JK Lakshmipat University, Jaipur

Note

Date: 20.05.2019

Subject: Submission of Lab Safety Audit Report of Academic Session 2018-19

Respected Sir,

As per the Office Order No. JKLU/LAB/05-2019, Dated May 06, 2019, please find the attached Lab Audit and Lab Safety Audit Report of Academic Session 2018-19.

Thanking You.

With Regards

(Rudraksh Kumar Agarwal)

Civil Engineer

JK Lakshmipat University Jaipur INTERNAL SAFETY INSPECTION FOR LABORATORIES Internal Safety Inspection Checklist 2018-19

Date: May 20, 2019

The Internal Lab Audit was conducted from 13^{th} May to 17^{th} May, 2019 at JK Lakshmipat University by Estate Department.

Lab Name: Physics Lab

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

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

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

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

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

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

Lab Name: Chemistry Lab

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

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

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

6. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
$8. \ \mbox{Is there}$ an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.		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
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
I. Personnel in inspection area are inducted and trained in slips and trips	Yes	1

2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	4	
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
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (Seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		- 01
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
3. Manufacturer's manuals are available for operators.	Yes
P. Welding Safety	
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes
2. Are students appropriately supervised by a competent person when welding?	Yes
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?	Yes
4. Is there adequate ventilation for welding tasks?	Yes
5. Are there appropriate warning signs in welding areas?	Yes
5. Are welding screens used when performing welding tasks?	Yes
7. Are ventilation systems working adequately?	Yes

Lab Name: Heat Transfer Lab

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

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

10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	1 200		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	100		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.	103		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		11/1
measures implemented and reviewed.	105		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	1 100		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	103		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	103		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
	Yes		_
2. Warning signs are available and erected near spills	Yes		-
3. There are special provisions for slip resistance in wet areas.	Yes	1	-
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		-
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
	Yes		
7. Walkways are free of hazards, such as electrical leads.			
L. Personal Protective Equipment			
	Yes		
L. Personal Protective Equipment	Yes Yes		

1000 111	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	res	
in good condition, (Inside and outside).		_
M. Noise	37	
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	-	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety	100	-
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
A. General Safety			

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

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

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

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${\bf 3.}$ Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	-		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			1
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise		1	.0
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		
	I	1	Į.

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

Lab Name: Geotechnical Engineering

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

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

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

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

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

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

Lab Name: Fluid Mechanics

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

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

6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			-
1. Is the evacuation plan displayed?	Yes		Τ
2. Written evacuation procedures and exits displayed	Yes		t
3. Are staff aware of evacuation procedures?	Yes		t
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		T
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		Ī
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		T
13. Emergency and hazard signage is clearly visible.	Yes		T
G. First Aid Facilities		-	
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.			
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	T
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	

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

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

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

Lab Name: Environmental Engineering

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

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

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

6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling		1	
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		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips		-,1	
1. Personnel in inspection area are inducted and trained in slips and trips			N/A

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

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

Lab Name: Surveying

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

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

corrosive cabinets.		
17. Are minimal amounts of corrosives stored, and/or used?		No
18. Only flammables stored in flammable liquid cabinet?	Yes	
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		No
2. Is regulated medical waste or "sharps" waste generated in this area?		No
E. Electrical Safety	711	
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes	
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.		No
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
8. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?	Yes	
10. Portable fire extinguishers have been provided and maintained.	Yes	
11. Escape routes and emergency doors are clear-	Yes	

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

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

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

Lab Name: Transportation Engineering

Internal Safety Inspection Checklist			
	Yes	No	N/A

A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			1
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			- Lin
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.		1	
12. A risk assessment has been completed for all chemicals and harmful substances		-	N/A
stored and used at the workplace.			11,71
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.		No	
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.	Yes		
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?		No	
18. Only flammables stored in flammable liquid cabinet?	Yes		
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)		No	
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?		No	
2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		

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

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

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

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

Lab Name: Engineering Geology

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

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

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

3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			100
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	

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

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

Lab Name: Linux Lab.

