

## Ministry of Commerce, Industry and Labour

Matagaluega o Pisinisi, Alamanuia ma Leipa

"to support Government's vision to lead and excel in the provision of quality service to foster economic growth for all"

### FORM NO.4 (Section 25 of the Act)

# INSPECTORS REPORT TO EMPLOYER, OWNER OR OCCUPIER (IMPROVEMENT NOTICE)

MINISTRY OF COMMERCE, INDUSTRY & LABOUR OCCUPATIONAL SAFETY AND HEALTH DIVISION, APIA



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|   | Date: 7 [1] 2017  |
|---|---|
| cupier or owner of place of employment.  Mulinum  Safety & Health       | Date: Date: I Descripe of Samogor Address: Toomata Si Motochial  1. During the inspection of Caupation  1 found:  Please valor to the at  Please valor sond vecome  |
| or about 27 November  | 2. Under Occupational Safety and Health Act 2002, yo out all alterations and additions necessary to remedy my satisfaction within days from this days intend to visit again your place of employment on acceptance of the conduct |
| Ministry of Commerce Industry of Labour 10spected & Checked 07 NOV 2017 | Labour Inspector Code 1130 62/113193 Signature Hu / Druhwa  |
| Lacourinspector service   | Official Stamp  |

Original to employer • 1 copy for File • 1 copy in book



#### Ministry of Commerce, Industry and Labour

Matagaluega o Pisinisi, Alamanuia ma Leipa



31st October 2017

Professor Fui Le'apai Tu'ua Ilaoa Asofou Soo Vice-Chancellor and President National University of Samoa TOOMATAGI

## Subject: Occupational Safety and Health ('OSH') Findings and Observations during OSH Inspection on the 3<sup>rd</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> October 2017

The Ministry of Commerce Industry and Labour ('MCIL') would like to acknowledge the assistance and co-operation of the National University of Samoa ('NUS') in regards with the Occupational Safety and Health ('OSH') Inspections conducted for the selected campuses; Medical School campus at Le Papaigalagala and Motootua, and the Maritime School campus at Mulinuu, on the 3<sup>rd</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> of October 2017.

The Ministry's mandated responsibilities and obligations under the 'Occupational Safety and Health Act 2002' ('Act') and 'Occupational Safety and Health Regulations 2017' ('Regulation') is to regulate the implementation of OSH standards to ensure the well-being of all employees in workplaces.

We are happy to share with you our findings (refer to attachment 1: Inspection findings details) and recommendations from the Ministry's routine inspections.

#### Recommendations:

In light of the findings and concerns raised by the Ministry, the following recommendations is presented to NUS for effective implementation to address the identified issues;

- 1. Review the current working space for teaching staff occupying the old building at the centre of the Le Papaigalagala campus in accordance with *Part 4 section 23 (2)(a) of the Regulation*.
- 2. Consider the provisions of modified facilities for persons with disabilities governed under Part 6 section 20 (1) and (2) of the Labour and Employment Relation Regulation 2016, For example handrails for steps and access to the second floor in front of the building
- 3. With reference to fire extinguishers, the Ministry advises NUS on the following:
  - a. liaise with the Samoa Fire Emergency Services ('SFESA') to conduct an assessment of all fire extinguishers for all 3 campuses;
  - b. provide appropriate recommendations on the type and size of fire extinguishers that are suitable for the specific working environment of NUS;
  - c. enquire with SFESA to provide training on the appropriate use of fire extinguishers in the event it is needed;

P.O. Box 862, Apia, <u>SAMOA</u> Telephone: (685) 20441/20442/20882 | Facsimile: (685) 20443 | Email: mpal@mcil.gov.ws. Level 4, ACC House, Apia | Website: <u>www.mcil.gov.ws</u> Out total anales (1 mg - 1 b) Programme of more for the control of the control of

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- d. implement a system for regular servicing and maintenance of all fire extinguishers; and
- e. appropriately allocate other fire extinguishers available to key areas of the building that do not have fire extinguishers mounted.
- 4. Review the need for all three buildings that are not connected to the current alarm system, or install a separate system and ensure the system is regularly serviced and tested. Also, NUS to consider reviewing of the current alarm system to be connected to the Samoa Fire Emergency Service Authority.
- 5. Ensure a copy of the Evacuation Plan is made available and displayed at appropriate areas of each building for the awareness of staff and students in the event of an emergency in accordance with Part 7 section 37 (3)(a) of the Regulation.
- 6. Ensure that firefighting facilities such as fire hydrant is maintained in an effective condition by a competent person(s), and a system should be developed to ensure fire hydrants are regularly checked and tested in accordance with Part 7 section 38 (b) of the Act
- 7. Strengthen the reporting structure of accidents in place to all departments, confirm there is a centralised location/personnel for reporting of workplace accidents or OSH issues, and develop and maintain an accident register to record all reported incidents and illnesses in accordance with sections 20, 21 & 22 of the Act.
- 8. Strengthen and improve Hazard Identification and Risk Assessment process to ensure it covers the hazard identified by the Printing Section concerning the level of CO2 in the room and the health impact of chalk dust in relation to prolonged exposure to dust inhalation by teaching staff over a long period of time.
- Implement a routine preventative maintenance schedule to address the concerns raised for wires and cables, the distribution boards and panels to rectify issues raised.
- 10. Implement routine spraying of pests at a suitable timeframe for workplaces. Spraying activity should be done over the weekend or during holidays so staff and students are not exposed to hazardous chemicals used.
- 11. Identify the type of chemicals used for testing and/or cleaning, and for all chemicals used to be accommodated with a Material Safety Data Sheet. Develop a chemical register to list all the chemicals used within workplaces, ensure proper personal protective clothing and trainings is provided for staff to safely handle them. Ensure that chemicals poured into other containers are properly labelled, identified and stored appropriately.
- 12. Address all cleaning and housekeeping issues identified for all 3 campuses.
- 13. Urgently action the health issue of unpleasant odour due to wet carpet in the Nursing staff room. It is suggested to remove the carpet for proper drying before reusing and/or replace carpet with tiles.
- 14. Provide exit signs for emergency exit doors to guide staff and students to an allocated safe area in the event of an emergency.

