# JK Lakshmipat University, Jaipur

### Note

Date: 22.07.2020

Subject: Submission of Lab Safety Audit Report of Academic Session 2019-20

Respected Sir,

As per the Office Order No. JKLU/LAB/07-2020, Dated July 07, 2020, please find the attached Lab Audit and Lab Safety Audit Report of Academic Session 2019-20.

Thanking You.

With Regards

(Saurabh Virmani)

Senior Manager-Administration

## JK Lakshmipat University Jaipur INTERNAL SAFETY INSPECTION FOR LABORATORIES Internal Safety Inspection Checklist 2019-20

Date: July 22, 2020

The Internal Lab Audit was conducted from  $13^{th}$  July to  $17^{th}$  July, 2020 at JK Lakshmipat University by Administration Department.

Lab Name: Physics Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)			N/A
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety		1	
1. Eyewash not blocked; can be accessed easily.			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.		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	-110		
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	1 1	_

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

N/A
N/A

#### Lab Name: Chemistry Lab

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

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

#### Lab Name: Heat & Mass Transfer 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	-	$\vdash$
6. Hazard sign posted on corridor door.	Yes	+	+
		+	+
7. Emergency phone numbers & plan posted next to phone.	Yes		1
B. Building Safety	l	_	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			
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).			1.,,
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.			

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to find out whether an alternative safer chemical is available.		-	
14. Decanted containers are labeled with name, risk and safety instructions.		_	N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.	-		
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		T .
(It should be clearly marked on socket).	1 00		
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.	103		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes	-	
F. Fire safety/ Emergency Procedures	res	-	
	37	T	
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes	-	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?		-	
5. Are there adequate direction notice for fire exits?	Yes	_	
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.		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?	1	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		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	100	
Where applicable manual handling Standard Operating Procedures (SOP) are	Yes	
available.	163	
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.	168	
4. Step ladders or safe steps available to access light items stored on high shelves.		31./4
	7/	N/A
5. All manual task-related incidents have been adequately investigated and control	Yes	
measures implemented and reviewed.	ļ.,	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
l, Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	_
5. All slip and trip incidents have been adequately investigated and control measures		_
mplemented and reviewed.	Yes	
	V	_
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	
Personal Protective Equipment	1	
I. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
B. Signage of PPE requirements displayed on equipment.	Yes	
1. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
n good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
taffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.	1 20	
B. Employees have received information and training in relation to noise at the	Yes	
vorkplace.	103	
N. Machinery and Equipment		
Records are kept of maintenance, alterations and inspections.	Voc	
	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	_
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
nstructions		
Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
antrol labala atal		
	Yes	
	163	
control labels, etc.).  5. Are records of training held for appropriately trained people?  7. Emergency stops tested and are working.	Yes	
. Are records of training held for appropriately trained people?		

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

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

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

2.411		_	_
2. All portable equipment has current test tags.			
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	

$8.\mathrm{Is}$ 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. 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	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		
	1		
3. There are special provisions for slip resistance in wet areas.	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	
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?	Yes	
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

#### Lab Name: Geotechnical Engineering

Internal Safety Inspection Checklist			
	Yes	No	N/A
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			ļ.,———
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		

5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
3. There are no crack and seepage in labs		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
5. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
3. Spill control equipment (neutralizers, absorbent pads) are present.		No	
P. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
0. MSDS (not older than 5 years) are available for workers reference and included in he hazardous substances register.			N/A
1. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
.2. A risk assessment has been completed for all chemicals and harmful substances tored and used at the workplace.			N/A
3. Actions have been take to control risks. For example, an investigation has been DOE of find out whether an alternative safer chemical is available.		No	
4. Decanted containers are labeled with name, risk and safety instructions.			N/A
5. Original containers have the manufacturer's label.	Yes		
6. Chemicals stored according to compatibility and bundled i.e. inflammable or orrosive cabinets.			N/A
7. Are minimal amounts of corrosives stored, and/or used?		No	
8. Only flammables stored in flammable liquid cabinet?	Yes		
9. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, o ignition sources)		No	
. Hazardous Waste	Į.	1,	
	Ι	No	
. Is Hazardous chemical waste generated in this area?			

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	
5. Are first aiders available?		No	

7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	1	-	
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes	2	
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	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		1
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.	res		
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	T
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		
B. Welding screens available, maintained and in good condition.			N/A
O. Guarding		1	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		

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

#### Lab Name: Fluid Mechanics

Internal Safety Inspection Checklist			
	Yes	No	N/A
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.)	1	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.	1	No	
B. Building Safety			ļ
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		

2. Flooring from of abgrouphing and alicensis		_	_
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		1
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			1
1. Eyewash not blocked; can be accessed easily.	Yes		T
2. Fume hood free of clutter and stored chemicals.	Yes		
3. Appropriate labels are found on all hazardous chemical containers.			N/
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/
6. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
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/
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/
13. Actions have been 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/.
15. Original containers have the manufacturer's label.	Yes		
6. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/.
17. Are minimal amounts of corrosives stored, and/or used?		No	
8. 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, to ignition sources)		No	
	1	-	
). Hazardous Waste			

2. Is regulated medical waste or "sharps" waste generated in this area?		No	
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		-
following applicable SOPs. (Safe Operating Procedures).	105		
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	
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	
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	- P		
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 implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.			N/A
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).			N/A
M. Noise		-	1
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes		
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.	Yes		
3. Employees have received information and training in relation to noise at the workplace.	Yes		
N. Machinery and Equipment			1
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.			N/A
O. Guarding		1	
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

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.		No	
B. Building Safety		1	I.
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	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.	1	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		I .	

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.			N/
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/
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.			
F. Fire safety/ Emergency Procedures	1	-	
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 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?		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			
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?		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	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.			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		

1. Personnel in inspection area are inducted and trained in slips and trips	
Warning signs are available and erected near spills	
3. There are special provisions for slip resistance in wet areas.	I
4. Guard rails and slip resistance are provided on ramps and stairs.	I
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	1
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	P
7. Walkways are free of hazards, such as electrical leads.	N
L. Personal Protective Equipment	
1. 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
4. Required PPE available	N
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	N
M. Noise	
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

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

## Lab Name: Surveying

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

5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.		No	
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.	Yes		
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.		No	
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals used.	Yes		
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/A
13. Actions have been 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			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	
no ignition sources)			
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.			
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.		No	
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		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
r			
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?			
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?  5. Are there adequate direction notice for fire exits?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage? 7. At the final exit is there a call point, action notice, firefighting appliances, and does the	Yes	No	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage? 7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	No	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage? 7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions? 8. Is there a record of an evacuation drill within the last 6 months?	Yes Yes Yes	No	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually? 5. Are there adequate direction notice for fire exits? 6. Have you navigated your way to a final exit via appropriate signage? 7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions? 8. Is there a record of an evacuation drill within the last 6 months? 9. Are spill kits available?	Yes Yes Yes	No	

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. 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		
5. Students and staffs have been asked for safer ways to do the job.	Yes		
. Storage		1	
I. 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. 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 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	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.			
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.		No	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?	Yes		
10. Portable fire extinguishers have been provided and maintained.	Yes		

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

J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes	-	
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			1
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: Engineering Geology

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			Т
	X7		
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/
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

		4	
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/.
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	
3. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		No	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?		No	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities			1
l. 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		
1. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
. Manual Handling			
L. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
B. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes		
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A