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

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

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

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

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

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

Lab Name: Complier Lab

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

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

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

. There are appropriate first aid and emergency facilities in the near vicinity and mployees' are aware of them.	Yes	
. Kits are clearly signed, stocked and contents are in-date.	Yes	
. Names and contacts of first aiders displayed and up to date.	Yes	
. Is there a first aid risk assessment in place?	Yes	
. Are first aider contact details displayed?	Yes	
	Yes	
. Are first aiders available?		
'. Is/are first aid box (es) accessible?	Yes	
B. Is there an effective process for ensuring that first aid boxes are checked and kept up o date?	Yes	
If there is a defibrillator, is there evidence of its correct maintenance? And use by rained personnel?	Yes	
0. 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	
1. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
l. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
. Manual Handling		
 Where applicable manual handling Standard Operating Procedures (SOP) are available. 	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		1
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	

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

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

Lab Name: Networking Lab

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

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

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

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

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

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

7. Are ventilation systems working adequately?
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Lab Name: Language Lab

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

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

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

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

3. Signage of PPE requirements displayed on equipment.		N/A
4. Required PPE available		N/A
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/A
3. Employees have received information and training in relation to noise at the workplace.		N/A
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.		N/A
2. Are safe work method statements/warming signs clearly visible?		N/A
3. Manufacturer's manuals and operator instructions are readily available.		N/A
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions		N/A
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).		N/A
6. Are records of training held for appropriately trained people?		N/A
7. Emergency stops tested and are working.		N/A
8. Welding screens available, maintained and in good condition.		N/A
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.		N/A
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.		N/A
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.		N/A
4. Guards protect against hazards to the rear and sides of machinery.		N/A
5. Pre-operational checks are conducted to ensure safety features are in working order.		N/A
6. Warning signs and decals clearly visible.		N/
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/

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

Lab Name: Simulation

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

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

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

6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise	-).		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
5. Manufacturer's manuals and operator mistractions are readily available.	Yes		
A. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions			-
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,			
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.). 6. Are records of training held for appropriately trained people? 	Yes		N/A
 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 	Yes		N/A
 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition. 	Yes		N/A
 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition. O. Guarding 1. Operators and maintenance personnel properly trained, familiar with the operation 	Yes Yes Yes		N/A

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

Lab Name: Industrial Electronics Lab

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

7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.		1	
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.		-	27.74
13. Actions have been taking to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.		-	DT // A
14. Decanted containers are labeled with name, risk and safety instructions.		-	N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			27.7.4
17. Are minimal amounts of corrosives stored, and/or used?		-	N/A
18. Only flammables stored in flammable liquid cabinet?		-	N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			-
D. Hazardous Waste			27// 4
1. Is Hazardous chemical waste generated in this area?		-	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety	T.,	_	-
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			-
2. All portable equipment has current test tags.	Yes	-	-
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).	V	-	-
4. Portable RCD device is available and has been tested.	Yes	-	-
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.	Vac	-	-
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes	-	-
8. Faulty equipment is tagged out.	res		
F. Fire safety/ Emergency Procedures	Voc		
1. Is the evacuation plan displayed?	Yes	-	
2. Written evacuation procedures and exits displayed	Yes	-	
3. Are staff aware of evacuation procedures?	Yes	-	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	Yes	1	_
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	163		
the exit door open easily from the inside? And is it clear of obstructions?		No	
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes	110	
10. Portable fire extinguishers have been provided and maintained.	Yes	+	
11. Escape routes and emergency doors are clear.	Yes	+	
12. Procedures are in place for isolated employees.	Yes	+	1
13. Emergency and hazard signage is clearly visible.	162	1	1
G. First Aid Facilities	Yes	1	1
1. There are appropriate first aid and emergency facilities in the near vicinity and	162		
1	11	-	+
employees' are aware of them.	Voc		
employees' are aware of them. 2. Kits are clearly signed, stocked and contents are in-date. 3. Names and contacts of first aiders displayed and up to date.	Yes Yes		

	Vac		
5. Are first aider contact details displayed?	Yes	-	
6. Are first aiders available?	_		
7. Is/are first aid box (es) accessible?	Yes		
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
O. If there is a defibrillator, is there evidence of its correct maintenance? And use by rained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
e.g. Asthma or allergy sufferers) who may need specific medication?	Van		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	Yes	-	
L. 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.		-	-
4. Isolation valves are readily accessible and clearly labelled.	Yes	-	-
5. Walls, windows, doors and furniture is in good condition.	Yes	1,	
. Manual Handling	٠,	r	
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.	Voc		
6. Students and staffs have been asked for safer ways to do the job.	Yes	-	_
l. Storage	1 17		_
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	-	-
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	Yes	1	_
3. Racking securely fixed to the floor or wall.	Yes	+	
4. Safe lifting sign displayed.	Yes	+	1
5. Are storage areas labelled appropriately and organized.	165		
K. Slips and Trips	Yes	T	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		-
2. Warning signs are available and erected near spills	Yes	+	
3. There are special provisions for slip resistance in wet areas.	Yes		-
4. Guard rails and slip resistance are provided on ramps and stairs.		-	-
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes		

