



0436

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

Date: 7/11/2017

TO: National University of Samoa, occupier or owner of place of employment.

Address: Toomatagi / Motootua / Mulimua

1. During the inspection of Occupational Safety & Health

I found:

Please refer to the attach report of findings and recommendations.

2. Under Occupational Safety and Health Act 2002, you are hereby required and ordered to carry out all alterations and additions necessary to remedy such fault. These are to be carried out to my satisfaction within 14 days from this date/forthwith:

3. I intend to visit again your place of employment on or about 27th November 2017 to conduct follow-up inspections on OSH standards

Labour Inspector Code 113062/113193

Signature Hani / Stephens



Official Stamp

Hani Stephens
7-11-2017

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

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Ministry of Commerce, Industry and Labour
Mataqalueda o Pisinisi, Alamanuia ma Leiba



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MINISTRY OF COMMERCE, INDUSTRY & LABOUR
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Date: 7/11/2017

TO: National University of Samoa
Address: Toomata o Matafao (Matafao)

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Labour Inspector Service
07 NOV 2017
Inspected & Checked
Ministry of Commerce
Industry & Labour

Signature: [Handwritten Signature]
Labour Inspector Code: 113002/11313

Official Stamp



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 3rd, 17th, 18th and 19th 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 3rd, 17th, 18th and 19th 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;

- 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.
 9. 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.

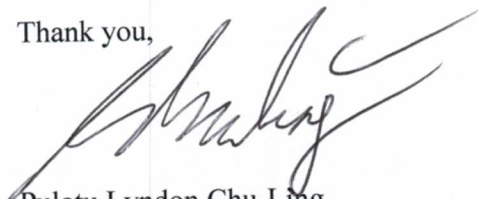
15. Provide accessible first aid kits for each department for emergency care of minor accidents and/or illnesses, and to implement a system to manage and control usage.

A follow up inspection will be scheduled on the 30th 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

Attachment 1: Inspection findings details

Campus	Campus	Building	Room number	Issues/Comments
Le Papaiagalagala	Campus	Tapuae Building (Administration)	First (1 st) Floor	<p>Generally</p> <ul style="list-style-type: none"> There are plenty of fire extinguishers for the whole building, each room has its own. However, findings show the fire extinguishers need to be serviced and maintained. Staffs also need to be versed with how to use the fire extinguisher in the event of a fire. Insufficient working space and storage space is a common issue across the building. 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.
			HR Room	<ul style="list-style-type: none"> Fire extinguisher is fully charged, safety pin and tamper seal intact, maintenance record card shows the last date of serviced was in 2015. The concern is the extinguisher is blocked by printer, delaying access in the event of a fire Insufficient working space to accommodate 6 employees versus the capacity of the room, this further leads to very narrow pathway for movement of employees. Boxes and office materials place on the floor need to remove and stored in a proper storage area.
			Student Administration Room	<ul style="list-style-type: none"> The fire extinguisher on the floor is required to be mounted 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.
			Records Room	<ul style="list-style-type: none"> Insufficient space for storage of records, boxes of records are placed on the floor creating limited space for movement in the

			<ul style="list-style-type: none"> event of an emergency, and increasing possibility for trip and fall hazards. There is no air condition and the room accommodates one employee. Wires/cables on the floor required to be properly covered and secured away from employees to prevent the possibility of electrocution.
		Kitchen Areas	<ul style="list-style-type: none"> The fire extinguisher is fully charged, safety pin and tamper seal intact, maintenance record card shows the last date of serviced was in 2015. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.
		Director for Students Support services Office	<ul style="list-style-type: none"> The fire extinguisher fully charge, safety pin and tamper seal intact, maintenance record card shows the last date of serviced was in 2015. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.
		Students Support Services Office	<ul style="list-style-type: none"> The fire extinguisher need to recharge, safety pin and tamper seal are not intact, maintenance record card shows the last date of service was in 2015. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.
	Second Floor	Executive Secretariat Office	<ul style="list-style-type: none"> The fire extinguisher in place required recharge, the pressure gauge needle is located at the red recharge area. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements. Boxes and office materials placed on the floor need to be remove and stored in a proper storage area for ease of movement in the event of an emergency, and avoid slips, trips and falls.