5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.	1		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips		1.	
I. Personnel in inspection area are inducted and trained in slips and trips	Yes		T
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
1. Guard rails and slip resistance are provided on ramps and stairs.	Yes		1
5. All slip and trip incidents have been adequately investigated and control measures 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		
Personal Protective Equipment			
. 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	
. Required PPE available		No	
6. Appropriate signs displayed to standard requirements visible, correctly located and n good condition, (Inside and outside).			N/A
1. Noise			
. A risk assessment on noise has been conducted where it is likely that students and taffs Re-exposed to noise levels.	Yes	1.	
Control measures have been put in place to reduce the risk of injury as a result of oise, including the provision of personal hearing protection.	Yes		
. Employees have received information and training in relation to noise at the workplace.	Yes		

1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	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	
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: 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		1
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			1
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
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).		N/A
2. All portable equipment has current test tags.	Yes	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes	
4. Portable RCD device is available and has been tested.	Yes	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes	
6. Power points are suitable for the location and are positioned safely.	Yes	
7. Power boards are used. (not double adapters).	Yes	
8. Faulty equipment is tagged out.	Yes	
F. Fire safety/ Emergency Procedures		
1. Is the evacuation plan displayed?	Yes	
2. Written evacuation procedures and exits displayed	Yes	
3. Are staff aware of evacuation procedures?	Yes	
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes	
5. Are there adequate direction notice for fire exits?	Yes	

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

3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	11
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 n good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.		N/A
2. Control measures have been put in place to reduce the risk of injury as a result of noise, including the provision of personal hearing protection.		N/A

3. Employees have received information and training in relation to noise at the workplace.	N/A
N. Machinery and Equipment	J
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: 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		
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 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.		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	

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

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

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

Lab Name: Networking and 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			I
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	
5. Have you navigated your way to a final exit via appropriate signage?	Yes	
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes	
3. Is there a record of an evacuation drill within the last 6 months?		No
P. Are spill kits available?		No
0. 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.	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	
. Are first aiders available?	Yes	
. 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	
I. General Facilities	1	
. 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		
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	Yes	
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage	-1	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
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

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

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

## Lab Name: 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 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		
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	
	_	No	1

1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items 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		-	J.
1. Records are kept of maintenance, alterations and inspections.	Yes		
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes		
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's instructions	Yes		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes		
8. Welding screens available, maintained and in good condition.			N/A
O. Guarding		1	
1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes		
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes		
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes		
4. Guards protect against hazards to the rear and sides of machinery.	Yes		
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes		
6. Warning signs and decals clearly visible.	Yes		
7. Where it is not practical to provide guarding and people are required to operate or pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes		
8. Manufacturer's manuals are available for operators.	Yes		

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

	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			100
1. Eyewash not blocked; can be accessed easily.	Yes		
2. Fume hood free of clutter and stored chemicals.			N/
3. Appropriate labels are found on all hazardous chemical containers.			N/
4. No flammable chemicals stored in regular refrigerator.			N/
5. All compressed gas cylinders secured in upright position.			N/.
6. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			N/.
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N/
12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.			N/
13. Actions have been taking to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/
14. Decanted containers are labeled with name, risk and safety instructions.			N/

15. Original containers have the manufacturer's label.			N/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		-	
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			1
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	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	1	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		1
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		
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?	100		
8. Is there a record of an evacuation drill within the last 6 months?		No	1
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	100		1
There are appropriate first aid and emergency facilities in the near vicinity and	Yes	T	
employees' are aware of them.	105		
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	1	
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?	163		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes	+	
trained personnel?	103		
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 63		
11. Are personal drugs stored securely and appropriately labelled?	Yes	1	
H. General Facilities	162		L
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		1

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	1.00		N/A
or loads.			11/1
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		11/2
	V		-
6. Students and staffs have been asked for safer ways to do the job.	Yes		-
J. Storage	1 37	-	1
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	-	-
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes		
racks.	1	4	
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes	_	
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.	100		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	1 105		1
1. Instruction and information of PPE are available.	Yes	T	
2. PPE store available well maintained and in good order.	103	No	
3. Signage of PPE requirements displayed on equipment.	+	No	
4. Required PPE available	+	No	-
- id-	+		
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	
M. Noise	Tv.		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		
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	1.55		
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		
		1	
O. Guarding	77		
O. Guarding 1. Operators and maintenance personnel properly trained, familiar with the operation	Yes		
O. Guarding	Yes		

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

## Lab Name: Renewable Energy System Lab

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

13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.		1	N/A
	-	-	
<ul><li>15. Original containers have the manufacturer's label.</li><li>16. Chemicals stored according to compatibility and bundled i.e. inflammable or</li></ul>	-	+	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?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			11,71
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures		-	
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
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			
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?			
(-6, -10, -10, -10, -10, -10, -10, -10, -10			
11. Are personal drugs stored securely and appropriately labelled?	Yes		

1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	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	Yes		
available.	1.00		II
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		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.			
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		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		N	
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		
or a training and a contractor international action in production and in the contractor in the contrac		-6	_

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1. Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	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	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes	
tasks?		
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

## Lab Name: Network Analysis and Synthesis Lab

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

used.			
12. A risk assessment has been completed for all chemicals and harmful substances			N.
stored and used at the workplace.		-	1
13. Actions have been take to control risks. For example, an investigation has been DOE			N
to find out whether an alternative safer chemical is available.		-	١.,
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	1	_	١.,
1. Is Hazardous chemical waste generated in this area?		-	N
2. Is regulated medical waste or "sharps" waste generated in this area?			N
E. Electrical Safety	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		ļ
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	Yes		
should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		+
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			-
6. Power points are suitable for the location and are positioned safely.	Yes	-	-
7. Power boards are used. (not double adapters).	Yes	-	-
8. Faulty equipment is tagged out.	Yes	1	
F. Fire safety/ Emergency Procedures	1	1	ř
1. Is the evacuation plan displayed?	Yes	-	-
2. Written evacuation procedures and exits displayed	Yes		-
3. Are staff aware of evacuation procedures?	Yes		-
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes		
7. Is/are first aid box (es) accessible?	Yes		
8. Is there an effective process for ensuring that first aid boxes are checked and kept up	Yes		
	103		
EN (ISTE)		+	1
to date?  9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	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	103		
1. Washing facilities are clean and functional.	Yes	1	
2. Are stairs, passageways and store rooms well lit?	Yes	+	
	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	
I. Manual Handling	177	_	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/
4. Step ladders or safe steps available to access light items stored on high shelves.			N/
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
	Yes	_	1
6. Students and staffs have been asked for safer ways to do the job.	162		
J. Storage	Vac	_	
<ol> <li>Materials stored in racks and bins wherever possible are not above shoulder height.</li> <li>Storage designed to minimize lifting problems i.e., heavy objects not stored on upper</li> </ol>	Yes Yes		
racks.	V-	-	
3. Racking securely fixed to the floor or wall.	Yes	-	
4. Safe lifting sign displayed.	Yes	+	-
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	1	-	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented.			
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	100		
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.	105	No	
		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 in good condition, (Inside and outside).		No	
M. Noise	V.	1	Ī
1. A risk assessment on noise has been conducted where it is likely that students and	Yes		
staffs Re-exposed to noise levels.	17	-	
<ol><li>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.</li></ol>	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		
1. Records are kept of maintenance, afteracions and inspections.	Yes		
	Yes		
2. Are safe work method statements/warming signs clearly visible?	1 62		
Are safe work method statements/warming signs clearly visible?     Manufacturer's manuals and operator instructions are readily available.			1
2. Are safe work method statements/warming signs clearly visible? 3. Manufacturer's manuals and operator instructions are readily available. 4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes		
Are safe work method statements/warming signs clearly visible?     Manufacturer's manuals and operator instructions are readily available.			