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15. Provide accessible first aid kits for each department for emergency care of minor accidents and/or illnesses, and to implement a system to manage and control usage.

A follow up inspection will be scheduled on the 30<sup>th</sup> November 2017 to verify the progress of implementation of the above recommendations.

The Ministry is mindful that the above recommendations will require effort, time and resources to initiate and implement. Therefore, it is advisable for the NUS to identify priority areas and timeframe prior to our next visit.

We thank you for your collaboration and we look forward to working in partnership with your corporation.

Thank you,

Pulotu Lyndon Chu-Ling

CHIEF EXECUTIVE OFFICER

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# Attachment 1: Inspection findings details

| Insufficient space for storage of records, boxes of records are placed on the floor creating limited space for movement in the  | Records Room                   |              |        | o ar             |  |
|---|--------------------------------|--------------|--------|------------------|--|
| at the appropriate height level to avoid being moved or damaged, but accessible when needed.  Wires/cables on the floor required to be properly covered and secured away from employees and pathways for ease of movement in the event of an emergency, and avoid slips, trips and falls. | Administration Room            |              |        |                  |  |
| The fire extinguisher on the floor is required to be mounted  | Student                        |              |        |                  |  |
| Boxes and office materials place on the floor need to remove and stored in a proper storage area.   | •                              |              |        |                  |  |
| versus the capacity of the room, this further leads to very narrow pathway for movement of employees.   |                                |              | -      |                  |  |
| blocked by printer, delaying access in the event of a fire  |                                |              |        |                  |  |
| seal intact, maintenance record card shows the last date of serviced was in 2015. The concern is the extinguisher is  |                                |              |        |                  |  |
| Fire extinguisher is fully charged, safety pin and tamper   | HR Room                        |              |        |                  |  |
| of an emergency, there is also the safety issue of slips, trips and falls.  |                                |              |        |                  |  |
| inability of staff and students to move to safety in the event  |                                |              |        |                  |  |
| Insufficient working space and storage space is a common issue across the building. This is a concern due to the  | •                              |              | ,      |                  |  |
| extinguisher in the event of a fire.  |                                |              |        |                  |  |
| Staffs also need to be versed with how to use the fire  |                                |              |        |                  |  |
| building, each room has its own. However, findings show   |                                |              |        |                  |  |
| There are plenty of fire extinguishers for the whole  | First (1 <sup>st</sup> ) Floor | First        |        | Toomatagi        |  |
| Generally   | nistration)                    | Taputoe Buil | Campus | Le Papaigalagala |  |
| Issues/Comments   | Room number                    | Building     |        | Campus           |  |

| remove and stored in a proper storage area for ease of movement in the event of an emergency, and avoid slips, trips and falls. |   |                               |                      |     |  |
|---|---|-------------------------------|----------------------|-----|--|
| Authority requirements.  Boxes and office materials placed on the floor need to be  | • |                               |                      |     |  |
| accordance with the Samoa Fire and Emergency Services   |   |                               |                      |     |  |
| be regularly serviced and maintained every 12 months in   |   |                               |                      |     |  |
| needle is located at the red recharge area. Fire extinguishers should   | • | Executive Secretariat Office  | Second (2")<br>Floor | Flo |  |
| Emergency Services Authority requirements.  |   |                               |                      | 2   |  |
| maintained every 12 months in accordance with the Samoa Fire and  |   |                               |                      |     |  |
| was in 2015. Fire extinguishers should be regularly serviced and  |   |                               |                      |     |  |
| are not intact, maintenance record card shows the last date of service  |   | Office                        |                      |     |  |
| The fire extinguisher need to recharge, safety pin and tamper seal  | • | Students Support Services     |                      |     |  |
| and Emergency Services Authority requirements.  |   |                               |                      |     |  |
| maintained every 12 months in accordance with the Samoa Fire  |   |                               |                      |     |  |
| 2015. Fire extinguishers should be regularly serviced and   |   |                               |                      |     |  |
| maintenance record card shows the last date of serviced was in  |   | services Office               |                      |     |  |
| The fire extinguisher fully charge, safety pin and tamper seal intact,  | • | Director for Students Support |                      |     |  |
| Emergency Services Authority requirements.  | 7 |                               |                      |     |  |
| d   |   |                               |                      |     |  |
| in 2015. Fire extinguishers should be regularly serviced and  |   |                               |                      |     |  |
| intact, maintenance record card shows the last date of serviced was   |   |                               |                      |     |  |
| The fire extinguisher is fully charged, safety pin and tamper seal  | • | Kitchen Areas                 |                      |     |  |
| electrocution.  |   |                               |                      |     |  |
| secured away from employees to prevent the possibility of   |   |                               |                      | 2   |  |
| Wires/cables on the floor required to be properly covered and   | • |                               |                      |     |  |
| employee.   |   |                               |                      |     |  |
| There is no air condition and the room accommodates one   | • |                               |                      | 1 . |  |
| hazards.  |   |                               |                      |     |  |
| event of an emergency, and increasing possibility for trip and fall   |   |                               |                      |     |  |