				<ul style="list-style-type: none"> • Fire extinguisher in place required recharge, the pressure gauge needle is located at the red recharge area. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.
		Website Administrator Room	Content	
		General Office Area (Next to the Kitchen)		<ul style="list-style-type: none"> • Fire extinguisher on the floor required to be mounted at the appropriate height level to avoid being moved or damaged. • Electrical wires/cables (next to printer) on the floor required to be properly covered and secured away from employees to avoid slips, trips and falls. • Displayed desk to be relocated as it is blocking the fire hose reel and the fire alarm switch.
	<i>Niutea Building</i>	Canteen - Nella's Restaurant		<ul style="list-style-type: none"> • No fire extinguisher provided in case of a fire emergency. • No exit signs on exit doors to direct staff and students to the safety area in the event of an emergency. • Safety measures must be applied to ensure the gas cylinder used for cooking is stored inside the kitchen. • Insufficient space used for food storage & preparation and to accommodate 2 employees. • No Personal Protective clothing for employees except only hair nets worn at the time of the inspection. • Camera wires required to be properly covered and secured away from employees, and cooking appliances nearby to avoid slips, trips and falls. • Employees are not aware of the Evacuation Plan in case of an emergency. Staff are to be versed with an evacuation plan to ensure their safety and the safety of the students.

		Associate Professor (Safua Akeli) Room & Postgraduate Student Computer Room	<ul style="list-style-type: none"> No fire extinguisher in case of an emergency.
	<i>Niu'afa Building</i>	Main Office	<ul style="list-style-type: none"> No fire extinguisher in case of an emergency, the main office housed 13 employees and include a kitchen area. Employees are not fully aware of the evacuation plan in case of an emergency. Staff are to be versed with an evacuation plan to ensure their safety and the safety of the students. No exit signs on exit doors to direct staff and students to the safety area in the event of an emergency.
	<i>Niale'a Building</i>	Exhibition Room	<ul style="list-style-type: none"> No fire extinguisher in case of an emergency. No exit signs on exit doors to direct staff and students to the safety area in the event of an emergency.
	<i>Faculty of Business & Entrepreneurship</i>		<p>Generally</p> <ul style="list-style-type: none"> No fire extinguishers for the whole department in case of an emergency. It was observed that a lot of mosquitoes in the rooms that were inspected, this can pose a threat to the health of staff and students such as dengue and/or zika virus. Insufficient working space for staff and the lack of storage space, which has led to cleaning issues identified. No first Aid kits for the whole department to assist with minor injuries/illnesses. HOD English Room was LOCKED during the inspection.

		Dean of Faculty in Business & Entrepreneurship Room	<ul style="list-style-type: none"> Boxes and office materials placed on the floor need to be removed and stored in a proper storage area, and thorough cleaning is required to eliminate slips, trips and fall hazards
		Executive Assistant Room	<ul style="list-style-type: none"> Boxes and office materials placed on the floor need to be removed and stored in a proper storage area, thorough cleaning is required to eliminate slips, trips and fall hazards
		FOBE Staff Office Room	<ul style="list-style-type: none"> Electric panel located in the front of the office is opened and wires are exposed and not properly piled can cause electrical hazard if not managed accordingly. Evacuation plan is in place however employees are not aware of the plan. Staff are to be versed with an evacuation plan to ensure their safety and the safety of the students. Ceiling fans and windows are dusty and rusty. Insufficient working space to accommodate 6 employees versus the capacity of the room can contribute to the health and productivity of staff. Electrical wires /cables on the floor required to be properly covered and secured away from employees working space. Insufficient working space, the room is also used for student consultations. It was observed that a lot of mosquitoes in the room, this can pose a threat to the health of staff and students such as dengue and/or Zika virus. Insufficient working space, the room is also used for student consultations
		Economics & Banking and Finance Lecturer Room	<ul style="list-style-type: none"> Insufficient working space, the room is also used for student consultations. It was observed that a lot of mosquitoes in the room, this can pose a threat to the health of staff and students such as dengue and/or Zika virus. Insufficient working space, the room is also used for student consultations
		Economics Senior Lecturer Room	<ul style="list-style-type: none"> Insufficient working space, the room is also used for student consultations
		HOD Accounting & Economics Room	<ul style="list-style-type: none"> Air condition and air vent in the room are covered with dust and spider webs