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 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: 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 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

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.  11. There is an up to date, easy to find and read list/register summary of all chemicals used.  12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.  13. Actions have been take to control risks. For example, an investigation has been DC to find out whether an alternative safer chemical is available.			N/A
the hazardous substances register.  11. There is an up to date, easy to find and read list/register summary of all chemicals used.  12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.  13. Actions have been take to control risks. For example, an investigation has been DO			NA
<ul> <li>11. There is an up to date, easy to find and read list/register summary of all chemicals used.</li> <li>12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.</li> <li>13. Actions have been take to control risks. For example, an investigation has been DO</li> </ul>	5		
<ul><li>12. A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace.</li><li>13. Actions have been take to control risks. For example, an investigation has been DO</li></ul>			N/A
stored and used at the workplace.  13. Actions have been take to control risks. For example, an investigation has been DO		-	27.14
13. Actions have been take to control risks. For example, an investigation has been DC			N/A
to find out whether an afternative safer themical is available.	)E		N/A
44 B		+	NI / 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 smokin	g,		N/A
no ignition sources)			'
D. Hazardous Waste			
I. Is Hazardous chemical waste generated in this area?		T	N/A
Is regulated medical waste or "sharps" waste generated in this area?		-	N/A
E. Electrical Safety			14/21
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes	T	-
following applicable SOPs. (Safe Operating Procedures).	168		
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	_		
should be clearly marked on socket).	163		
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 molde	u res		
or transparent type plugs.  6. Power points are suitable for the location and are positioned safely.	Yes	+	
	Yes	+	
7. Power boards are used. (not double adapters).	Yes	+	-
8. Faulty equipment is tagged out.	168		-
F. Fire safety/ Emergency Procedures	V		T
1. Is the evacuation plan displayed?	Yes		-
2. Written evacuation procedures and exits displayed	Yes	-	-
3. Are staff aware of evacuation procedures?	Yes	-	-
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected 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	1
9. Are spill kits available?		No	1
	Yes	110	
10. Portable fire extinguishers have been provided and maintained.	Yes	-	1
11. Escape routes and emergency doors are clear.		-	-
12. Procedures are in place for isolated employees.	Yes	+	-
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1	-	
<ol> <li>There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.</li> </ol>	Yes		
2. Kits are clearly signed, stocked and contents are in-date.	Yes	1	
3. Names and contacts of first aiders displayed and up to date.	Yes		1
	Yes	_	<b>†</b>
4. Is there a first aid risk assessment in place?		-	-
5. Are first aider contact details displayed?	Yes	-	
6. Are first aiders available?	Yes Yes		
7. Is/are first aid box (es) accessible?			1

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	res	-	N/A
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.  5. All manual task-related incidents have been adequately investigated and control	Yes		N/A
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage	X7	_	
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		T	ř
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	-	-
2. Warning signs are available and erected near spills 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	-	-
mplemented and reviewed.			
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and n 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			
TO ALMOST AND MAIN MAINTAINE	Yes		
1. Records are kept of maintenance, alterations and inspections.			
L. Records are kept of maintenance, alterations and inspections.  2. Are safe work method statements/warming signs clearly visible?	Yes		
1. Records are kept of maintenance, alterations and inspections. 2. Are safe work method statements/warming signs clearly visible? 3. Manufacturer's manuals and operator instructions are readily available.	Yes Yes		

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

#### Lab Name: Linear Control System Lab

	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

		<u> </u>	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.	ļ	_	
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.	ļ		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.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?			
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
	Yes		
1. There are appropriate first aid and emergency facilities in the hear vicinity and		111	1
<ol> <li>There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.</li> </ol>			

		7	_
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 63		1
1. Washing facilities are clean and functional.	Yes	1	
Are stairs, passageways and store rooms well lit?	Yes	-	
3. Warning and Safety signage in good condition.	Yes	-	
4. Isolation valves are readily accessible and clearly labelled.	Yes	+	
	Yes	-	
5. Walls, windows, doors and furniture is in good condition.  I. Manual Handling	res		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.		_	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.			N/A
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage			
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes		
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips	100	1	
Personnel in inspection area are inducted and trained in slips and trips	Yes		
Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes		
the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment			
1. Instruction and information of PPE are available.	Yes		
2. PPE store available well maintained and in good order.		No	
3. Signage of PPE requirements displayed on equipment.		No	
4. Required PPE available		No	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).		No	
M. Noise		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	Yes		
noise, including the provision of personal hearing protection.	V		
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	
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?		N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?		N/A
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

## Lab Name: Analog Electronics Lab

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

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

18. Only flammables stored in flammable liquid cabinet?			N/A
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		

G. First Aid Facilities		
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes	
2. Kits are clearly signed, stocked and contents are in-date.	Yes	
3. Names and contacts of first aiders displayed and up to date.	Yes	
4. Is there a first aid risk assessment in place?	Yes	
5. Are first aider contact details displayed?	Yes	
6. Are first aiders available?	Yes	
7. Is/are first aid box (es) accessible?	Yes	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	Yes	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes	
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes	
11. Are personal drugs stored securely and appropriately labelled?	Yes	
H. General Facilities		
1. Washing facilities are clean and functional.	Yes	
2. Are stairs, passageways and store rooms well lit?	Yes	
3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling	1	
1. Where applicable manual handling Standard Operating Procedures (SOP) are available.	Yes	
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.		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	Yes	

	_	ř – T	
racks.			
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures 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,	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		
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
		N/A 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		
B. There are no crack and seepage in labs	Yes		
C. Chemical Safety	1		
1. Eyewash not blocked; can be accessed easily.		1	N/A
2. Fume hood free of clutter and stored chemicals.		1	N/A
3. Appropriate labels are found on all hazardous chemical containers.		1	N/A
4. No flammable chemicals stored in regular refrigerator.		1	N/A
5. All compressed gas cylinders secured in upright position.		1	N/A
		1	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.		1	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).		-	N/A
10. MSDS (not older than 5 years) are available for workers reference and included in			N/A
the hazardous substances register.			N/A
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/A
used.	-	1	N/A
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.	-	1	N/A
13. Actions have been take to control risks. For example, an investigation has been DOE			N/A
to find out whether an alternative safer chemical is available.	-	1	N/A
14. Decanted containers are labeled with name, risk and safety instructions.		-	N/A
15. Original containers have the manufacturer's label.			
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			N/A
corrosive cabinets.			N/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		1	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?			IN/A
E. Electrical Safety	Yes		_
1. Personnel in inspection area are inducted and trained in Electrical Safety and are	162		
following applicable SOPs. (Safe Operating Procedures).	Yes		-
2. All portable equipment has current test tags.	Yes	1	-
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It	res		
should be clearly marked on socket).	Yes	1	_
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.	Vac	-	+
6. Power points are suitable for the location and are positioned safely.	Yes		+
7. Power boards are used. (not double adapters).	Yes		-
3. Faulty equipment is tagged out.	Yes	1	
F. Fire safety/ Emergency Procedures	V	1	
1. Is the evacuation plan displayed?	Yes	+	-
2. Written evacuation procedures and exits displayed	Yes	+	-
3. Are staff aware of evacuation procedures? 4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes	-	-
	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	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			
There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.			
2. Kits are clearly signed, stocked and contents are in-date.	Yes		
3. Names and contacts of first aiders displayed and up to date.	Yes		
4. Is there a first aid risk assessment in place?	Yes		
5. Are first aider contact details displayed?	Yes		
6. Are first aiders available?	Yes	1	
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?	163		
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	Yes		
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?	res		
11. Are personal drugs stored securely and appropriately labelled?	Yes	1	
H. General Facilities	103		1
	Yes	1	
1. Washing facilities are clean and functional.	Yes	+	
2. Are stairs, passageways and store rooms well lit?		+	
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	V	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
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		
	103		
K. Slips and Trips	Vac	T	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	+	
2. Warning signs are available and erected near spills	Yes	+	
3. There are special provisions for slip resistance in wet areas.	Yes	-	-
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	+	
5. All slip and trip incidents have been adequately investigated and control measures	Yes		
implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect	Yes		