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| emergency. Staff are to be versed with an evacuation plan to ensure their safety and the safety of the students. |                                      |                 |     |
|--|--------------------------------------|-----------------|-----|
| • Employees are not aware of the Evacuation Plan in case of an   |                                      |                 |     |
| avoid slips, trips and falls.  |                                      |                 |     |
| away from employees, and cooking appliances nearby to  |                                      |                 |     |
| <ul> <li>Camera wires required to be properly covered and secured</li> </ul>                                     |                                      |                 |     |
| nets worn at the time of the inspection.   |                                      |                 |     |
| <ul> <li>No Personal Protective clothing for employees except only hair</li> </ul>                               |                                      | Y               |     |
| accommodate 2 employees.   |                                      |                 |     |
| <ul> <li>Insufficient space used for food storage &amp; preparation and to</li> </ul>                            |                                      |                 |     |
| for cooking is stored inside the kitchen.  |                                      |                 |     |
| <ul> <li>Safety measures must be applied to ensure the gas cylinder used</li> </ul>                              |                                      |                 |     |
| area in the event of an emergency.   |                                      |                 |     |
| <ul> <li>No exit signs on exit doors to direct staff and students to the safety</li> </ul>                       |                                      |                 |     |
| <ul> <li>No fire extinguisher provided in case of a fire emergency.</li> </ul>                                   | Canteen - Nella's Restaurant         | Niutea Building |     |
| reel and the fire alarm switch.  |                                      |                 | - V |
| Displayed desk to be relocated as it is blocking the fire hose   | •                                    |                 |     |
| avoid slips, trips and falls.  |                                      |                 |     |
| Electrical wires/cables (next to printer) on the Hoor required   | •                                    |                 |     |
| appropriate height level to avoid being moved or damaged.  | the Kitchen)                         |                 |     |
| Fire extinguisher on the floor required to be mounted at the   | General Office Area (Next to •       |                 |     |
| Authority requirements.  |                                      |                 |     |
| be regularly serviced and maintained every 12 months in  |                                      |                 |     |
| needle is located at the red recharge area. Fire extinguishers should  | Website Content • Administrator Room |                 |     |
|  |                                      |                 |     |
|  |                                      |                 |     |

| <ul> <li>HOD English Room was LOCKED during the inspection.</li> </ul>  |  |                  |  |
|---|--|------------------|--|
| No first Aid kits for the whole department to assist with minor injuries/illnesses.                                   |  |                  |  |
| Insufficient working space for staff and the lack of storage space, which has led to cleaning issues identified.      |  |                  |  |
| such as dengue and/or zika virus.   |  | •                |  |
| inspected, this can pose a threat to the health of staff and students   | Faculty of Business & Entrepreneurship | Faculty of B     |  |
| emergency.  If was observed that a lot of mosquitoes in the rooms that were   |  |                  |  |
| Generally  No fire extinguishers for the whole department in case of an   |  |                  |  |
| area in the event of an emergency.  |  |                  |  |
| No fire extinguisher in case of an emergency.  No exit signs on exit doors to direct staff and students to the safety | Exhibition Room                        | Niule'a Building |  |
|   |  |                  |  |
| No exit signs on exit doors to direct staff and students to the safety  | •                                      |                  |  |
| their safety and the safety of the students.  |  |                  |  |
| emergency. Staff are to be versed with an evacuation plan to ensure   |  |                  |  |
| Employees are not fully aware of the evacuation plan in case of an  | •                                      |                  |  |
| 13 employees and include a kitchen area.  |  |                  |  |
| No fire extinguisher in case of an emergency, the main office housed  | Main Office                            | Niu'afa Building |  |
|   | Student Computer Room                  |                  |  |
|   | Akeli) Room & Postgraduate             |                  |  |
| No fire extinguisher in case of an emergency.   | Associate Professor (Safua             |                  |  |

|   |   | Economics Koom                 |  |
|---|---|--------------------------------|--|
| of the state of   |   |                                |  |
| snider webs   | ~ | HOD Accounting &               |  |
| Air condition and air vent in the room are covered with dust and  | • |                                |  |
| Insufficient working space, the room is also used for student consultations   | • | Economics Senior Lecturer Room |  |
| virus.  |   |                                |  |
| threat to the health of staff and students such as dengue and/or zika   |   |                                |  |
| It was observed that a lot of mosquitoes in the room, this can pose a   | • |                                |  |
| consultations.  |   | Finance Lecturer Room          |  |
| Insufficient working space, the room is also used for student   | • | Economics & Banking and        |  |
| Electrical wires /cables on the floor required to be properly covered and secured away from employees working space.    | • |                                |  |
| staff.  |   |                                |  |
| capacity of the room can contribute to the health and productivity of   |   |                                |  |
| Insufficient working space to accommodate 6 employees versus the  | • |                                |  |
| Ceiling fans and windows are dusty and rusty.   | • |                                |  |
| safety and the safety of the students.  |   |                                |  |
| plan. Staff are to be versed with an evacuation plan to ensure their  |   |                                |  |
| Evacuation plan is in place however employees are not aware of the  | • |                                |  |
| managed accordingly.  |   |                                |  |
| are exposed and not properly piled can cause electrical hazard if not   |   |                                |  |
| Electric panel located in the front of the office is opened and wires   | • | FOBE Staff Office Room         |  |
| cleaning is required to eliminate slips, trips and fall hazards   |   |                                |  |
| removed and stored in a proper storage area, thorough   |   | Room                           |  |
| Boxes and office materials place on the floor need to be  | • | Executive Assistant            |  |
|   |   |                                |  |
| required to eliminate slips, trips and fall hazards   |   | Line provide the second        |  |
| Boxes and office materials place on the floor need to remove and store in proper storage area, and thorough cleaning is | • | Dean of Faculty in Business &  |  |
|   | • | Doon of Faculty in Rusiness &  |  |