			<ul style="list-style-type: none"> It was observed that a lot of mosquitoes in the room, this can pose a threat to the health of staff and students such as dengue and/or zika virus.
	Accounting Lecturer Room		<ul style="list-style-type: none"> Ceiling fan is covered with dust Insufficient working space can contribute to the health and productivity of staff. Boxes and office materials place on the floor needed to be remove and store in proper storage area to avoid slips, trips and falls. Electrical wires /cables on the floor required to be properly covered and secured away from employees working space. Windows are covered with dust
	Lecture Management & Marketing Room		<ul style="list-style-type: none"> Insufficient working space can contribute to the health and productivity of staff. Ceiling fan is covered with dust and spider webs
	Staff Room for FOA		<ul style="list-style-type: none"> Room 3: Boxes and office materials place on the floor need to be removed and stored in a proper storage area to avoid slips, trips and falls. Room 8: Boxes and office materials place on the floor need to be removed and stored in a proper storage area to avoid slips, trips and falls. Room 4, 5 6 & 7 were LOCKED during the inspection No fire extinguisher in the event of an emergency. Windows are covered with dust and spider webs No first Aid Kit to assist with minor injuries/illnesses.
	Library		<ul style="list-style-type: none"> Fire extinguisher in place is blocked by a table, and there is no system for regular service and maintenance. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.

		Printing Room	<ul style="list-style-type: none"> • Hose reel is blocked by a table of catalogues which will hinder access when needed. • No first aid kit available to assist with minor 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. • 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.
			<ul style="list-style-type: none"> • 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 product. • 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 <p>Generally</p>

<i>Faculty of Education</i>		<ul style="list-style-type: none"> No fire extinguishers for the whole department in case of an emergency No first Aid Kit to assist with minor injuries/illnesses. 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. 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. Rooms 1, 5, 9, 15, 18, 19, 20, 21, 22, 23, 24, 25, 29, 28, 34, Epenesa Esera's room (unknown room number), Faanoemoe Soti (unknown room number), unlabelled room were LOCKED during the inspection
Staff Room / Kitchen	<ul style="list-style-type: none"> No fire extinguisher in case of fire emergency 	
Conference Room	<ul style="list-style-type: none"> 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. 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 	
Room 7	<ul style="list-style-type: none"> Missing ceiling panel that needed to be replaced 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. 	
Room 8	<ul style="list-style-type: none"> Electrical fan use in the room do not have a proper cover 	
Room 10	<ul style="list-style-type: none"> Boxes and office/teaching materials place on the floor needed to be remove to proper storage area and re-organise for ease of 	

			movement in the event of an emergency and avoid slips, trips and falls.
		Room 13	<ul style="list-style-type: none"> Air condition in the room is out of order
		Room 26	<ul style="list-style-type: none"> Electrical fan is covered with dust
	<i>Information and Communication Technology</i>		<p>Generally</p> <ul style="list-style-type: none"> No fire extinguishers for the whole department in case of fire emergency No first aid kits for the whole department to assist with minor injuries/illnesses
	Multimedia Division		<ul style="list-style-type: none"> No fire extinguisher for the whole department in case of fire emergency No first aid kit to assist with minor injuries/illnesses
	Director of ICT Room: B-201		<ul style="list-style-type: none"> It was noted during the inspection a strong odour of cleaning chemical lingers inside the room, this can pose a health impact from exposure and inhalation of chemicals No fire extinguisher in case of a fire emergency No first aid kit to assist with minor injuries/illnesses
	Computer Lab Office: B-202		<ul style="list-style-type: none"> No fire extinguisher in case of a fire emergency No first aid kit to assist with minor injuries/illnesses
	<i>Faculty of Science</i>		<p>Generally</p> <ul style="list-style-type: none"> No fire extinguisher for the whole department in 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 the safety of the students. No first aid Kits for the whole department to assist with minor injuries/illnesses Rooms 203, 204 were LOCKED during the inspection

		Staff Room 201	<ul style="list-style-type: none"> • 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.
		HOD Science Room 202	<ul style="list-style-type: none"> • 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. • 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
		Staff Room 205	<ul style="list-style-type: none"> • 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
		Staff Room 206	<ul style="list-style-type: none"> • 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
		Staff Room 207	<ul style="list-style-type: none"> • 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
		Staff Room 208	<ul style="list-style-type: none"> • 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.

