Assessment

OFFICE
SAFETY

AUSTRALIA
Safecare Australia Pty. Ltd.
Email safety@safecare.com.au

UNITED KINGDOM
Safecare (UK) Limited.
Email safety@safecare.co.uk

CANADA
Safecare Inc.
Email safety@safecare.ca

USA
Safecare Inc.
Email safety@safecare.com

SINGAPORE
SafetyMax Corp Pte. Ltd.
Email sales@safetymaxcorp.com

SPAIN
Safecare Hispania, S.L.
Email contacto@safecare.es

MALAYSIA
SafetyMax Sdn Bhd
Email saleskl@safetymaxcorp.com

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ASSESSMENT – OFFICE SAFETY

Name: ____________________________________________

Date: ____________________________________________

I.D. (if applicable): _______________________________

Score

1. What is an example of a common trip hazard in the office?
   a) Guillotines and shredders
   b) Loose carpet
   c) Ventilation
   d) Electrical fires

2. Good housekeeping practices include _________________________
   a) Cleaning up spills
   b) Overloading electrical outlets
   c) Using hazardous chemicals
   d) Using water extinguishers

3. Most back injuries result from __________________________
   a) Electrical hazards
   b) Slippery floors
   c) Unsafe stacking in cupboards
   d) Incorrect lifting and carrying
4. What is not an element of correct lifting and carrying technique?
   a) Keeping the feet together  
   b) Bending the knees  
   c) Keeping the back straight  
   d) Holding the load close to your body

5. The process of adapting the workplace to the people in it is called ____________________________
   a) Adjustability  
   b) Hazard control  
   c) Ergonomics  
   d) Housekeeping

6. When seated at your desk, what should be the position of the keyboard?
   a) Below your hands  
   b) In line with your elbows  
   c) Above your hands  
   d) At arm’s length

7. In the event of an office fire, before raising the alarm you should ____________________________
   a) Put warning signs in place  
   b) Check the air temperature  
   c) Ensure the safety of everyone in the vicinity  
   d) Evacuate

8. What is one way to eliminate electrical hazards?
   a) Provide a sufficient number of electrical outlets  
   b) Place cords on hot surfaces  
   c) Don’t run in the office  
   d) Pile boxes into high stacks
9. When using a knife, always ____________________
   a) Cut towards the body
   b) Hold it at arm’s length
   c) Wear gloves
   d) Cut away from the body

10. Which is not a common source of hazards in the office?
    a) Inadequate lighting
    b) Poor ventilation
    c) Forklifts
    d) Electrical cords