| requirements.   |         |                          |   |     |
|---|---------|--------------------------|---|-----|
| rominante   |         |                          |   |     |
| accordance with the Samoa Fire and Emergency Services Authority       |         |                          |   |     |
| should be regularly serviced and maintained every 12 months in        |         |                          |   | 197 |
| system for regular service and maintenance. Fire extinguishers        |         |                          |   |     |
| Fire extinguisher in place is blocked by a table, and there is no     |         | Library                  |   |     |
| No first Aid Kit to assist with minor injuries/illnesses.             |         |                          |   |     |
| Windows are covered with dust and spider webs                         |         |                          |   |     |
| No fire extinguisher in the event of an emergency.                    | •       |                          |   |     |
| Room 4, 5 6 & 7 were LOCKED during the inspection                     | •       |                          |   |     |
| trips and falls.  |         |                          |   |     |
| be removed and stored in a proper storage area to avoid slips,        |         |                          |   |     |
| Room 8: Boxes and office materials place on the floor need to         | •       |                          |   |     |
| trips and falls.  |         |                          |   |     |
| be removed and stored in a proper storage area to avoid slips,        |         |                          |   |     |
| Room 3: Boxes and office materials place on the floor need to         | •       | Staff Room for FOA       |   |     |
| Ceiling fan is covered with dust and spider webs                      |         |                          |   |     |
| productivity of start.  |         | Managara                 |   |     |
| g space can committee to the neman                                    | all &   | Mediating Posm           |   |     |
| Incufficient working space can contribute to the health and           | ant &   | I octure Manageme        |   |     |
| Windows are covered with dust   |         |                          |   |     |
| covered and secured away from employees working space.                |         |                          |   |     |
| Electrical wires /cables on the floor required to be properly         |         |                          |   |     |
| and store in proper storage area to avoid slips, trips and falls.     |         |                          |   |     |
| Boxes and office materials place on the floor needed to be remove     |         |                          |   |     |
| productivity of staff.  |         |                          |   |     |
| Insufficient working space can contribute to the health and           | •       |                          |   |     |
| Ceiling fan is covered with dust                                      | er Room | Accounting Lecturer Room |   |     |
| zika virus.   |         |                          |   |     |
| a threat to the health of staff and students such as dengue and/or    |         |                          | × |     |
| It was observed that a lot of mosquitoes in the room, , this can pose |         |                          |   |     |

| Generally  |     |               |  |
|--|-----|---------------|--|
| No fire extinguisher in case of an emergency Store room required thorough cleaning and organisation, printing materials, books & course readers and other materials placed on the floor should be removed and stored in a proper storage area for ease of movement in the event of an emergency and avoid slips, trips and falls  There is no water available for staff consumption, each staff member is providing their own water. Water should be provided for free to employees.  Printing staff raised the issue with the health impact of CO2 level in their workplace as a result of the use of toners and glue in their daily work |     |               |  |
| There are no Material Safety Data Sheet for Toners (TK-8509K, TK-8509M) used for printing and Glue (Technomelt 3635AU) used for binding. Employees required to be educated on the health impacts of handling these products, personal protective equipment's needed and the first aid measure to take when in contact with products.  No personal protective equipment for handling of the Glue  | • • | Printing Room |  |
| No fire extinguisher in the kitchen in case of an emergency Emergency exit door between the library and printing room is locked all the time. Emergency exit door should be open all the time during working hours.  | • • |               |  |
| Injuries/Illnesses.  Insufficient working space for staff, boxes and office materials place on the floor needed to be remove to proper storage area and re organise to improve space for easy movement.  | •   |               |  |
| Hose reel is blocked by a table of catalogues which will hinder access when needed.  No first aid kit available to assist with minor   | • • |               |  |

|   |   |  |   |  | Facu   |
|---|---|--|---|--|--|
| Room 10   | Room 8  | Room 7   | Conference Room   | Staff Room / Kitchen                           | Faculty of Education   |
| Boxes and office/teaching materials place on the floor needed to be remove to proper storage area and re-organise for ease of | Electrical fan use in the room do not have a proper cover | <ul> <li>Missing ceiling panel that needed to be replaced</li> <li>Loose cables in the room is required to be intact, covered and secured away from employees for ease of movement in the event of an emergency and avoid slips, trips and falls.</li> </ul> | <ul> <li>Electrical wires /cables on the floor required to be properly covered and secured away from employees and pathways for ease of movement in the event of an emergency and avoid slips, trips and falls.</li> <li>Boxes and office/teaching materials place on the floor needed to be properly stored in a storage place and/organise for ease of movement in the event of an emergency</li> </ul> | No fire extinguisher in case of fire emergency | <ul> <li>No fire extinguishers for the whole department in case of an emergency</li> <li>No first Aid Kit to assist with minor injuries/illnesses.</li> <li>No copy of Evacuation Plan available. Staff are to be versed with an evacuation plan to ensure their safety and the safety of the students.</li> <li>Boxes and education materials to be removed and stored at proper storage area as it is blocking the emergency exit door. Emergency exit pathway should be cleared for ease of movement in the event of an emergency.</li> <li>Rooms 1, 5, 9, 15, 18, 19, 20, 21, 22, 23, 24, 25, 29, 28, 34, Epenesa Esera's room (unknown room number), Faamoemoe Soti (unknown room number), unlabelled room were LOCKED during the inspection</li> </ul> |

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| Room 26  Room 27  No fire extinguishers for the whole department in case of fire emergency No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  No first aid kit to assist with minor injuries/illnesses  Roenerally  No fire extinguisher in case of a fire emergency No first aid kit to assist with minor injuries/illnesses  Roenerally No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency No fire extinguisher in case of a fire emergency | movement in the event of an emergency and avoid slips, trips and falls. |
|---|---|
|---|---|

| Staff Room 208  | Staff Room207   | Staff Room 206  | Staff Room 205  |   | HOD Science Room 202  | Staff Room 201   |
|---|---|---|---|---|---|--|
| •   | • •   | •   |   | <u> </u>  | •   |  |
| Wires and cables on the floor required to be covered and secure away for ease of movement in the event of an emergency and to avoid slips, trips and falls. | Light is off in the room and required to be fix Ceiling fan is covered with dust and spider webs, this can pose health impacts for staff and students | Wires and cables on the floor required to be covered and secure away for ease of movement in the event of an emergency and avoid slips, trips and falls | Loose wall plug unit and attached wires should be intact for ease of movement in the event of an emergency and to avoid slips, trips and falls. There is also the safety issue of electrocution if not properly installed.  Light is off in the room and required to be fix | Ceiling fan is covered with dust and spider webs, this can pose health impacts to staff and students  Damage ceiling panel require replacement  Light is off in the room and required to be fix | Boxes and office/teaching materials place on the floor needed<br>to be remove to proper storage area for ease of movement in<br>the event of an emergency and avoid slips, trips and falls. | Light is off in the room and required to be fix Ceiling fan is covered with dust and spider webs, this can pose health impacts to staff and students Boxes and office/teaching materials place on the floor needed to be remove to proper storage area for ease of movement in the event of an emergency and avoid slips, trips and falls. |