	Room A3		<ul style="list-style-type: none"> • 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
	<i>Staff Office A 217</i>		<p>Generally</p> <ul style="list-style-type: none"> • 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
	Room 7		<ul style="list-style-type: none"> • Ceiling fan and windows are heavily soiled with dust and spider webs, this can pose health issues for staff and students
	Room 8		<ul style="list-style-type: none"> • 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
			<p>Generally</p>

	<i>School of Nursing</i>	<ul style="list-style-type: none"> • No fire extinguisher for the whole department in case of a fire emergency • No first Aid kit to assist with minor injuries/illnesses • Emergency Exist Door on the right side of the bottom floor is locked, emergency exit should be open at all time and during working hours • Rooms of the FONHS Secretary, Dean FON & Health Science were LOCKED during the inspection
	Staff Room (FNHS)	<ul style="list-style-type: none"> • 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 for the room which have not been properly dry. According to staff it has been more than 2 weeks since they were exposed to the unpleasant smell that remains inside their room. This creates unhealthy working environment for staff and students. • Windows are heavily soiled with dust and dirt, this can pose health issues for staff and students • Store Room required cleaning and damaged ceiling panels required replacement. • Electrical panels inside storage room are opened and electrical cables and wires are exposed and can create the risk of electrocution for staff.
	<i>Ifilele Building</i>	<p>Generally</p> <ul style="list-style-type: none"> • 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 the emergency. • No fire extinguishers for the whole building in the event of a fire emergency

		<ul style="list-style-type: none"> • No first aid kits for the whole department to assist with minor injuries/illnesses • No copy of the evacuation plan available for the building. Staff are to be versed with an evacuation plan to ensure their safety and safety of students
	<p>Finance Division (Ground floor)</p>	<ul style="list-style-type: none"> • No exit signs on emergency exit doors to direct staff and students to the safety area in the event of an emergency. • The emergency door was locked during the inspection. Emergency exits is required to be opened at all times in particular working hours to ensure safe passage of staff and students in the event of an emergency • There is no fire extinguisher in the kitchen area in the case of a fire emergency from the use of electrical appliances available. • Kitchen area is used for preparation of food and storage of cleaning chemicals, some chemicals are flammable and needed to be stored at proper storage area. The concern is the safety issues with storage of chemicals at food preparation area whereby the risk of cross contamination can occur and the storage of flammable chemicals in the kitchen that can pose a fire/explosion risk. • There are no available Material Safety Data Sheet (MSDS) for the available chemicals. The safety concern with this regard is that staff handling these chemicals 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.
	<p>Academic Quality Unit (AQU) & Planning Unit (Top Floor)</p>	<ul style="list-style-type: none"> • 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

		<ul style="list-style-type: none"> No exit signs on emergency exit door to direct staff and students to the safety area in the event of an emergency.
	<p style="text-align: center;"><i>Student Support Services Building</i></p>	<ul style="list-style-type: none"> No fire extinguisher for the whole building in the event of an emergency No copy of Evacuation Plan available. Staff are to be versed with an evacuation plan to ensure their safety and safety of students Rooms of the Manager, Student Counsellor and an unlabelled room were LOCKED during the inspection
	<p style="text-align: center;"><i>Properties Maintenance & Engineering Department</i></p>	<ul style="list-style-type: none"> No fire extinguisher provided in case of a fire emergency There is only one entry and exit door for the room. The concern is that there is no alternate pathway for staff to safely evacuate in the event of an emergency. No first aid kits for the department including groundsman, security and cleaners to assist in minor injuries/illnesses. No Material Safety Data Sheet for cleaning chemicals that are procure under the department. The safety concern with this regard is that staff handling these chemicals 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 lot of other materials and heavily soiled with dust, dirt and webs are all stored together.