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

Lab Name: Renewable Energy System Lab

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

C. Chemical Safety		Т	N/A
1. Eyewash not blocked; can be accessed easily.		-	N/A
2. Fume hood free of clutter and stored chemicals.		-	N/A
3. Appropriate labels are found on all hazardous chemical containers.		-	N/A
4. No flammable chemicals stored in regular refrigerator.		1	N/A
5. All compressed gas cylinders secured in upright position.		-	
6. All compressed gas cylinders capped when not in use.		-	N/A
7. Shelves and chemical containers in good condition (no leaks, rust).		1	N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		-	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)	_	1	-
D. Hazardous Waste		T	NI/
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area? E. Electrical Safety			N/A
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?		No	
8. Is there a record of an evacuation drill within the last 6 months?		No	+
9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained.	Yes	110	1
	1 03		+
11. Escape routes and emergency doors are clear.	Yes		1

13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
Washing facilities are clean and functional.	Yes		
Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	100		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	165		
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	100		N/A
			,
or loads. 4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		1.7,17
	103		
measures implemented and reviewed. 6. Students and staffs have been asked for safer ways to do the job.	Yes	1	
	100	-	
 Storage Materials stored in racks and bins wherever possible are not above shoulder height. 	Yes	T	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
	103		
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.	163	1	
K. Slips and Trips	Yes	1	
1. Personnel in inspection area are inducted and trained in slips and trips		-	
2. Warning signs are available and erected near spills	Yes	-	
3. There are special provisions for slip resistance in wet areas.	Yes	-	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	-	-
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.		-	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.	1		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and			

M. Noise 1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.	165	
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.	100	
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	·	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes	
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/z
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: Network Analysis and Synthesis Lab

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

2. Adequate storage area provided.	Yes	
3. Floor is free of obstructions and slip resistant.	Yes	
4. There is adequate ventilation.	Yes	
5. Temperature is comfortable.	Yes	
6. Lighting is adequate.	Yes	
7. Area is free from odours?	Yes	
8. There are no crack and seepage in labs	Yes	
	700	
C. Chemical Safety 1. Eyewash not blocked; can be accessed easily.		N/A
2. Fume hood free of clutter and stored chemicals.		N/A
		N/A
3. Appropriate labels are found on all hazardous chemical containers.		N/A
4. No flammable chemicals stored in regular refrigerator.		N/A
5. All compressed gas cylinders secured in upright position.		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).		
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).		D1 / A
10. MSDS (not older than 5 years) are available for workers reference and included in		N/A
the hazardous substances register.		27.74
11. There is an up to date, easy to find and read list/register summary of all chemicals		N/A
used.		
12. A risk assessment has been completed for all chemicals and harmful substances		N/A
stored and used at the workplace.		
13. Actions have been take to control risks. For example, an investigation has been DOE		N/A
to find out whether an alternative safer chemical is available.		
14. Decanted containers are labeled with name, risk and safety instructions.		N/A
15. Original containers have the manufacturer's label.		N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or		N/A
corrosive cabinets.		
17. Are minimal amounts of corrosives stored, and/or used?		N/A
18. Only flammables stored in flammable liquid cabinet?		N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,		N/A
no ignition sources)		
D. Hazardous Waste		
1. Is Hazardous chemical waste generated in this area?		N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		N/A
E. Electrical Safety		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes	
following applicable SOPs. (Safe Operating Procedures).		
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes	
should be clearly marked on socket).		
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes	
or transparent type plugs.		
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes	
4. Are in engining appliances in place, clearly marked for type of me, and hispected		
Cullary Comment		
annually? 5. Are there adequate direction notice for fire exits?	Yes	