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| Generally   |                    |           |
|---|--------------------|-----------|
| Wires and cables on the floor required to be covered and secure away for ease of movement in the event of an emergency and avoid slips, trips and falls Clean and remove rubbish in the room Ceiling fans is heavily soiled with dust, this can pose health issues for staff and students It was notice during the inspection that there is rat activity as notice by holes on the ceiling and above distribution board panel Windows are heavily soiled with dust and dirt, this can pose health issues for staff and students |                    | Room 8    |
| Ceiling fan and windows are heavily soiled with dust and spider webs, this can pose health issues for staff and students  | 7                  | Room 7    |
| Windows are heavily soiled with dust and spider webs, this can pose health issues for staff and students  No First Aid Kit to assist with minor injuries/illnesses  No Fire Extinguisher in case of a fire emergency  Rooms 1,2,3,4,5,6 were LOCKED during the inspection   | Staff Office A 217 | Staff Off |
| Wires and cables on the floor required to be covered and secure away for ease of movement in the event of an emergency and to avoid slips, trips and falls.  Windows are heavily soiled with dust and dirt, this can pose health issues to staff and students Insufficient working space. This is a concern due to the inability of staff and students to move to safety in the event of an emergency, there is also the safety issue of slips, trips and falls   | A3                 | Room A3   |

| emergency  |                   |    |  |
|--|-------------------|----|--|
| the emergency.  No fire extinguishers for the whole building in the event of a fire  | •                 |    |  |
| This building is not connected to the alarm system, the concern is during the event of an emergency, nearby buildings, staff and students will not be able to know as there is no signal to identified | Ifilele Building  | If |  |
| for staff.   |                   |    |  |
| replacement.  Electrical panels inside storage room are opened and electrical cables and wires are exposed and can create the risk of electrocution  | •                 |    |  |
| issues for staff and students Store Room required cleaning and damaged ceiling panels required   | •                 |    |  |
| unhealthy working environment for staff and students. Windows are heavily soiled with dust and dirt, this can pose health  | •                 |    |  |
| it has been more than 2 weeks since they were exposed to the unpleasant smell that remains inside their room. This creates   |                   |    |  |
| for the room which have not been properly dry. According to staff  |                   |    |  |
| There was an unpleasant odour in the room during the inspection, this was due to the wet floor carpet resulted from a clean-up done  | Staff Room (FNHS) |    |  |
| working hours  Rooms of the FONHS Secretary, Dean FON & Health Science were LOCKED during the inspection   |                   |    |  |
| Emergency Exist Door on the right side of the bottom floor is locked, emergency exit should be open at all time and during   | Moor of Timon's   |    |  |
| emergency No first Aid kit to assist with minor injuries/illnesses   | School of Nursing | Sc |  |
| No fire extinguisher for the whole department in case of a fire  | •                 |    |  |

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| handling these chemicals are not fully aware of the impacts to the health during handling, unaware of personal protective clothing required and first aid measures to take when in contact with the chemical, these kind of information are available on Safety Data Sheet.  No fire extinguishers provided in the case of a fire emergency  No copy of evacuation plan available. Staff are to be versed with an evacuation plan to ensure their safety and safety of students | Academic Quality Unit (AQU) & Planning Unit (Top |  |
|---|--|--|
| • •   | Academic Quality Unit (AQU) & Planning Unit (Top |  |
| •   | Quality  |  |
| handling these chemicals are not rully aware of the impacts to the health during handling, unaware of personal protective clothin required and first aid measures to take when in contact with the chemical, these kind of information are available on Safety Da Sheet.  |  |  |
| handling these chemicals are not runy aware or me impacts we use health during handling, unaware of personal protective clothin required and first aid measures to take when in contact with the chemical, these kind of information are available on Safety Dar  |  |  |
| handling these chemicals are not runy aware or the impacts to the health during handling, unaware of personal protective clothin required and first aid measures to take when in contact with the   |  |  |
| handling these chemicals are not rully aware of the impacts to the health during handling, unaware of personal protective clothin   |  |  |
| handling these chemicals are not fully aware of the hiparis to the  |  |  |
| of the impacts to the   |  |  |
| available chemicals. The safety concern with this regard is that staff  |  |  |
| <ul> <li>There are no available Material Safety Data Sheet (MSDS) for the</li> </ul>  |  |  |
| the kitchen that can pose a fire/explosion risk.  |  |  |
| contamination can occur and the storage of flammable chemicals in   |  |  |
| of chemicals at food preparation area whereby the risk of cross   |  |  |
| at proper storage area. The concern is the safety issues with storage   |  |  |
| chemicals, some chemicals are flammable and needed to be stored   |  |  |
| <ul> <li>Kitchen area is used for preparation of food and storage of cleaning</li> </ul>  |  |  |
| emergency from the use of electrical appliances available.  |  |  |
| • There is no fire extinguisher in the kitchen area in the case of a fire   |  |  |
| emergency   |  |  |
| to ensure safe passage of staff and students in the event of an   |  |  |
| exits is required to be opened at all times in particular working hours   |  |  |
| <ul> <li>The emergency door was locked during the inspection. Emergency</li> </ul>  |  |  |
| the safety area in the event of an emergency.   | (Ground floor)                                   |  |
| <ul> <li>No exit signs on emergency exit doors to direct staff and students to</li> </ul>   | Finance Division                                 |  |
|   |  |  |
| of students   |  |  |
| to be versed with an evacuation plan to ensure their safety and safety  |  |  |
| <ul> <li>No copy of the evacuation plan available for the building. Staff are</li> </ul>  |  |  |
| injuries/illnesses  |  |  |
| <ul> <li>No first aid kits for the whole department to assist with minor</li> </ul>   |  |  |