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

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

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

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

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	
1. Materials stored in racks and bins wherever possible are not above shoulder height. 2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized. K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures mplemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. Signage of PPE requirements displayed on equipment.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks. 3. Racking securely fixed to the floor or wall. 4. Safe lifting sign displayed. 5. Are storage areas labelled appropriately and organized.  K. Slips and Trips 1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. PPE store available well maintained and in good order. 6. Signage of PPE requirements displayed on equipment.	Yes	
a. Racking securely fixed to the floor or wall.  4. Safe lifting sign displayed.  5. Are storage areas labelled appropriately and organized.  K. Slips and Trips  1. Personnel in inspection area are inducted and trained in slips and trips  2. Warning signs are available and erected near spills  3. There are special provisions for slip resistance in wet areas.  4. Guard rails and slip resistance are provided on ramps and stairs.  5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.  7. Walkways are free of hazards, such as electrical leads.  L. Personal Protective Equipment  1. Instruction and information of PPE are available.  2. PPE store available well maintained and in good order.  3. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes Yes Yes Yes Yes Yes	
4. Safe lifting sign displayed.  5. Are storage areas labelled appropriately and organized.  K. Slips and Trips  1. Personnel in inspection area are inducted and trained in slips and trips  2. Warning signs are available and erected near spills  3. There are special provisions for slip resistance in wet areas.  4. Guard rails and slip resistance are provided on ramps and stairs.  5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.  7. Walkways are free of hazards, such as electrical leads.  L. Personal Protective Equipment  1. Instruction and information of PPE are available.  2. PPE store available well maintained and in good order.  3. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes Yes Yes Yes Yes	
5. Are storage areas labelled appropriately and organized.  K. Slips and Trips  1. Personnel in inspection area are inducted and trained in slips and trips  2. Warning signs are available and erected near spills  3. There are special provisions for slip resistance in wet areas.  4. Guard rails and slip resistance are provided on ramps and stairs.  5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.  7. Walkways are free of hazards, such as electrical leads.  6. Personal Protective Equipment  1. Instruction and information of PPE are available.  2. PPE store available well maintained and in good order.  8. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes Yes Yes Yes	
1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. PPE store available well maintained and in good order. 6. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes Yes	
1. Personnel in inspection area are inducted and trained in slips and trips 2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. PPE store available well maintained and in good order. 6. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes	
2. Warning signs are available and erected near spills 3. There are special provisions for slip resistance in wet areas. 4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. PPE store available well maintained and in good order. 6. Signage of PPE requirements displayed on equipment.	Yes Yes Yes Yes	
3. There are special provisions for slip resistance in wet areas.  4. Guard rails and slip resistance are provided on ramps and stairs.  5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.  7. Walkways are free of hazards, such as electrical leads.  8. Personal Protective Equipment  1. Instruction and information of PPE are available.  2. PPE store available well maintained and in good order.  8. Signage of PPE requirements displayed on equipment.	Yes Yes Yes	
4. Guard rails and slip resistance are provided on ramps and stairs. 5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed. 6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. 6. Personal Protective Equipment 6. Instruction and information of PPE are available. 6. PPE store available well maintained and in good order. 6. Signage of PPE requirements displayed on equipment.	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. 7. Walkways are free of hazards, such as electrical leads. 8. Personal Protective Equipment 9. Instruction and information of PPE are available. 9. PPE store available well maintained and in good order. 9. Signage of PPE requirements displayed on equipment.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented. 7. Walkways are free of hazards, such as electrical leads. L. Personal Protective Equipment 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.		
the risk has controls implemented.  7. Walkways are free of hazards, such as electrical leads.  L. Personal Protective Equipment  L. 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	
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.		1 1
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	
2. PPE store available well maintained and in good order.  3. Signage of PPE requirements displayed on equipment.		
3. Signage of PPE requirements displayed on equipment.	Yes	
		No
4. Required PPE available		No
11		No
5. Appropriate signs displayed to standard requirements visible, correctly located and n 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	
Employees have received information and training in relation to noise at the workplace.	Yes	

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

# Lab Name: Digital Electronics Lab

Internal Safety Inspection Checklist			
	Yes	No	N/A

A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)		No	
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.		No	
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs	Yes		
C. Chemical Safety	,	_	1
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.	ļ	-	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.	ļ	-	N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling			N/A
and are following applicable SOPs (Safe Operating Procedures).	-	+	N/A
10. MSDS (not older than 5 years) are available for workers reference and included in			I 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.			111/11
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.			,
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			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 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	Yes		
should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		

7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures	1	-10	
1. Is the evacuation plan displayed?	Yes	1	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	_	
	165		
annually?	Yes		
5. Are there adequate direction notice for fire exits?		-	
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.	
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		1
	Yes	-	
5. Are first aider contact details displayed?	Yes		1
6. Are first aiders available?	-	-	-
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?	100		
11. Are personal drugs stored securely and appropriately labelled?	Yes		
H. General Facilities	100		
1. Washing facilities are clean and functional.	Yes		T
	Yes	+	1
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	-	ļ. —
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			N/A
or loads.			ļ '
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.	103		
6. Students and staffs have been asked for safer ways to do the job.	Yes		
	1.03		I
J. Storage	Yes	T	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	_	+	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
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		
			-

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	1	
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	1	
2. Are safe work method statements/warming signs clearly visible?	Yes		
3. Manufacturer's manuals and operator instructions are readily available.	Yes	-	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	-	
instructions	103		
5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs, control labels, etc.).	Yes		
6. Are records of training held for appropriately trained people?	Yes		
7. Emergency stops tested and are working.	Yes	1	
8. Welding screens available, maintained and in good condition.	Yes	1	
O. Guarding	103	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	Yes		
machinery when the light beams or sensors are interrupted.	Yes	+	
<ul><li>4. Guards protect against hazards to the rear and sides of machinery.</li><li>5. Pre-operational checks are conducted to ensure safety features are in working order.</li></ul>	Yes	1	
	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 pass close to dangerous moving parts, a safe system of work in place to reduce risk.			
8. Manufacturer's manuals are available for operators.	Yes		
P. Welding Safety	T	1	_
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?	Yes		
2. Are students appropriately supervised by a competent person when welding?			N/A
3. Are welding operators provided with the appropriate Personal Protective Equipment (PPE)?			N/A
4. Is there adequate ventilation for welding tasks?			N/A
5. Are there appropriate warning signs in welding areas?			N/A
6. Are welding screens used when performing welding tasks?			N/A
7. Are ventilation systems working adequately?			N/A