7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?		No	
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes	NO	
10. Portable fire extinguishers have been provided and maintained.	Yes	-	
11. Escape routes and emergency doors are clear.		1	
12. Procedures are in place for isolated employees.	Yes	-	
13. Emergency and hazard signage is clearly visible.	Yes	1	
G. First Aid Facilities	37	1	
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date?	ļ.,		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?	1		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	1		-
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	105	_	
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.		_	-
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	Yes	1	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	165		
racks.	Yes	-	_
3. Racking securely fixed to the floor or wall.		+	
4. Safe lifting sign displayed.	Yes	+	
5. Are storage areas labelled appropriately and organized. K. Slips and Trips	Yes		
Personnel in inspection area are inducted and trained in slips and trips	Yes		
Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	_	
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
	103		
implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
	1		
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	Yes		

L. Personal Protective Equipment	1		1
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	ļ
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
staffs Re-exposed to noise levels.			
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection.			
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
N. Machinery and Equipment			
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
instructions			
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes		
control labels, etc.).			
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.	Yes		
O. Guarding	1	1	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes		
and set up of machinery and able to demonstrate safety features.	105		
Where fixed guards are provided, they prevent operation of the machinery when	Yes		
open, the guards are prevented from opening while the machinery is in operation.	100		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	1	
machinery when the light beams or sensors are interrupted.	105		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	1	
6. Warning signs and decals clearly visible.	Yes		
7. Where it is not practical to provide guarding and people are required to operate or	Yes	+	
7. Where it is not practical to provide guarding and people are required to operate of	165		
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	+	
8. Manufacturer's manuals are available for operators.	1 65	-	
P. Welding Safety	Yes		
1. Are staff appropriately trained and inducted in the dangers of performing welding	168		
tasks?		+	NI/A
2. Are students appropriately supervised by a competent person when welding?	-	-	N/A
3. Are welding operators provided with the appropriate Personal Protective			N/A
Equipment (PPE)?	-	-	AT / 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

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

2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety		-	
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes	-	
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.		_	
11. There is an up to date, easy to find and read list/register summary of all chemicals	1		N/A
used.	-	-	27.77
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.	-	+	27.11
13. Actions have been take to control risks. For example, an investigation has been DOE			N/A
to find out whether an alternative safer chemical is available.	-	-	NT //
14. Decanted containers are labeled with name, risk and safety instructions.	-	+	N/A
15. Original containers have the manufacturer's label.	-	_	N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			NI/
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,			14/2
no ignition sources)	_		+
D. Hazardous Waste	T		N/A
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			117.
E. Electrical Safety	Yes		_
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	163		
following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It			
3. Kesiqual current devices [KCD] are installed at switchboards of fixed into sockets. (it	103		
should be clearly marked on socket). 4. Portable RCD device is available and has been tested.	Yes		
4. Portable RCD device is available and has been tested. 5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
	103		
or transparent type plugs. 6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		

8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	100	No	
8. Is there a record of an evacuation drill within the last 6 months?		No	-
9. Are spill kits available?	Van	INO	-
10. Portable fire extinguishers have been provided and maintained.	Yes		-
11. Escape routes and emergency doors are clear.	Yes		-
12. Procedures are in place for isolated employees.	Yes	-	
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1 17	1	1
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?	Yes		-
11. Are personal drugs stored securely and appropriately labelled?	163		
H. General Facilities	Yes	1	T
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes	-	
3. Warning and Safety signage in good condition.	_	+	-
4. Isolation valves are readily accessible and clearly labelled.	Yes	+	-
5. Walls, windows, doors and furniture is in good condition.	res		
I. Manual Handling 1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	Yes	+	
2. Personnel in inspection area are inducted and trained in manual handling.	res	+	M/
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
	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.			11