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| No exit signs on emergency exit door to direct staff and students to the safely area in the event of an emergency.  No fire extinguisher for the whole building in the event of an emergency.  No not possible for the whole building in the event of an emergency.  No copy of Evacuation plan to ensure their safety and safety of students evacuation plan to ensure their safety and safety of students or the Manager, Student Counsellor and an unlabelled room were LOCKED during the inspection  No fire extinguisher provided in case of a fire emergency.  No first add kits for the department including groundsmen, security and cleaners to assist in minor injuries/illnesses.  No Material Stafety Data Sheet for cleaning emittals are not fully aware of the impacts to their health during handling, unaware of personal protective clothing required and first aid measures to take when in contact with the chemical, these kind of information are available on Safety Data Sheet.  There is also no register of all chemicals used within the campus. The concern is the inability to identified all chemicals used within the campus that could pose health & safety issues to staff and students  Chemical Store Room required a thorough cleaning, spare parts, equipment's, chemicals, oils, boxes with a whole tot of other materials and heavily solled with dust, dirt and webs are all stored topsetler.   |  | - |                                      |    |
|--|--|---|--------------------------------------|----|
|  | together.  | _ |                                      |    |
|  | materials and heavily soiled with dust, dirt and webs are all stored                   |   |                                      |    |
|  | equipment's, chemicals, oils, boxes with a whole lot of other                          |   |                                      |    |
|  | Chemical Store Room required a thorough cleaning, spare parts,                         | • |                                      |    |
|  | students   |   |                                      |    |
|  | the campus that could pose health & safety issues to staff and                         |   |                                      |    |
|  | The concern is the inability to identified all chemicals used within                   |   |                                      |    |
|  | There is also no register of all chemicals used within the campus.                     | • |                                      | 26 |
|  | on Safety Data Sheet.  |   |                                      |    |
|  | contact with the chemical, these kind of information are available                     |   |                                      |    |
|  | protective clothing required and first aid measures to take when in                    |   |                                      |    |
| No exit s the safety  No fire emergen No copy evacuation Rooms of were LO  No fire entry There is that there event of event of and clear and clear is that series is that series and clear is that series where the event of the there event of | impacts to their health during handling, unaware of personal                           |   |                                      |    |
| No exit s the safety  No fire emergen No copy evacuati. Rooms of were LO  No fire end that there event of No first and clear procure.  | is that staff handling these chemicals are not fully aware of the                      |   |                                      |    |
| No exit s the safety  No fire emergen No copy evacuati Rooms cowere LO  No fire 6 There is that there event of No first and cleated No Material streets of the safety of |  |   |                                      |    |
|  | No Material Safety Data Sheet for cleaning chemicals that are                          | • |                                      |    |
|  | and cleaners to assist in minor injuries/illnesses.                                    |   |                                      |    |
| • • • •  | No first aid kits for the department including groundsmen, security                    | • | Department                           |    |
| • • • •  | event of an emergency.   |   | Properties Maintenance & Engineering |    |
| • • • • •  | that there is no alternate pathway for staff to safely evacuate in the                 |   |                                      |    |
| • • • •  | There is only one entry and exit door for the room. The concern is                     | • |                                      |    |
| • • •  | No fire extinguisher provided in case of a fire emergency                              | • |                                      |    |
| • • •  | were LOCKED during the inspection  |   |                                      | 4  |
| • •  | Kooms of the Manager, Student Counsellor and an anaconcersor.                          | • |                                      |    |
| • •  | evacuation plan to ensure their salety and salety or success                           |   |                                      |    |
| •  | No copy of Evacuation I fair available. Summer to construct the conference of students | • |                                      |    |
| <ul> <li>No exit signs on emergency exit door to direct staff and students to the safety area in the event of an emergency.</li> <li>No fire extinguisher for the whole building in the event of an</li> </ul>   | emergency  | , | Student Support Services Building    |    |
| No exit signs on emergency exit door to direct staff and students to the safety area in the event of an emergency.   |  | • |                                      |    |
| No exit signs on emergency exit door to direct staff and students to the safety area in the event of an emergency.   |  |   |                                      |    |
| No exit signs on emergency exit door to direct staff and students to   | the safety area in the event of an emergency.  |   |                                      |    |
|  | No exit signs on emergency exit door to direct staff and students to                   | • |                                      |    |

| bird dropping inside the workshop  | - |  |                       |                        |         |
|--|---|--|-----------------------|------------------------|---------|
| The workshon required cleaning: it was notice during the inspection              | • |  |                       |                        |         |
| are also very light in weight. Fire extinguisher should be fully                 |   |  |                       |                        |         |
| safety pin have been pulled and tamper seal removed and the flasks               |   |  |                       |                        |         |
| Two fire extinguishers on the ground floor required to be refill, the            | • |  |                       |                        |         |
| There is no first aid kit to assist with minor injuries/illnesses                | • |  |                       |                        |         |
| Emergency Services Authority requirements.                                       |   |  |                       |                        |         |
| maintained every 12 months in accordance with the Samoa Fire and                 |   |  | Building              |                        |         |
| 2016. Fire extinguishers should be regularly serviced and                        |   |  | Puataunofo            |                        |         |
| maintenance record shows the last date of services was in April                  |   |  | 790                   |                        |         |
| Fire extinguisher fully charge, safety pin and tamper seal intact,               | • | Electrical Department  | Institute of          |                        |         |
| No proper signage's for slippery and wet floor during the rainy days.            | • |  |                       |                        |         |
| in a long period of time in particularly teaching.                               |   |  |                       |                        |         |
| It was raised the health effects of prolonged exposure to chalk dust             | • |  |                       |                        |         |
| floor of the building  |   |  |                       |                        |         |
| have to go all the way to the back of the building to access the 2 <sup>nd</sup> |   |  |                       |                        |         |
| second floor by disability students and staff, a disable person will             |   |  |                       |                        |         |
| There is no wheelchair access in front of the building to access the             | • |  |                       |                        |         |
| staff.   |   |  |                       |                        |         |
| and secondly consideration of the safety for the older age group of              |   |  |                       |                        |         |
| to the provision of modified facilities for persons with disabilities,           |   |  |                       |                        |         |
| students and teaching staff. The safety concern is first with regards            |   |  |                       |                        |         |
| of the teaching staff are above 50 years and there are disabled                  |   |  |                       |                        | campas  |
| Lepapaigalagala Campus do not have handrails, however majority                   |   | ,  | c                     | District. Acceptant of | Shudde  |
| Allconcrete stairs/steps of the old building in the middle of the                | • | Other Issues: Raised for the old building in the middle of the Lepapaigalagala | e old building in the | ssues: Raised for th   | Other I |
| groundings   |   |  |                       |                        |         |
| graindemen's staff   |   |  |                       |                        |         |
| odours from oils and other chemicals can pose health impact for                  |   |  |                       |                        |         |
| staff used to rest during breaks. The safety concern is fumes and                | • |  |                       |                        |         |
| Groundsmen Shed: chemicals and oil are stored at the shed where                  | • |  |                       |                        |         |

