Fluid Mechanics**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		

<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes		
2. Are students appropriately supervised by a competent person when welding?	Yes		
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?			N/A
4. Is there adequate ventilation for welding tasks?			N/A
5. Are there appropriate warning signs in welding areas?			N/A
6. Are welding screens used when performing welding tasks?			N/A
7. Are ventilation systems working adequately?	Yes		

**Lab Name: Environmental Engineering**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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 and 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
<b>F. Fire safety/ Emergency Procedures</b>			
1. Is the evacuation plan displayed?		No	
2. Written evacuation procedures and exits displayed		No	
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?		No	
6. Have you navigated your way to a final exit via appropriate signage?		No	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.			N/A
13. Emergency and hazard signage is clearly visible.			N/A
<b>G. First Aid Facilities</b>			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		

6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?	Yes		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
1. 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.	Yes		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
1. Personnel in inspection area are inducted and trained in slips and trips			N/A

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
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.			N/A
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			

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

**Lab Name: Surveying**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labelled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A

corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		

<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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

<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals	Yes		

used.			
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Engineering Geology**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			

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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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.**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			



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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).			N/A

2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.			N/A
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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
<b>P. Welding Safety</b>			
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: Complier Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			

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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			

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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.			N/A
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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
<b>P. Welding Safety</b>			
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
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.			N/A
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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
<b>P. Welding Safety</b>			
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
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**Lab Name: Language Lab**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			

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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.			N/A
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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
<b>P. Welding Safety</b>			

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

**Lab Name: Simulation**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			

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	
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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 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 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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		

<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Renewable Energy System Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		

<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	

<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Network Analysis and Synthesis Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		

<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Power System Switchgear & Protection Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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 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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			

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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Linear Control System Lab**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			

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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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	Yes		



measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			

1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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 Communication Lab**

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			

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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			

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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes		
2. Are students appropriately supervised by a competent person when welding?			N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?			N/A
4. Is there adequate ventilation for welding tasks?			N/A
5. Are there appropriate warning signs in welding areas?			N/A
6. Are welding screens used when performing welding tasks?			N/A
7. Are ventilation systems working adequately?			N/A

**Lab Name: Digital Communication Lab**

**Internal Safety Inspection Checklist**

	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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		
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
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
<b>E. Electrical Safety</b>			
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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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		
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			

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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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	
<b>M. Noise</b>			

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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			

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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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	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 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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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			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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: IC engine and Thermal Engineering Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		

<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Machine Tool Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: CAD & CAM**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		



<b>E. Electrical Safety</b>			
10 522.. 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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
<b>P. Welding Safety</b>			
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: Hydraulic Machine Lab**

<b>Internal Safety Inspection Checklist</b>			
	Yes	No	N/A
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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 and 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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.		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 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	
<b>H. General Facilities</b>			
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		
<b>I. Manual Handling</b>			
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		
<b>J. Storage</b>			
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		
<b>K. Slips and Trips</b>			
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		
<b>L. Personal Protective Equipment</b>			
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		
<b>M. Noise</b>			
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		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			

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		
<b>P. Welding Safety</b>			
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
<b>A. General Safety</b>			
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>B. Building Safety</b>			
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	
<b>C. Chemical Safety</b>			
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 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
<b>D. Hazardous Waste</b>			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
<b>E. Electrical Safety</b>			
10 522.. 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		
<b>F. Fire safety/ Emergency Procedures</b>			
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		
<b>G. First Aid Facilities</b>			
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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		
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<b>H. General Facilities</b>			
1. Washing facilities are clean and functional.	Yes		
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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		
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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		
<b>K. Slips and Trips</b>			
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		
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3. Employees have received information and training in relation to noise at the workplace.	Yes		
<b>N. Machinery and Equipment</b>			
1. Records are kept of maintenance, alterations and inspections.	Yes		



2. Are safe work method statements/warning 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		
<b>O. Guarding</b>			
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		
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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		
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<b>P. Welding Safety</b>			
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes		
2. Are students appropriately supervised by a competent person when welding?	Yes		
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	Yes		
4. Is there adequate ventilation for welding tasks?	Yes		
5. Are there appropriate warning signs in welding areas?	Yes		
6. Are welding screens used when performing welding tasks?	Yes		
7. Are ventilation systems working adequately?	Yes		

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Rudraksh  
(A.K. Agarwal)

## Machine Tools Lab



## Automobile Engg, Applied Thermodynamics and I C Engine



## Computer Networking Lab



## Chemistry Lab