Lab Name: Digital Communication Lab

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

	43		
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.	1		N/A
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N/A
14. Decanted containers are labeled with name, risk and safety instructions.			N/A
15. Original containers have the manufacturer's label.			N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?			N/A
E. Electrical Safety			
1. Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.		No	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).			N/A
4. Portable RCD device is available and has been tested.			N/A
5. Flexible cord, plugs ad extension leads are in good condition and have either molded or transparent type plugs.	Yes		
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected annually?	Yes		
			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 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		
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.			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. 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		

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

#### Lab Name: RAC Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed	Yes		
properly			
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/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.	ļ		
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)	1		
D. Hazardous Waste	1		37 /
1. Is Hazardous chemical waste generated in this area?	3.7	-	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes	1	
E. Electrical Safety	1 17	1	
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).	Yes		-

(It should be clearly marked on socket). 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	+	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	163		
	Yes	+	_
or transparent type plugs.	1103		
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 63		1
1. Is the evacuation plan displayed?	Yes	1	T
Written evacuation prant displayed?     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	+	+
	1 62		
annually?	Yes	+	-
5. Are there adequate direction notice for fire exits?	Yes	_	
6. Have you navigated your way to a final exit via appropriate signage?	_	+	
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	-	27	-
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.			
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	No		
to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by	No		
trained personnel?			
10. Are staff aware if there are persons on the premises who may have special needs	No		
(e.g. Asthma or allergy sufferers) who may need specific medication?			
11. Are personal drugs stored securely and appropriately labelled?	No		
H. General Facilities			
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
5. Walls, windows, doors and furniture is in good condition.	Yes		
I. Manual Handling			
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes		
available.			
2. Personnel in inspection area are inducted and trained in manual handling.	Yes		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		
or loads.			
4. Step ladders or safe steps available to access light items stored on high shelves.			N/A
5. All manual task-related incidents have been adequately investigated and control	Yes		
measures implemented and reviewed.			
	Vac		
6. Students and staffs have been asked for safer ways to do the job.	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	165	
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		
<ol> <li>A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.</li> </ol>	Yes	
<ol><li>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.</li></ol>	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	
B. Where a presence sensing system is used, it operates as intended and stops the nachinery when the light beams or sensors are interrupted.	Yes	
l. 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	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		
B. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety	103	
. Are staff appropriately trained and inducted in the dangers of performing welding asks?		N/A
2. Are students appropriately supervised by a competent person when welding?		NT / A
3. Are welding operators provided with the appropriate Personal Protective		N/A
Equipment (PPE)?		N/A

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

## 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			
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		- W	
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 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/
no ignition sources)		1	-
D. Hazardous Waste	T	Ī	BT /
1. Is Hazardous chemical waste generated in this area?	1/4 -	-	N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		

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		Γ
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	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		1
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	1
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes	110	+
11. Escape routes and emergency doors are clear.	Yes		
	Yes	1	-
12. Procedures are in place for isolated employees.	Yes		+-
13. Emergency and hazard signage is clearly visible.  G. First Aid Facilities	Ties		I
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		T-
	163		
employees' are aware of them.  2. Kits are clearly signed, stocked and contents are in-date.	_	No	1
3. Names and contacts of first aiders displayed and up to date.		No	1
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	+
		No	+-
7. Is/are first aid box (es) accessible?		_	+-
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?		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	Yes		
available.	Yes		1
2. Dergannel in inspection area are inducted and trained in manual handling	Yes		
2. Personnel in inspection area are inducted and trained in manual handling.	1 1 1 1 2 3		
3. Trolleys or mechanical hoists are available and are being considered for heavy items	100		
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	100		N
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		N

6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.	Yes	
3. Racking securely fixed to the floor or wall.	Yes	_
4. Safe lifting sign displayed.	Yes	_
5. Are storage areas labelled appropriately and organized.	ies	
K. Slips and Trips	Yes	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	_
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	res	
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented.		
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise	77	
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.	V	_
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.	Yes	
3. Employees have received information and training in relation to noise at the workplace.	1 63	
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	T	
1. Operators and maintenance personnel properly trained, familiar with the operation	Yes	
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.	1 (3	
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.	100	
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		37.6
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: Dynamics of Machines

Internal Safety Inspection Checklist	Yes	No	N/A
A. General Safety			
<ol> <li>Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly</li> </ol>	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			107
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7, Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/
2. Fume hood free of clutter and stored chemicals.			N/
3. Appropriate labels are found on all hazardous chemical containers.			N/
4. No flammable chemicals stored in regular refrigerator.			N/
5. All compressed gas cylinders secured in upright position.			N/
6. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/
9. Personnel in inspection area are inducted and trained in Chemical Handling and are following applicable SOPs (Safe Operating Procedures).			N/
10. MSDS (not older than 5 years) are available for workers reference and included in			N/
the hazardous substances register.			'''
11. There is an up to date, easy to find and read list/register summary of all chemicals			N/
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 DOE			N/
to find out whether an alternative safer chemical is available.	-	+	N/
14. Decanted containers are labeled with name, risk and safety instructions.	-	+	N/
15. Original containers have the manufacturer's label.	1	+	N/
16. Chemicals stored according to compatibility and bundled i.e. inflammable or corrosive cabinets.			
17. Are minimal amounts of corrosives stored, and/or used?	1		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,

1. Is Hazardous chemical waste generated in this area?			N/A
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?	30		
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		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
9. Are spill kits available:  10. Portable fire extinguishers have been provided and maintained.	Yes	110	
11. Escape routes and emergency doors are clear.	Yes	1	
	Yes		-
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	103		
G. First Aid Facilities  1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
	163		
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?			-
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		No	
to date?		NY -	_
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?		NT.	
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?		N.	
11. Are personal drugs stored securely and appropriately labelled?		No	
H. General Facilities	T	_	
1. Washing facilities are clean and functional.	Yes	-	
2. Are stairs, passageways and store rooms well lit?	Yes		
3. Warning and Safety signage in good condition.	Yes		
4. Isolation valves are readily accessible and clearly labelled.	Yes		
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.			_
			1
2. Personnel in inspection area are inducted and trained in manual handling.  3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes		

or loads.		
4. Step ladders or safe steps available to access light items stored on high shelves.		N/A
5. All manual task-related incidents have been adequately investigated and control	Yes	
measures implemented and reviewed.		
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips	100	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
	Yes	
3. There are special provisions for slip resistance in wet areas.		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes	
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes	
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment	163	
1. Instruction and information of PPE are available.	Yes	
		_
2. PPE store available well maintained and in good order.	Yes	_
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and in good condition, (Inside and outside).	Yes	
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and staffs Re-exposed to noise levels.	Yes	
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.	**	
<ol><li>Employees have received information and training in relation to noise at the workplace.</li></ol>	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 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	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.		