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| spider webs  |   |           |            |         |  |  |  |
|--|---|-----------|------------|---------|--|--|--|
| <ul> <li>Ceiling fans in the workshop is heavily soiled with dust, dirt and</li> </ul>   | • |           |            |         |  |  |  |
| <ul> <li>Safety signage's in the workshop for PPE requirement for the use of<br/>the various equipment's available in the workshop are old and tear<br/>and required replacement.</li> </ul> | • |           |            |         |  |  |  |
| injuries/illnesses   |   |           |            |         |  |  |  |
| webs  No first Aid kit for the department to assist in minor   | • |           |            |         |  |  |  |
| Emergency Services Authority requirements.  Windows and ceiling fan is heavily soiled with dust, dirt and spider   | • |           |            |         |  |  |  |
| concern is fire extinguisher should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and   |   |           |            |         |  |  |  |
| Second fire extinguisher in the office is fully charge, it was last serviced in April 2016, safety pin and tamper seal intact. The   | • |           |            |         |  |  |  |
| requirements.  |   |           |            |         |  |  |  |
| with the Samoa Fire and Emergency Services Authority   |   |           |            |         |  |  |  |
| delaying access in the vent of a fire. Fire extinguisher should be   |   |           |            |         |  |  |  |
| and a scrap TV. The concern is the fire extinguisher is clocked  |   |           |            |         |  |  |  |
| and tamper seal are intact. The fire extinguisher is blocked by a desk   |   |           | Department | Dep     |  |  |  |
| First fire extinguisher in the office is fully charge, it was unknown  | • | Machinery | ng &       | Fitting |  |  |  |
| ease of movement in the event of an emergency  |   |           |            | -       |  |  |  |
| place on the floor required to be stored in proper storage area for  |   |           |            |         |  |  |  |
| workshop  The office area required cleaning, boxes and teaching materials  | • |           |            |         |  |  |  |
| Windows are heavily soiled with dust and dirt in both the office and   | • |           |            |         |  |  |  |
| and delaying access in the event of a fire   |   |           |            |         |  |  |  |
| rubbish bins. The concern is the hydrant and alarm switch is blocked   | • |           |            |         |  |  |  |
| Eiro Hoco Rool hydrant and the alarm place switch was blocked by   | • |           |            |         |  |  |  |

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| Asi Building  Staff Offices 1  • Kitchen area had no fire extinguisher provided in the case of a fire building, all 4 extinguishers are fully charge, safety pin and tamper seal intact but unknown date of last serviced as there is no record available. The location of these fire extinguishers are behind desks and staff. The concern is the fire extinguisher is clocked delaying access in the vent of a fire. Fire extinguisher should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements. |
|---|
|   |

| and last serviced in April 2016. The concern is fire extinguisher should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.  No first aid kit for the department to assist in minor injuries/illnesses Fire extinguishers available are fully charge, safety pin and tamper seal intact, but unknown date of last serviced. The concern is fire extinguisher should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services | Carpentry & Joinery  Trades (Faculty of Apply Science) |   |
|--|--|---|
| • • •  | Carpentry & Joinery  Trades (Faculty of Apply Science) |   |
| • • •  | Carpentry & Joinery  Trades (Faculty of Apply Science) |   |
| • • •  | Carpentry & Joinery                                    |   |
| and last should I accorda requirer  No first   | Carpentry & Joinery                                    |   |
| • •  | Carpentry & Joinery                                    |   |
| •  | Carpentry & Joinery                                    |   |
| •  | Carpentry & Joinery                                    |   |
| •  | Carpentry & Joinery                                    |   |
| •  | Carpentry & Joinery                                    |   |
| Fire exti  | Carpentry & Joinery                                    |   |
|  |  |   |
| area in the event of an emergency  |  |   |
| <ul> <li>No exit signs on exit doors to direct staff and student to the safety</li> </ul>  |  |   |
| Authority requirements.  |  |   |
| accordance with the Samoa Fire and Emergency Services  |  |   |
| be regularly serviced and maintained every 12 months in  |  |   |
|  | Electronic Divisions                                   |   |
| Fire extinguishers fully charge, safety pin and tamper seal intact   |  |   |
| concern is trips & rains causing an accident.  |  |   |
| Drains in front of the workshop do not have drain covers. The salety   |  |   |
| injuries/illnesses   |  | Ţ |
| <ul> <li>No first aid kits for the department to assist in minor</li> </ul>  |  |   |
|  |  |   |
| signage and ensure staff and students are aware of precautions to  |  |   |
| <ul> <li>High Voltage Panel install inside the workshop required proper</li> </ul>   |  |   |
| ensure they are in good condition in the vent of a fire emergency.   |  |   |
|  | Plumbing Department                                    |   |