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

Lab Name: Linear Control System Lab

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

5. All manual task-related incidents have been adequately investigated and control	1 168		
4. Step ladders or safe steps available to access light items stored on high shelves.	Yes		III/II
or loads.		-	N/A
3. Trolleys or mechanical hoists are available and are being considered for heavy items			N/A
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	-	NI / A
available.	¥7	-	-
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
I. Manual Handling	-		
5. Walls, windows, doors and furniture is in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
3. Warning and Safety signage in good condition.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
1. Washing facilities are clean and functional.	Yes		
H. General Facilities			
11. Are personal drugs stored securely and appropriately labelled?	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?			
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
trained personnel?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
up to date?	- 00		
8. Is there an effective process for ensuring that first aid boxes are checked and kept	Yes		
6. Are first aiders available? 7. Is/are first aid box (es) accessible?	Yes		
5. Are first aider contact details displayed?	Yes	_	
4. Is there a first aid risk assessment in place?	Yes	+	
3. Names and contacts of first aiders displayed and up to date.	Yes	+	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	-	
employees' are aware of them.	Yes	+	
1. There are appropriate first aid and emergency facilities in the near vicinity and	res		
G. First Aid Facilities	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
12. Procedures are in place for isolated employees.			
11. Escape routes and emergency doors are clear.	Yes	-	
10. Portable fire extinguishers have been provided and maintained.	Yes	-	
9. Are spill kits available?	V-c	No	
8. Is there a record of an evacuation drill within the last 6 months?		No	
the exit door open easily from the inside? And is it clear of obstructions?		N7 -	
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	
5. Are there adequate direction notice for fire exits?	Yes	-	
annually?	37	-	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
3. Are staff aware of evacuation procedures?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
1. Is the evacuation plan displayed?	Yes		
F. Fire safety/ Emergency Procedures			
8. Faulty equipment is tagged out.	Yes		
7. Power boards are used. (not double adapters).	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
or transparent type plugs.			
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
4. Portable RCD device is available and has been tested.	Yes		
(It should be clearly marked on socket).			
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
following applicable SOPs. (Safe Operating Procedures). 2. All portable equipment has current test tags.	Yes		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	163		
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		

measures implemented and reviewed.	V	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage	Vac	
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.	res	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
 Personnel in inspection area are inducted and trained in slips and trips 	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		· ·
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.		No
3. Signage of PPE requirements displayed on equipment.		No
4. Required PPE available		No
5. Appropriate signs displayed to standard requirements visible, correctly located and		No
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.	-	
N. Machinery and Equipment	Yes	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	165	
instructions 5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	163	
O. Guarding	Yes	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.		
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.	Vac	+ +
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		

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

Lab Name: Analog Electronics Lab

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

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

5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
3. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
3. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities		- M2	
 There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them. 	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		

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

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

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

Lab Name: Electrical Measurement & Instrumentation Lab

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

8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			,
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			,
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
			11,11
used. 12. A risk assessment has been completed for all chemicals and harmful substances			N/A
			11,11
stored and used at the workplace. 13. Actions have been take to control risks. For example, an investigation has been DOE			N/A
to find out whether an alternative safer chemical is available.			1.,
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			11711
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,			14/21
no ignition sources)			
D. Hazardous Waste		T	N/A
1. Is Hazardous chemical waste generated in this area?		1	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?		1	IV/A
E. Electrical Safety	Von	T	
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).	Voc		
2. All portable equipment has current test tags.	Yes	-	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	res		
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	res		
or transparent type plugs.	Yes	-	
6. Power points are suitable for the location and are positioned safely.	Yes	+	-
7. Power boards are used. (not double adapters).	Yes	+	-
8. Faulty equipment is tagged out.	168		
F. Fire safety/ Emergency Procedures	Yes	T	T
1. Is the evacuation plan displayed?	Yes	-	
2. Written evacuation procedures and exits displayed	+	-	
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	17	+	-
5. Are there adequate direction notice for fire exits?	Yes	+	-
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	-
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	-	NT.	-
8. Is there a record of an evacuation drill within the last 6 months?	-	No	-
9. Are spill kits available?		No	-
10. Portable fire extinguishers have been provided and maintained.	Yes	-	-
11. Escape routes and emergency doors are clear.	Yes	-	-
12. Procedures are in place for isolated employees.	Yes	-	-
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities		1	
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.		1	
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		
	Yes		
4. Is there a first aid risk assessment in place?			

5. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes		
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication? 11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are 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		
J. Storage	77		
1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	37	-	
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes	-	
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	Vac	1	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		-
2. Warning signs are available and erected near spills	Yes		-
3. There are special provisions for slip resistance in wet areas.	Yes		-
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	-	-
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	Yes		
1. Instruction and information of PPE are available.	165	No	
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and		No	
in good condition, (Inside and outside).			
M. Noise	Voc	_	1
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes		
noise, including the provision of personal hearing protection. 3. Employees have received information and training in relation to noise at the	Yes		

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

Lab Name: Analog Communication Lab

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

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

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

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

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

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

Lab Name: Digital Electronics Lab

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

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

annually?		-	
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs	Yes		
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items			N/A
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.			
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
Personnel in inspection area are inducted and trained in slips and trips	Yes		
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.	1.05		

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

Lab Name: Digital Communication Lab

Internal Safety Inspection Checklist

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

$11.\mathrm{There}$ is an up to date, easy to find and read list/register summary of all chemicals used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.		No	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
	Yes		
3. Are staff aware of evacuation procedures?	110	1	