8. Manufacturer's manuals are available for operators.	Yes	
P. Welding Safety		
1. Are staff appropriately trained and inducted in the dangers of performing welding tasks?		N/A
2. Are students appropriately supervised by a competent person when welding?		N/A
3. Are welding operators provided with the appropriate Personal Protective		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: Kinematics of Machines 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	162		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/
2. Fume hood free of clutter and stored chemicals.			N/.
3. Appropriate labels are found on all hazardous chemical containers.			N/.
4. No flammable chemicals stored in regular refrigerator.			N/
5. All compressed gas cylinders secured in upright position.			N/.
6. All compressed gas cylinders capped when not in use.			N/
7. Shelves and chemical containers in good condition (no leaks, rust).			N/
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/
9. Personnel in inspection area are inducted and trained in Chemical Handling			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 DOE			N/
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/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).	1		-
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).	37	-	
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.	37		
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	111		
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?	37	-	-
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?	Yes	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.		+	-
13. Emergency and hazard signage is clearly visible.	Yes	1	-
G. First Aid Facilities	Vac	T	
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		
employees' are aware of them.		No	-
2. Kits are clearly signed, stocked and contents are in-date.		No	-
3. Names and contacts of first aiders displayed and up to date.	-	No 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		NO	
to date?		No	-
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		INO	
trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?	_	No	
11. Are personal drugs stored securely and appropriately labelled?		140	1
H. General Facilities	Yes	T	T
1. Washing facilities are clean and functional.	Yes		
2. Are stairs, passageways and store rooms well lit?	Yes		
Warning and Safety signage in good condition.     Isolation valves are readily accessible and clearly labelled.	Yes		
4. Icolation valvoc are readily accessible and clearly lanelled	_	-	-
5. Walls, windows, doors and furniture is in good condition.	Yes		

1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes	
available.  2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes	_
or loads.	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	
measures implemented and reviewed.	103	
6. Students and staffs have been asked for safer ways to do the job.	Yes	
	165	
J. Storage	Yes	
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	
	163	
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.	res	
K. Slips and Trips	I vr.	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures	Yes	
implemented and reviewed.		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented.		
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
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	
	103	
0. Guarding	Yes	
1. Operators and maintenance personnel properly trained, familiar with the operation	162	
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	162	
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	162	
machinery when the light beams or sensors are interrupted.  4. Guards protect against hazards to the rear and sides of machinery.	Yes	
4. Guards protect against hazards to the rear and sides of machinely.	162	

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/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		
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).	-	+	N/A
10. MSDS (not older than 5 years) are available for workers reference and included in the hazardous substances register.			IN/A
11. There is an up to date, easy to find and read list/register summary of all chemicals		+	N/A
used.			11,72
12. A risk assessment has been completed for all chemicals and harmful substances			N/A
stored and used at the workplace.		+	NT /A
13. Actions have been take to control risks. For example, an investigation has been 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.			
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).	1		
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	-	-
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	
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 up		No	
to date?		1.	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs		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		-101	
1. Washing facilities are clean and functional.	Yes		
	Yes		

3. Warning and Safety signage in good condition.	Yes	
4. Isolation valves are readily accessible and clearly labelled.	Yes	
5. Walls, windows, doors and furniture is in good condition.	Yes	
I. Manual Handling		
1. Where applicable manual handling Standard Operating Procedures (SOP) are	Yes	
available.		
2. Personnel in inspection area are inducted and trained in manual handling.	Yes	
3. Trolleys or mechanical hoists are available and are being considered for heavy items	Yes	
or loads.		
4. Step ladders or safe steps available to access light items stored on high shelves.		N/
5. All manual task-related incidents have been adequately investigated and control	Yes	
measures implemented and reviewed.		
6. Students and staffs have been asked for safer ways to do the job.	Yes	
J. Storage		
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper	Yes	
racks.		
3. Racking securely fixed to the floor or wall.	Yes	
4. Safe lifting sign displayed.	Yes	
5. Are storage areas labelled appropriately and organized.	Yes	
K. Slips and Trips		
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	
2. Warning signs are available and erected near spills	Yes	
3. There are special provisions for slip resistance in wet areas.	Yes	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	
5. All slip and trip incidents have been adequately investigated and control measures	Yes	
implemented and reviewed.		
6. Significant hazards have been identified and assessed all the factors that will affect	Yes	
the risk has controls implemented.		
7. Walkways are free of hazards, such as electrical leads.	Yes	
L. Personal Protective Equipment		
1. Instruction and information of PPE are available.	Yes	
2. PPE store available well maintained and in good order.	Yes	
3. Signage of PPE requirements displayed on equipment.	Yes	
4. Required PPE available	Yes	
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes	
in good condition, (Inside and outside).		
M. Noise		
1. A risk assessment on noise has been conducted where it is likely that students and	Yes	
staffs Re-exposed to noise levels.		
2. Control measures have been put in place to reduce the risk of injury as a result of	Yes	
noise, including the provision of personal hearing protection.		
3. Employees have received information and training in relation to noise at the	Yes	
workplace.		
N. Machinery and Equipment		
1. Records are kept of maintenance, alterations and inspections.	Yes	
2. Are safe work method statements/warming signs clearly visible?	Yes	
3. Manufacturer's manuals and operator instructions are readily available.	Yes	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's	Yes	
instructions	ļ.,	
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	11	- 101
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	

-	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	Yes Yes Yes Yes

# Lab Name: IC engine and Thermal Engineering Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		$\top$
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 used.			N/A
12. A risk assessment has been completed for all chemicals and harmful substances			N/A

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.			IN/A
			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.			11/1
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking,			N/A
no ignition sources)			'
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		
E. Electrical Safety			
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).			
2. All portable equipment has current test tags.	Yes		
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.	Yes		
(It should be clearly marked on socket).			
4. Portable RCD device is available and has been tested.	Yes		
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes		
7. Power boards are used. (not double adapters).	Yes		
8. Faulty equipment is tagged out.	Yes		
F. Fire safety/ Emergency Procedures			
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	Yes		
annually?  5. Are there adequate direction notice for fire exits?	Yes		
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does	Yes		
the exit door open easily from the inside? And is it clear of obstructions?	103		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes	1.0	
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities	1 700		
1. There are appropriate first aid and emergency facilities in the near vicinity and	Yes		1
employees' are aware of them.	100		
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		No	
to date?			
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?		No	
10. Are staff aware if there are persons on the premises who may have special needs		No	

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

8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	***	
1. Operators and maintenance personnel properly trained, familiar with the operation 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: Machine Tool Lab

	Yes	No	N/A
A. General Safety			
1. Lab is maintained secure; Doors locked when no one is in lab, Windows are closed properly	Yes		
2. Appropriate clothing worn by everyone in lab.	Yes		
3. Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.)	Yes		
4. Work and storage areas clear of clutter; access to exit is unrestricted.	Yes		
5. No food or drinks found in labs.	Yes		
6. Hazard sign posted on corridor door.	Yes		
7. Emergency phone numbers & plan posted next to phone.	Yes		
B. Building Safety			
1. Area is clean, tidy and well kept.	Yes		
2. Adequate storage area provided.	Yes		
3. Floor is free of obstructions and slip resistant.	Yes		
4. There is adequate ventilation.	Yes		
5. Temperature is comfortable.	Yes		
6. Lighting is adequate.	Yes		
7. Area is free from odours?	Yes		
8. There are no crack and seepage in labs		No	
C. Chemical Safety			
1. Eyewash not blocked; can be accessed easily.			N/A
2. Fume hood free of clutter and stored chemicals.			N/A
3. Appropriate labels are found on all hazardous chemical containers.			N/A
4. No flammable chemicals stored in regular refrigerator.			N/A
5. All compressed gas cylinders secured in upright position.			N/A
6. All compressed gas cylinders capped when not in use.			N/A
7. Shelves and chemical containers in good condition (no leaks, rust).			N/A
8. Spill control equipment (neutralizers, absorbent pads) are present.			N/A
9. Personnel in inspection area are inducted and trained in Chemical Handling 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			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.		+	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.			
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			
10 522 Personnel in inspection area are inducted and trained in Electrical Safety and are following applicable SOPs. (Safe Operating Procedures).	Yes		
2. All portable equipment has current test tags.	Yes	_	
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	Yes		
4. Portable RCD device is available and has been tested.	Yes	-	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		<u> </u>
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	Yes		
1. Is the evacuation plan displayed?	Yes		
2. Written evacuation procedures and exits displayed	Yes		
<ul><li>3. Are staff aware of evacuation procedures?</li><li>4. Are firefighting appliances in place, clearly marked for type of fire, and inspected</li></ul>	Yes		
annually?			
5. Are there adequate direction notice for fire exits?	Yes		_
6. Have you navigated your way to a final exit via appropriate signage?	Yes		
7. At the final exit is there a call point, action notice, firefighting appliances, and does the exit door open easily from the inside? And is it clear of obstructions?	Yes		
8. Is there a record of an evacuation drill within the last 6 months?		No	
9. Are spill kits available?		No	
10. Portable fire extinguishers have been provided and maintained.	Yes		
11. Escape routes and emergency doors are clear.	Yes		
12. Procedures are in place for isolated employees.	Yes		
13. Emergency and hazard signage is clearly visible.	Yes		
G. First Aid Facilities			
1. There are appropriate first aid and emergency facilities in the near vicinity and employees' are aware of them.	Yes		
Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
		No	
4. Is there a first aid risk assessment in place:		No	
4. Is there a first aid risk assessment in place?  5. Are first aider contact details displayed?		110	
5. Are first aider contact details displayed?		No	