| should be relocated further away from building as it is very close distance to the working buildings.                                    |   |                      |                |                  |
|--|---|----------------------|----------------|------------------|
| The assembly point/area during evacuation is just in front of the main office also used as a car park area by staff; This assembly point |   |                      |                |                  |
| Replace missing floor tiles to prevent an accident   |   |                      |                |                  |
| with the Samoa Fire and Emergency Services Authority   |   |                      |                |                  |
| concern is fire extinguisher should be, mounted at appropriate level, regularly serviced and maintained every 12 months in accordance    |   |                      |                |                  |
| no record available, and it is also mounted at a high level. The   |   |                      |                |                  |
| and tamper seal intact but unknown date of last serviced as there are  |   | Manager's Office     | Medical School | Moto'otua Campus |
| and students such as dengue and/or zika virus.   |   |                      |                |                  |
| was inspected, this can pose a threat to the health of staff   |   |                      |                |                  |
| It was observed that a lot of mosquitoes in the room that  | • |                      |                |                  |
| ease of movement in the event of an emergency  |   |                      |                |                  |
| Tools and equipment should be properly stored and secure away for  |   |                      |                |                  |
| There is no proper storage cabinet for safety tools and safety gears.  | • |                      |                |                  |
| safety area in the event of an emergency   |   |                      |                |                  |
| No signs on emergency exit doors to direct staff and students to the   | • |                      |                |                  |
| an evacuation plan to ensure their safety and safety of students   |   |                      |                |                  |
| No copy of the evacuation plan available. Staff are to be versed with  | • |                      |                |                  |
| accordance with the Samoa Fire and Emergency Services Authorns   |   |                      |                |                  |
| should be regularly serviced and maintained every 12 months in   |   | Engineering Mechanic | Engin          |                  |
| was last serviced in April 2016. The concern is fire extinguisher  |   |                      |                |                  |
| Fire extinguisher fully charge, safety pin and tamper seal intact and  | • |                      |                |                  |
| Windows and ceiling fans are heavily soiled with dust and dirt   | • |                      |                |                  |
| safety area in the event of an emergency   |   |                      |                |                  |
| No signs on emergency exit doors to direct staff and students to the   | • |                      |                |                  |

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| lab. The safety concern with this regard is that staff & students handling these chemicals are not fully aware of the impacts to their   |                             |   |     |
|--|-----------------------------|---|-----|
| There are no Material Safety Data Sheet for chemicals used in the  | Basic Science Laboratory •  |   |     |
| Chemical in the water bottle is not labelled with the current content of the bottle. The concern is having to mistaken the content of water bottle with something that is not.   | Clinical Skills Room        |   |     |
| Ceiling fan is heavily soiled with dust and dirt   | Staff Lounge •              |   |     |
| Rooms 4,5,6,7, visiting lecturer rooms were LOCKED during the inspection   |                             |   | - * |
| Electrical wires on the left of the hallway required to be properly covered and secured away.  | •                           |   |     |
| and safety of students   |                             |   |     |
| There is no copy of the evacuation plan for the campus available.  Staff are to be versed with an evacuation plan to ensure their safety   | •                           |   |     |
| There are no fire extinguishers available for the staff wing in the event of an emergency  |                             |   |     |
| Generally  | Staff Offices/ Staff Wing G | S |     |
| kequired thorough cleaning, pile of clothes, cleaning materials and tools are all mixed up in the room and access inside the room is blocked. The concern is blocked access and movement within the room pose a safety issue of slips, trips and falls during the event of an emergency. | Maintenance Koom            | ~ |     |
| requirements.  | ,                           |   |     |
| charged, regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority  |                             |   |     |
| Fire extinguisher in the hallway to the staff wing is empty, safety nin has been nulled. The concern is fire extinguisher should be fully  | •                           |   |     |

Conditional and imposing might be recognized by the property of the property o

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A CASA TO STANDARD WAS ARREST TO STANDARD TO A STANDARD TO STANDAR

|   | Nautical Office   |   |   | Mulinu'u Campus  Maritime School                                   | Library   |  |
|---|---|---|---|--|---|--|
| <ul> <li>where place on the moor required to be covered and secure away from staff for ease of movement in the event of an emergency</li> <li>Windows are covered with dust and dirt</li> </ul> | Air condition in the room is leaking water onto the floor creating slippery floor  Wires place on the floor required to be covered and secure away. | <ul> <li>computing Foundation, Environmental Science and Campus Manager office were LOCKED during the inspection</li> <li>The alarm system of the campus is not connected to the Samoa Fire Emergency Services Authority</li> <li>It was observed that a lot of mosquitoes in the rooms that was inspected, this can pose a threat to the health of staff and students such as dengue and/or zika virus.</li> </ul> | unknown of date it was last serviced as there are no records available, instruction on the extinguishers are in Chinese language. The concern is fire extinguishers should be in the appropriate language, mounted at the appropriate height level, regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.  • Rooms for Vice Chancellor, VC Associate Professor Computing & | • All fire extinguishers within the campus is mounted close to the | <ul> <li>No fire extinguisher available for the Library in the event of a fire emergency</li> <li>No copy of the evacuation plan available. Staff are to be versed with an evacuation plan to ensure their safety and safety of students</li> </ul> | health during handling, unaware of personal protective clothing required and first aid measures to take when in contact with the chemical, these kind of information are available on Safety Data Sheet. |

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| Windows are heavily soiled with dust and dirt                        | • | Head of School Office |  |
|--|---|-----------------------|--|
| of movement in the event of an emergency                             |   |                       |  |
| Items store on the floor required to move to proper storage for ease | • |                       |  |
| from staff for ease of movement in the event of an emergency         |   |                       |  |
| Wires place on the floor required to be covered and secure away      | • | Fisheries Office      |  |
|  |   |                       |  |