		<ul style="list-style-type: none"> • Groundsmen Shed: chemicals and oil are stored at the shed where staff used to rest during breaks. The safety concern is fumes and odours from oils and other chemicals can pose health impact for groundsmen's staff.
<p><i>Other Issues: Raised for the old building in the middle of the Lepapaigalagala campus</i></p>	<p><i>Institute of Technology Putanomo Building</i></p>	<ul style="list-style-type: none"> • Allconcrete stairs/steps of the old building in the middle of the Lepapaigalagala Campus do not have handrails, however majority of the teaching staff are above 50 years and there are disabled students and teaching staff. The safety concern is first with regards to the provision of modified facilities for persons with disabilities, and secondly consideration of the safety for the older age group of staff. • There is no wheelchair access in front of the building to access the second floor by disability students and staff, a disable person will have to go all the way to the back of the building to access the 2nd floor of the building • It was raised the health effects of prolonged exposure to chalk dust in a long period of time in particularly teaching. • No proper signage's for slippery and wet floor during the rainy days. • Fire extinguisher fully charge, safety pin and tamper seal intact, maintenance record shows the last date of services was in April 2016. Fire extinguishers should be regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements. • There is no first aid kit to assist with minor injuries/illnesses • Two fire extinguishers on the ground floor required to be refill, the safety pin have been pulled and tamper seal removed and the flasks are also very light in weight. Fire extinguisher should be fully charged in case of a fire emergency • The workshop required cleaning; it was notice during the inspection bird droppings inside the workshop
	<p>Electrical Department</p>	

		Fitting & Machinery Department	<ul style="list-style-type: none"> • Fire Hose Reel hydrant and the alarm glass switch was blocked by rubbish bins. The concern is the hydrant and alarm switch is blocked and delaying access in the event of a fire • Windows are heavily soiled with dust and dirt in both the office and workshop • The office area required cleaning, boxes and teaching materials place on the floor required to be stored in proper storage area for ease of movement in the event of an emergency
		Fitting & Machinery Department	<ul style="list-style-type: none"> • First fire extinguisher in the office is fully charge, it was unknown when it was last serviced as there is no record available, safety pin and tamper seal are intact. The fire extinguisher is blocked by a desk and a scrap TV. 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. • Second fire extinguisher in the office is fully charge, it was last serviced in April 2016, safety pin and tamper seal intact. 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. • Windows and ceiling fan is heavily soiled with dust, dirt and spider webs • No first Aid kit for the department to assist in minor injuries/illnesses • Safety signage's in the workshop for PPE requirement for the use of the various equipment's available in the workshop are old and tear and required replacement. • Ceiling fans in the workshop is heavily soiled with dust, dirt and spider webs

	<i>Asi Building</i>	Staff Offices 1	<ul style="list-style-type: none"> • Kitchen area had no fire extinguisher provided in the case of a fire • There is 4 fire extinguisher available in 4 cubicles within the same 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.
		Staff Offices 2	<ul style="list-style-type: none"> • Fire extinguisher is fully charge, tamper seal and safety pin intact but unknown date of last serviced as there is no record available. 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. • Wires & cable place on the floor required to be covered and secure away from staff for ease of movement in the event of an emergency
	<i>Automotive Engineering Department</i>		<ul style="list-style-type: none"> • There are no fire extinguishers for the department in the event of an emergency • Fire hydrant was report by staff its off. The concern is during the event of a fire emergency and the fire hydrants are off. Firefighting equipment's should be regularly services and ensure they are in good condition in the vent of a fire emergency. • No first aid kit for the department to assist in minor injuries/ illnesses • Ceiling fans are heavily soiled with dust and dirt • Fire hydrant at the workshop is reported by staff member its off. The concern is during the event of a fire emergency and the fire hydrants