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

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

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

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

Lab Name: RAC Lab

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

19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste		_	
1. Is Hazardous chemical waste generated in this area?		_	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
3. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
		No	
9. Are spill kits available? 10. Portable fire extinguishers have been provided and maintained.	Yes	110	1
10. Portable fire extinguishers have been provided and maintained.	Yes	1	
11. Escape routes and emergency doors are clear.	Yes	1	1
12. Procedures are in place for isolated employees.	Yes		1
13. Emergency and hazard signage is clearly visible.	103		
G. First Aid Facilities	Yes	1	
1. There are appropriate first aid and emergency facilities in the near vicinity and	165		
employees' are aware of them.	-	No	-
2. Kits are clearly signed, stocked and contents are in-date.	-		-
3. Names and contacts of first aiders displayed and up to date.	-	No	-
4. Is there a first aid risk assessment in place?		No	-
5. Are first aider contact details displayed?		No	-
6. Are first aiders available?	-	No	-
7. Is/are first aid box (es) accessible?		No	-
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?	-		-
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			-
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?	-	-	_
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities		_	_
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
5. Walls, windows, doors and furniture is in good condition.	1 62	_	

11 11 0 1 10 1 D 1 (00D)	17	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage	1	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips	1.00	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
	Yes	_
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise	-11-	
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the	Yes	
workplace. N. Machinery and Equipment	1	
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).		
	Yes	
control labels, etc.). 6. Are records of training held for appropriately trained people?	Yes Yes	
control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working.		
control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition.	Yes	
control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition. O. Guarding 1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
control labels, etc.). 6. Are records of training held for appropriately trained people? 7. Emergency stops tested and are working. 8. Welding screens available, maintained and in good condition. O. Guarding	Yes Yes	

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

Lab Name: Strength of Material lab

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		
properly	Yes	1	+
2. Appropriate clothing worn by everyone in lab.	163	1	_
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses,	Yes		
etc.)	Yes	+	_
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes	1	-
5. No food or drinks found in labs.	Yes	+	+
6. Hazard sign posted on corridor door.		+	+
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety	111		
1. Area is clean, tidy and well kept.	Yes	-	-
2. Adequate storage area provided.	Yes	-	-
3. Floor is free of obstructions and slip resistant.	Yes	-	
4. There is adequate ventilation.	Yes		_
5. Temperature is comfortable.	Yes	1	
6. Lighting is adequate.	Yes		_
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Evewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A

used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
1.Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs. 6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
	Yes		
8. Faulty equipment is tagged out.	100		
F. Fire safety/ Emergency Procedures	Yes		Ī
1. Is the evacuation plan displayed?	Yes	_	
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes	1	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	163		
annually?	Yes		1
5. Are there adequate direction notice for fire exits?	Yes	1	
6. Have you navigated your way to a final exit via appropriate signage?	Yes		-
7. At the final exit is there a call point, action notice, firefighting appliances, and does	163		
the exit door open easily from the inside? And is it clear of obstructions?	_	No	
8. Is there a record of an evacuation drill within the last 6 months?	-	No	-
9. Are spill kits available?	Voc	NU	-
10. Portable fire extinguishers have been provided and maintained.	Yes	1	
11. Escape routes and emergency doors are clear.	Yes		-
12. Procedures are in place for isolated employees.	_	-	
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	37	1	
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.	-	1,7	
2. Kits are clearly signed, stocked and contents are in-date.	-	No	_
3. Names and contacts of first aiders displayed and up to date.		No	-
4. Is there a first aid risk assessment in place?	-	No	-
5. Are first aider contact details displayed?	-	No	-
6. Are first aiders available?	-	No	-
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
y. If there is a defibilitator, is there evidence of the voltage			r III