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			
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		1
6. Students and staffs have been asked for safer ways to do the job.	Yes		-
J. Storage	165		
	Yes		
<ol> <li>Materials stored in racks and bins wherever possible are not above shoulder height.</li> <li>Storage designed to minimize lifting problems i.e., heavy objects not stored on upper</li> </ol>	Yes		
racks.	3/	-	
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	37	T	
1. Personnel in inspection area are inducted and trained in slips and trips	Yes	-	
2. Warning signs are available and erected near spills	Yes	-	-
3. There are special provisions for slip resistance in wet areas.	Yes	-	
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes	-	
5. All slip and trip incidents have been adequately investigated and control measures 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	Yes		
in good condition, (Inside and outside).			
M. Noise			
1. A risk assessment on noise has been conducted where it is likely that students and 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.	103		
3. Employees have received information and training in relation to noise at the	Yes		
workplace.	1	1	
N. Machinery and Equipment	V	1	
1. Records are kept of maintenance, alterations and inspections.	Yes	1	
	Yes		
2. Are safe work method statements/warming signs clearly visible?			
	Yes Yes		

5. Lab is in good working order. (seating space, lights, gas cylinder, warning signs,	Yes	
control labels, etc.).  6. Are records of training held for appropriately trained people?	Yes	
7. Emergency stops tested and are working.	Yes	
8. Welding screens available, maintained and in good condition.	Yes	
O. Guarding	700	
Operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features.	Yes	
2. Where fixed guards are provided, they prevent operation of the machinery when open, the guards are prevented from opening while the machinery is in operation.	Yes	
3. Where a presence sensing system is used, it operates as intended and stops the machinery when the light beams or sensors are interrupted.	Yes	
4. Guards protect against hazards to the rear and sides of machinery.	Yes	
5. Pre-operational checks are conducted to ensure safety features are in working order.	Yes	
6. Warning signs and decals clearly visible.	Yes	
7. Where it is not practical to provide guarding and people are required to operate or	Yes	
pass close to dangerous moving parts, a safe system of work in place to reduce risk.	Yes	
8. Manufacturer's manuals are available for operators.	168	
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
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)?		11/11
4. Is there adequate ventilation for welding tasks?		N/A
5. Are there appropriate warning signs in welding areas?		N/A
6. Are welding screens used when performing welding tasks?		N/A
7. Are ventilation systems working adequately?		N/A

Lab Name: CAD & CAM

Internal Safety Inspection Checklist	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 DOE			N/A
to find out whether an alternative safer chemical is available.			, -
14. Decanted containers are labeled with name, risk and safety instructions.		<b>†</b>	N/A
	-		N/A
15. Original containers have the manufacturer's label.	-	1	N/A
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			11//
corrosive cabinets.		-	N/
17. Are minimal amounts of corrosives stored, and/or used?		-	
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		
1. Is the evacuation plan displayed?	Yes		Ī
Written evacuation procedures and exits displayed	Yes		
	Yes		
3. Are staff aware of evacuation procedures?	Yes		
4. Are firefighting appliances in place, clearly marked for type of fire, and inspected	163		
annually?	Yes		-
5. Are there adequate direction notice for fire exits?		_	-
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?		27	-
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	
			_

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

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

## Lab Name: Hydraulic Machine Lab

	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 corrosive cabinets.			N/A
17. Are minimal amounts of corrosives stored, and/or used?			N/A
18. Only flammables stored in flammable liquid cabinet?			N/A
19. Are the warning signs on the cabinet legible? (e.g. DG Class 3 diamond, no smoking, no ignition sources)			N/A
D. Hazardous Waste			
1. Is Hazardous chemical waste generated in this area?			N/
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		
E. Electrical Safety		_	-
10 522 Personnel in inspection area are inducted and trained in Electrical Safety and are	Yes		
following applicable SOPs. (Safe Operating Procedures).	Yes	-	-
<ul><li>2. All portable equipment has current test tags.</li><li>3. Residual current devices (RCD) are installed at switchboards or fixed into sockets.</li></ul>	Yes	-	1
(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 or transparent type plugs.			
6. Power points are suitable for the location and are positioned safely.	Yes Yes	+	-
7. Power boards are used. (not double adapters).	Yes	-	-
8. Faulty equipment is tagged out. F. Fire safety/ Emergency Procedures	163		
1. Is the evacuation plan displayed?	Yes		I
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		

employees' are aware of them.  2. Kits are clearly signed, stocked and contents are in-date.		No	
3. Names and contacts of first aiders displayed and up to date.		No	
4. Is there a first aid risk assessment in place?		No	
5. Are first aider contact details displayed?		No	
6. Are first aiders available?		No	
7. Is/are first aid box (es) accessible?		No	
8. Is there an effective process for ensuring that first aid boxes are checked and kept up		No	
to date?		11.0	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by		No	
trained personnel?		Nia	-
10. Are staff aware if there are persons on the premises who may have special needs		No	
(e.g. Asthma or allergy sufferers) who may need specific medication?	-	No	+
11. Are personal drugs stored securely and appropriately labelled?		NO	1
H. General Facilities	Vac		
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	ļ	ļ.,,
I. Manual Handling	37	_	
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	Yes		
or loads.			
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		
measures implemented and reviewed.			
6. Students and staffs have been asked for safer ways to do the job.	Yes		
J. Storage		-	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes	-	
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper racks.	Yes		
3. Racking securely fixed to the floor or wall.	Yes		
4. Safe lifting sign displayed.	Yes		
5. Are storage areas labelled appropriately and organized.	Yes		
K. Slips and Trips			
1. Personnel in inspection area are inducted and trained in slips and trips	Yes		
2. Warning signs are available and erected near spills	Yes		
3. There are special provisions for slip resistance in wet areas.	Yes		
4. Guard rails and slip resistance are provided on ramps and stairs.	Yes		
5. All slip and trip incidents have been adequately investigated and control measures implemented and reviewed.	Yes		
6. Significant hazards have been identified and assessed all the factors that will affect the risk has controls implemented.	Yes		
7. Walkways are free of hazards, such as electrical leads.	Yes		
L. Personal Protective Equipment	103		-
L. Fel Sonai Flotective Equipment	Yes		Ī
	Yes		
1. Instruction and information of PPE are available.			
<ol> <li>Instruction and information of PPE are available.</li> <li>PPE store available well maintained and in good order.</li> </ol>		-	
<ol> <li>Instruction and information of PPE are available.</li> <li>PPE store available well maintained and in good order.</li> <li>Signage of PPE requirements displayed on equipment.</li> </ol>	Yes		11
Instruction and information of PPE are available.     PPE store available well maintained and in good order.     Signage of PPE requirements displayed on equipment.     Required PPE available	Yes		
<ol> <li>Instruction and information of PPE are available.</li> <li>PPE store available well maintained and in good order.</li> <li>Signage of PPE requirements displayed on equipment.</li> <li>Required PPE available</li> <li>Appropriate signs displayed to standard requirements visible, correctly located and</li> </ol>			
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 in good condition, (Inside and outside).	Yes		
<ol> <li>Instruction and information of PPE are available.</li> <li>PPE store available well maintained and in good order.</li> <li>Signage of PPE requirements displayed on equipment.</li> <li>Required PPE available</li> <li>Appropriate signs displayed to standard requirements visible, correctly located and</li> </ol>	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 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?		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: Workshop