	<p><i>Plumbing Department</i></p>	<p>are off. Fire-fighting equipment's should be regularly serviced and ensure they are in good condition in the vent of a fire emergency.</p> <ul style="list-style-type: none"> • High Voltage Panel install inside the workshop required proper signage and ensure staff and students are aware of precautions to take. • No first aid kits for the department to assist in minor injuries/illnesses • Drains in front of the workshop do not have drain covers. The safety concern is trips & falls causing an accident.
	<p><i>Electronic Divisions</i></p>	<ul style="list-style-type: none"> • Fire extinguishers fully charge, safety pin and tamper seal intact and last serviced in 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 exit signs on exit doors to direct staff and student to the safety area in the event of an emergency
	<p><i>Carpentry & Joinery</i></p>	<ul style="list-style-type: none"> • Fire extinguisher is fully charge, safety pin and tamper seal intact 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. • Windows and ceiling fans are heavily soiled with dust and dirt
	<p><i>Trades (Faculty of Apply Science)</i></p>	<ul style="list-style-type: none"> • 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 Authority requirements.

			<ul style="list-style-type: none"> • No signs on emergency exit doors to direct staff and students to the safety area in the event of an emergency • Windows and ceiling fans are heavily soiled with dust and dirt
		<i>Engineering Mechanic</i>	<ul style="list-style-type: none"> • Fire extinguisher fully charge, safety pin and tamper seal intact and was 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 copy of the evacuation plan available. Staff are to be versed with an evacuation plan to ensure their safety and safety of students • No signs on emergency exit doors to direct staff and students to the safety area in the event of an emergency • There is no proper storage cabinet for safety tools and safety gears. Tools and equipment should be properly stored and secure away for ease of movement in the event of an emergency • It was observed that a lot of mosquitoes in the room that was inspected, this can pose a threat to the health of staff and students such as dengue and/or Zika virus.
Moto'otua Campus	<i>Medical School</i>	Manager's Office	<ul style="list-style-type: none"> • Fire extinguisher in the manager's office is fully charge, safety pin and tamper seal intact but unknown date of last serviced as there are no record available, and it is also mounted at a high level. The concern is fire extinguisher should be, mounted at appropriate level, regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements. • Replace missing floor tiles to prevent an accident • 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 should be relocated further away from building as it is very close distance to the working buildings.

			<ul style="list-style-type: none"> • Fire extinguisher in the hallway to the staff wing is empty, safety pin has been pulled. The concern is fire extinguisher should be fully charged, regularly serviced and maintained every 12 months in accordance with the Samoa Fire and Emergency Services Authority requirements.
	Maintenance Room		<ul style="list-style-type: none"> • Required 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.
	Staff Offices/ Staff Wing		<p>Generally</p> <ul style="list-style-type: none"> • There are no fire extinguishers available for the staff wing in the event of an emergency • 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 and safety of students • Electrical wires on the left of the hallway required to be properly covered and secured away. • Rooms 4,5,6,7, visiting lecturer rooms were LOCKED during the inspection • Ceiling fan is heavily soiled with dust and dirt
	Staff Lounge		<ul style="list-style-type: none"> • Ceiling fan is heavily soiled with dust and dirt
	Clinical Skills Room		<ul style="list-style-type: none"> • 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.
	Basic Science Laboratory		<ul style="list-style-type: none"> • There are no Material Safety Data Sheet for chemicals used in the lab. The safety concern with this regard is that staff & students handling these chemicals are not fully aware of the impacts to their

			<p>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.</p> <ul style="list-style-type: none"> • No fire extinguisher available for the Library in the event of a fire emergency • No copy of the evacuation plan available. Staff are to be versed with an evacuation plan to ensure their safety and safety of students
	Library		
Mulinu' u Campus	<i>Maritime School</i>		<p>Generally</p> <ul style="list-style-type: none"> • All fire extinguishers within the campus is mounted close to the floor level, rusty around the connections and the fittings to the wall, 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 & computing Foundation, Environmental Science and Campus Manager office were LOCKED during the inspection • The alarm system of the campus is not connected to the Samoa Fire Emergency Services Authority • 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. • 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 from staff for ease of movement in the event of an emergency • Windows are covered with dust and dirt
	Nautical Office		

		Fisheries Office	<ul style="list-style-type: none"> • Wires place on the floor required to be covered and secure away from staff for ease of movement in the event of an emergency • Items store on the floor required to move to proper storage for ease of movement in the event of an emergency
		Head of School Office	<ul style="list-style-type: none"> • Windows are heavily soiled with dust and dirt

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