10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	0	110	1
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes	1	
5. Walls, windows, doors and furniture is in good condition.	Yes	1	
I. Manual Handling	100		1
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
Personnel in inspection area are inducted and trained in manual handling.	Yes		1
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		1.7.
measures implemented and reviewed.	100		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
	100		
J. Storage1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	103		
	Yes		
3. Racking securely fixed to the floor or wall.	Yes	1	
Safe lifting sign displayed. Are storage areas labelled appropriately and organized.	Yes		
	103		
K. Slips and Trips	Yes		1
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	_	_
2. Warning signs are available and erected near spills	Yes	+	
3. There are special provisions for slip resistance in wet areas.	Yes	+	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	162		
implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect	Yes	+	
	163		
the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	103		J
L. Personal Protective Equipment	Yes	T	
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.	Yes	_	
3. Signage of PPE requirements displayed on equipment.	Yes		
4. Required PPE available	Yes		-
5. Appropriate signs displayed to standard requirements visible, correctly located and	165		
in good condition, (Inside and outside).			
M. Noise	Yes		
1. A risk assessment on noise has been conducted where it is likely that students and	168		
staffs Re-exposed to noise levels.	Yes	-	1
2. Control measures have been put in place to reduce the risk of injury as a result of	res		
noise, including the provision of personal hearing protection.	Voc		+
3. Employees have received information and training in relation to noise at the	Yes		
workplace.			
N. Machinery and Equipment	Vac		
1. Records are kept of maintenance, alterations and inspections.	Yes	_	
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	1 00		

control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.	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	res	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	3/	
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		27./4
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?		N/A
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

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

4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).			′
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			''
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.			'
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			
13. Actions have been take to control risks. For example, an investigation has been			N/A
DOE to find out whether an alternative safer chemical is available.			
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			,
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			'',
D. Hazardous Waste	-		
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		-
E. Electrical Safety	1.00	-	
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
JI I I O DE IN DIGUERANTO	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		
10. Portable fire extinguishers have been provided and maintained. 11. Escape routes and emergency doors are clear.	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes Yes Yes		

employees' are aware of them.		No	
2. Kits are clearly signed, stocked and contents are in-date.		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?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		$\overline{}$
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control	Yes		1.7
measures implemented and reviewed.	100		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	Tes		_
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.	100		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
المراجع والمراجع والم	Yes	-	-
the risk has controls implemented.			
7. Walkways are free of hazards, such as electrical leads.	105		_
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment	·	T	4
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available.	Yes		
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order.	Yes Yes		
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment.	Yes Yes Yes		
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment. 4. Required PPE available	Yes Yes Yes Yes		
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment.	Yes Yes Yes		
7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 1. Instruction and information of PPE are available. 2. PPE store available well maintained and in good order. 3. Signage of PPE requirements displayed on equipment. 4. Required PPE available 5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes Yes Yes Yes		

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

Lab Name: IC engine and Thermal Engineering Lab

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

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

7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions? 8. Is there a record of an evacuation drill within the last 6 months?		No	-
		No	
9. Are spill kits available?	Yes	INO	-
10. Portable fire extinguishers have been provided and maintained.	Yes		-
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes	-	
13. Emergency and hazard signage is clearly visible.	res		
G. First Aid Facilities	W		
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		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			_
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.	103		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	100		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes	-	
4. Safe lifting sign displayed.	Yes	-	
5. Are storage areas labelled appropriately and organized. K. Slips and Trips	res		
Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	37	+	
	Yes	11	1

L. Personal Protective Equipment	Yes	
1. Instruction and information of PPE are available.		
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.		
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise	1	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.	.	
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	/
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.		
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
machinery when the light beams or sensors are interrupted.		
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.		
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety	1 1	
1. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
tasks?	1	","
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
		11,711
Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?	+ +	N/A
6. Are welding screens used when performing welding tasks?	+	N/A
7. Are ventilation systems working adequately?		IN/A

Lab Name: Machine Tool Lab

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

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

6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?			-
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	Т		_
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		_
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling	Т		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.	1/		_
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		-
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.	-		N1 // A
4. Step ladders or safe steps available to access light items stored on high shelves.	17		N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.	Von		-
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	T V	1	1
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	17 -	-	
3. Racking securely fixed to the floor or wall.	Yes	-	
4. Safe lifting sign displayed.	Yes		

5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures	Yes	
implemented and reviewed.	105	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented.	103	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	103	
I. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	_
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise	T	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).		
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
3. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	1	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
and set up of machinery and able to demonstrate safety features.		
2. Where fixed guards are provided, they prevent operation of the machinery when	Yes	
open, the guards are prevented from opening while the machinery is in operation.	100	
3. Where a presence sensing system is used, it operates as intended and stops the	Yes	
nachinery when the light beams or sensors are interrupted.	103	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working	Yes	
order.	165	
5. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	V	_
3. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
L. Are staff appropriately trained and inducted in the dangers of performing welding		N/A
asks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?	1 1	N/A

