

OCCUPATIONAL SAFETY & HEALTH INDUCTION QUESTIONNAIRE

Name		Date	
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Select the most correct answer for each question of the questionnaire. Place a circle around the corresponding letter for your selection. If you make a mistake put a cross through the incorrect answer and circle your correct choice.

PART 1 INTRODUCTION & DUTY OF CARE

1. Which of the following statements best summarises the employee's general duty of care under the Occupational Safety and Health Act:
 - a. Employees must develop and implement safe systems of work
 - b. Employees are responsible for employer obligations for workplace safety and health
 - c. Employees must take reasonable care for their own safety and health and that of others at work
2. Which of the following is **NOT** a duty of care of the employee:
 - a. Report workplace hazards they identify
 - b. Wear and care for personal protective equipment
 - c. Provide instruction and training to other employees
 - d. Comply with safety rules and procedures
3. If an employee appears under the influence of a drug or alcohol at work they will be:
 - a. Allowed to sleep it off in the crib room
 - b. Removed from site and may face disciplinary procedures
 - c. Given a warning but allowed to stay at work
 - d. Congratulated and given a pay rise
4. The purpose of OSH Committees and Representatives is to;
 - a. Provide an alternative to reporting hazards to your supervisor
 - b. Discuss employment and industrial issues such as pays etc.
 - c. Provide an opportunity for employees to discuss OSH with the employer
5. You are entitled to have access to a host employer's Safety Representative or OSH Committee:
 - a. True
 - b. False
6. If you believe you are in imminent and serious risk of an injury or harm to your health at work you should;
 - a. Withdraw from the work area
 - b. Report to your host manager
 - c. Accept reasonable alternative work
 - d. Refer the matter to a safety representative
 - e. All of the above
7. The use of personal protective equipment in a workplace is:
 - a. Optional and at the discretion of the employee
 - b. Only required if there is a sign that says so
 - c. To be worn when driving to work
 - d. To be worn where signposted or instructed by your manager
8. The minimum level of eye protection when working in a signposted area is:
 - a. Sun glasses
 - b. Contact lenses
 - c. Approved safety glasses
9. If you receive an injury at work that requires you attend a doctor/medical centre or loose time from work you must;
 - a. Report it to your host employer
 - b. Report it to your Baker Personnel Manager
 - c. Complete a workers compensation claim form
 - d. All of the above
10. Unless in an emergency you must not leave the workplace without notifying your host employer:
 - a. True
 - b. False

Questionnaire remains property of Baker Personnel

PART 2 HAZARD IDENTIFICATION & RISK CONTROL BASICS

- 11. Which of the following is the most effective way for an employee to identify hazards in a workplace:**
- Always remain alert while at work
 - Participate in practical jokes
 - Take no notice of your immediate work environment
 - Ask your Manager during a meeting
- 12. Identify the most effective method to avoid injury from workplace hazards (preferred order of control) from the following:**
- Eliminate the hazard altogether
 - Using procedures
 - Using Protective equipment
- 13. Carrying out a risk assessment helps us to:**
- Identify high risk hazards and work activities
 - Complete the work faster
 - Replace the need for supervision
- 14. The primary colours of a workplace sign for "Danger" are:**
- Blue and white
 - Red and white
 - Yellow and white
 - Green and white

PART 3 REVIEW OF SPECIFIC INDUSTRY HAZARDS

- 15. Which of the following refers to the load when identifying manual handling hazards:**
- Distance and speed
 - Height and access
 - Age and strength
 - Size and weight
- 16. If a load to be manually handled appears to be outside your physical capability you should;**
- Give it a try anyway as looks can be deceiving
 - Bend you knees and not your back
 - Leave it alone or get help
 - Drag it rather than lift it
- 17. Which of the following activities is considered safe when accessing files on a high shelf:**
- Using a set of steps or a ladder
 - Climbing on the shelving
 - Standing on a chair
 - Jumping to try and reach
- 18. What is the name of the primary document that should be available to employees when using a hazardous substance at work?**
- Chemicals stock inventory
 - Material safety data Sheet
 - Substance purchase order form
 - WorkSafe improvement notice
- 19. From the following list identify the item that is considered a hazard when using any electrical equipment at work:**
- Checking equipment for defects before using it
 - Using an electrical safety switch (RCD)
 - Using equipment that appears to be damaged
- 20. A water fire extinguisher is in an all red container and should never be used around live electrical components because:**
- The extinguisher is ineffective for electrical fires
 - You could be electrocuted
 - The fire extinguisher may back-fire
- 21. The housekeeping of your workstation is the responsibility of:**
- The area supervisor
 - Your safety and health representative
 - Yourself

Questionnaire remains property of Baker Personnel

22. Slips, trips and falls in the office workplace can be prevented by:

- a. Keeping personal articles stored safely
- b. Good general housekeeping in your area
- c. Keeping cords and leads tidy
- d. All of the above

23. The most effective way to prevent long term injuries associated with the use of a computer workstation is:

- a. Come to work late every day
- b. Put-up with discomfort and pain associated with the work
- c. Increase your typing speed and workload
- d. Ensure you take regular breaks and set your equipment up for your personal needs.

24. If I am cold at work I can bring a heater from home without approval:

- a. True
- b. False

25. If a building alarm sounds I must:

- a. Collect my personal items and move to the designated assembly area.
- b. Wait to see if anyone else does anything.
- c. Only evacuate if I see fire.

Employee Name	
Signature	

Trainers Name	
Signature	

Questions _____ answered incorrectly however
_____ (*trainer*) and _____ (*employee*)
have discussed and all understood.

Signed:

Signed:

TRAINER

EMPLOYEE