	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		

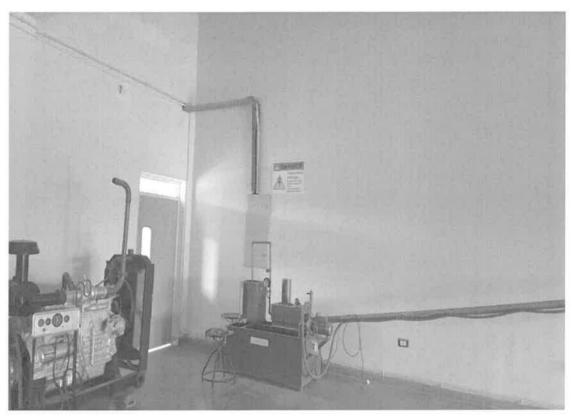
	77	1	
7. Area is free from odours?	Yes	No	-
8. There are no crack and seepage in labs		INO	_
C. Chemical Safety		T	N/
Eyewash not blocked; can be accessed easily.      Fume hood free of clutter and stored chemicals.		+	N/
		-	N/
3. Appropriate labels are found on all hazardous chemical containers. 4. No flammable chemicals stored in regular refrigerator.		-	N/
	Yes	+	-
5. All compressed gas cylinders secured in upright position.	Yes	+	-
<ul><li>6. All compressed gas cylinders capped when not in use.</li><li>7. Shelves and chemical containers in good condition (no leaks, rust).</li></ul>	163	+	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		1	N/
the hazardous substances register.			1 ''
11. There is an up to date, easy to find and read list/register summary of all chemicals used.			N,
12. A risk assessment has been completed for all chemicals and harmful substances			N,
stored and used at the workplace.			'''
13. Actions have been take to control risks. For example, an investigation has been DOE to find out whether an alternative safer chemical is available.			N,
14. Decanted containers are labeled with name, risk and safety instructions.			N,
15. Original containers have the manufacturer's label.			N,
16. Chemicals stored according to compatibility and bundled i.e. inflammable or			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		1	
1. Is Hazardous chemical waste generated in this area?		-	N,
2. Is regulated medical waste or "sharps" waste generated in this area?	Yes		-
E. Electrical Safety		_	-
10	Yes		
522 Personnel in inspection area are inducted and trained in Electrical Safety and are			
following applicable SOPs. (Safe Operating Procedures).	Yes	+	-
2. All portable equipment has current test tags.	Yes	+	+
3. Residual current devices (RCD) are installed at switchboards or fixed into sockets. (It should be clearly marked on socket).	1 65		
4. Portable RCD device is available and has been tested.	Yes	1	
5. Flexible cord, plugs ad extension leads are in good condition and have either molded	Yes		
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?	3.7	-	
5. Are there adequate direction notice for fire exits?	Yes		-
6. Have you navigated your way to a final exit via appropriate signage?	Yes	-	-
- A - 3 C - 3 - 1 - 1 - 3 - 31 - 1 - 1 - 1 - 1 -	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?		NI.	
		No No	

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
	Yes
8. Is there an effective process for ensuring that first aid boxes are checked and kept up to date?	
9. If there is a defibrillator, is there evidence of its correct maintenance? And use by trained personnel?	Yes
10. Are staff aware if there are persons on the premises who may have special needs (e.g. Asthma or allergy sufferers) who may need specific medication?	Yes
11. Are personal drugs stored securely and appropriately labelled?	Yes
H. General Facilities	
1. Washing facilities are clean and functional.	Yes
2. Are stairs, passageways and store rooms well lit?	Yes
3. Warning and Safety signage in good condition.	Yes
4. Isolation valves are readily accessible and clearly labelled.	Yes
	Yes
5. Walls, windows, doors and furniture is in good condition.	165
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
	Yes
3. Trolleys or mechanical hoists are available and are being considered for heavy items or loads.	163
4. Step ladders or safe steps available to access light items stored on high shelves.	
5. All manual task-related incidents have been adequately investigated and control measures implemented and reviewed.	Yes
6. Students and staffs have been asked for safer ways to do the job.	Yes
J. Storage	
1. Materials stored in racks and bins wherever possible are not above shoulder height.	Yes
2. Storage designed to minimize lifting problems i.e., heavy objects not stored on upper 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	Yes
implemented and reviewed.  6. Significant hazards have been identified and assessed all the factors that will affect	Yes
the risk has controls implemented.	Yes
7. Walkways are free of hazards, such as electrical leads.	169
L. Personal Protective Equipment	Van
1. Instruction and information of PPE are available.	Yes
2. PPE store available well maintained and in good order.	Yes
3. Signage of PPE requirements displayed on equipment.	Yes
4. Required PPE available	Yes
5. Appropriate signs displayed to standard requirements visible, correctly located and	Yes

	1 1
in good condition, (Inside and outside).	
M. Noise	T 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	Yes
workplace. N. Machinery and Equipment	
	Yes
1. Records are kept of maintenance, alterations and inspections.	Yes
2. Are safe work method statements/warming signs clearly visible?	Yes
3. Manufacturer's manuals and operator instructions are readily available.	
4. Pre-start safety check of lab is carried out in accordance to Manufacturer's 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.	163
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.	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 order.	Yes
6. Warning signs and decals clearly visible.	Yes
6. Warning signs and decais clearly visible. 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.	163
8. Manufacturer's manuals are available for operators.	Yes
8. Manufacturer's manuals are available for operators.  P. Welding Safety	103
1. Are staff appropriately trained and inducted in the dangers of performing welding	Yes
tasks?	165
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

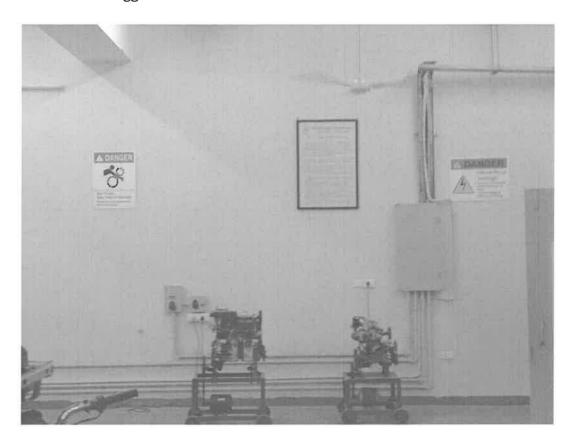


**Heat & Mass Transfer Lab** 





# Automobile Engg Lab



**Environmental Engineering Lab** 



# **Electric Panel**