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

Lab Name: CAD & CAM

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

10	Yes	
522 Personnel in inspection area are inducted and trained in Electrical Safety and are	163	
following applicable SOPs. (Safe Operating Procedures).		
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
3. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
I. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
3. Is there a record of an evacuation drill within the last 6 months?		No
9. Are spill kits available?		No
10. Portable fire extinguishers have been provided and maintained.	Yes	
1. Escape routes and emergency doors are clear.	Yes	
2. Procedures are in place for isolated employees.	Yes	
3. Emergency and hazard signage is clearly visible.	Yes	
G. First Aid Facilities		
There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.		No
B. Names and contacts of first aiders displayed and up to date.		No
l. Is there a first aid risk assessment in place?		No
5. Are first aider contact details displayed?		No
6. Are first aiders available?		No
'. Is/are first aid box (es) accessible?		No
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No
O. If there is a defibrillator, is there evidence of its correct maintenance? And use by rained personnel?		No
.0. 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
1. Are personal drugs stored securely and appropriately labelled?		No
I. General Facilities		
. Washing facilities are clean and functional.	Yes	
. Are stairs, passageways and store rooms well lit?	Yes	
. Warning and Safety signage in good condition.	Yes	
. Isolation valves are readily accessible and clearly labelled.	Yes	
. Walls, windows, doors and furniture is in good condition.	Yes	
Manual Handling		
. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes	
. Manual Handling	Yes	

4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes	
Employees have received information and training in relation to noise at the workplace.	Yes	
N. Machinery and Equipment		10
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes	
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes	
6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
3. Welding screens available, maintained and in good condition.	Yes	
O. Guarding		
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
HOEL.		

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

Lab Name: Hydraulic Machine Lab

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

15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			11771
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			11711
D. Hazardous Waste			
Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes	_	11/11
E. Electrical Safety	163		
10	Yes	1	
522 Personnel in inspection area are inducted and trained in Electrical Safety and are	163		
following applicable SOPs. (Safe Operating Procedures).			
	Voc	+	-
2. All portable equipment has current test tags.	Yes	-	-
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).	-		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	100		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes	+	_
the exit door open easily from the inside? And is it clear of obstructions?	163		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?			
	Van	No	
10. Portable fire extinguishers have been provided and maintained.	Yes	-	
11. Escape routes and emergency doors are clear.	Yes	-	
12. Procedures are in place for isolated employees.	Yes	-	
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		No	
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	
B. Is there an effective process for ensuring that first aid boxes are checked and kept		No	
up to date?		110	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
rained personnel?		140	
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?		No	
		NI -	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	Yes		
1. Washing facilities are clean and functional.			

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

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

Lab Name: Workshop

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

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

7. ls/are first aid box (es) accessible?	Yes
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes
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10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes
11. Are personal drugs stored securely and appropriately labelled?	Yes
H. General Facilities	
1. Washing facilities are clean and functional.	Yes
2. Are stairs, passageways and store rooms well lit?	Yes
3. Warning and Safety signage in good condition.	Yes
4. Isolation valves are readily accessible and clearly labelled.	Yes
5. Walls, windows, doors and furniture is in good condition.	Yes
I. Manual Handling	
Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes
2. Personnel in inspection area are inducted and trained in manual handling.	Yes
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes
or loads.	165
4. Step ladders or safe steps available to access light items stored on high shelves.	
5. All manual task-related incidents have been adequately investigated and control	Yes
measures implemented and reviewed.	100
6. Students and staffs have been asked for safer ways to do the job.	Yes
J. Storage	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes
3. Racking securely fixed to the floor or wall.	Yes
4. Safe lifting sign displayed.	Yes
5. Are storage areas labelled appropriately and organized.	Yes
K. Slips and Trips	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes
2. Warning signs are available and erected near spills	Yes
3. There are special provisions for slip resistance in wet areas.	Yes
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes
6. Significant hazards have been identified and assessed all the factors that will affect	Yes
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	Yes
L. Personal Protective Equipment	100
1. Instruction and information of PPE are available.	Vac
	Yes
2. PPE store available well maintained and in good order.	Yes
3. Signage of PPE requirements displayed on equipment.	Yes
4. Required PPE available	Yes
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes
M. Noise	T. 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
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N. Machinery and Equipment	

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



Fluid Mechanics





Machine Tools Lab





Simulation Lab

