

A. General Safety

LAB/ROOM: INSPECTED DATE:
 BY:

Item	Subject	Y, N, N.A.	Comment
A1	Exits are not obstructed, fastened or locked with keys. All door locks function properly.		
A2	EXIT signs, if installed are clear and illuminated		
A3	Fire extinguishers and fire blankets have not expired		
A4	A clear space of at least 0.5m is kept below ceiling fire sprinklers		
A5	Passageways are not obstructed and kept tidy and free from slipping and tripping hazards. The floor is dry and in good condition.		
A6	The First Aid box is designated and labeled with at least two staff responsible for it		
A7	First Aid materials are in date		
A8	Risk assessments are carried out for manual handling operations which may create safety and health risks and records are kept		
A9	Risk assessments are carried out for personnel who are legally defined as display screen equipment users and records are kept		
A10	Electric sockets are not overloaded		
A11	Standard sockets (e.g. 13A type) are used on adaptors or extension chords		
A12	There are no burnt electrical connections and electric wirings are not left loose across passageways		
A13	Electric extension boards are not placed near a water source or location that is prone to water splash		
A14	Cold/warm room or other enclosed environment chamber has a safety device to prevent anyone being locked inside		
A15	Ventilated system of cool/warm room or other closed environment chamber is working properly		
A16	Toxic, volatile, flammable chemicals are not used in cool/warm room or other enclosed environmental chamber		
A17	Flammable substances are not stored or used next to heating sources or electric sockets.		
A18	Is the health and safety information on laboratory entry doors clear and up-to-date?		
A19	Are the Laboratory Safety Awareness Declaration Forms filed and up-to-date ?		
A20	Is the laboratory visited once in every half working day by a technical staff ?		
A21	Other		

Endorsed By: _____
 Name & Signature

Date: _____