

Safe T. Sam Training Program

QUESTION SHEETS

Questions to accompany the offline training DVD or USB drive training materials.

Name: _____ Date: ____/____/____
Month Day Year

Position Title: _____ Part-Time Full-Time

Auction Name: _____

SAFETY BASICS

- True or False: It is not important to keep work areas clean.
- True or False: Confined spaces are areas in the workplace not intended for human occupancy.
- True or False: It is ok to enter a confined space.
- True or False: You do not have to be authorized or properly trained to operate workplace machinery.
- True or False: You should never remove machine safeguards.
- True or False: Never tamper with or try to remove lockout devices or red lockout tags attached to machines or equipment.
- True or False: Never attempt to jump-start a vehicle unless you are trained to do so.

OFFICE ERGONOMICS

- True or False: Ergonomics is the science of fitting the job to the person instead of forcing the person to fit to fit the job.
- True or False: There's nothing you can do to prevent ergonomic injuries.
- True or False: You should practice proper lifting techniques when lifting heavy objects.
- True or False: Use your back muscles to lift heavy items.
- True or False: It is your responsibility to work with your employer to eliminate ergonomic hazards and report ergonomic injury symptoms when they arise.

BACK SAFETY

- True or False: Stretching only helps if you work in a shop, on the lot, or in the yard.
- True or False: Back injuries occur most often after a sudden event such as a fall.
- True or False: Excessive twisting, bending, and reaching lead to back injuries.
- True or False: When lifting is required, you should bend at the knees, keep the back straight, and hug the load close to the body.
- True or False: If a load is too heavy to lift or move, you should use a dolly or hand-truck, get co-workers to help, or break the load into smaller pieces.
- True or False: It is better to pull a cart instead of pushing it.
- True or False: The natural shape of the back is an "S".

Safe T. Sam Training Program Question Sheet *Continued*

SLIPS, TRIPS AND FALLS

- True or** **False:** Slips, trips, and falls cause 15% of all accidental deaths, second only to automobile accidents.
- True or** **False:** Life changing injuries or accidents caused by falls can be prevented by slowing down and paying attention to your surroundings.
- True or** **False:** If you spot a slip, trip or fall hazard, you should wait for someone else to fix it.
- You can prevent slips, trips, and falls by: *(Check a box)*
 - Keeping floors clean and dry
 - Cleaning spills immediately and posting wet floor signs around the spill
 - Removing obstructions from aisles, hallways and other passageways
 - Covering cables in walkways
 - All of the above
 - None of the above

EMERGENCY ACTION PLANS

- True or** **False:** A workplace emergency is often expected.
- True or** **False:** During a fire, it is okay to use the elevator.
- True or** **False:** If a coworker is experiencing a medical emergency, you should provide first aid even if you are not trained to do so.
- True or** **False:** During a power outage, you should turn off electrical equipment.
- True or** **False:** It is your responsibility to be prepared for a workplace emergency.
- True or** **False:** In the case of a severe weather event, you should wait for an "all clear" announcement before returning to your work area.
- True or** **False:** One way to be prepared for an emergency is to locate the emergency escape routes and designated meeting areas.

WORKPLACE VIOLENCE

- True or** **False:** Workplace violence is any act or threat of physical violence; harassment; intimidation, such as bullying or other threatening disruptive behavior that occurs in connection with work.
- True or** **False:** Our company does not tolerate any type of workplace violence committed by or against employees.
- True or** **False:** Any potential or actual incident of workplace violence must be reported immediately to a supervisor or human resources.
- Threats can be: *(Check a box)*
 - Direct
 - Conditional
 - Veiled
 - All of the above
 - None of the above
- True or** **False:** If confronted, you should attempt to disarm a violent person.

Safe T. Sam Training Program Question Sheet *Continued*

6. Some warning signs that a person may become violent include: *(Check a box)*

- The person's work habits and attendance patterns suddenly change.
- The person is being unusually disagreeable or argumentative.
- The person displays overt signs of extreme stress, resentment, hostility or anger.
- The person is abusing drugs or alcohol.
- All of the above
- None of the above

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. **True or** **False:** Personal protective equipment must be used to reduce your exposure to potential workplace hazards.

2. **True or** **False:** It is your responsibility to wear PPE provided by your employer.

3. **True or** **False:** It is not your responsibility to maintain your PPE.

4. You can protect your health and safety by: *(Check a box)*

- Properly wearing PPE
- Attending training sessions on PPE.
- Caring for, cleaning and maintaining PPE
- Informing a supervisor of the need to repair or replace PPE
- All of the above
- None of the above

5. **True or** **False:** PPE is designed to minimize your exposure to workplace hazards by creating a barrier between you and the hazard.

6. Which of the items listed below are examples of PPE? *(Check a box)*

- Safety glasses
- Ear plugs
- Gloves
- Boots
- All of the above
- None of the above

WINTER WEATHER SAFETY

1. **True or** **False:** During the winter months, slips, trips and falls are a common cause of workplace injuries.

2. You can prepare for severe weather by: *(Check a box)*

- Considering the weather conditions
- Being aware of your surroundings
- Planning your route
- All of the above
- None of the above

Safe T. Sam Training Program Question Sheet *Continued*

3. **True or** **False:** Cold stress from exposure to winter weather can be a serious hazard to your health.
4. What should you do when walking on ice and snow? *(Check a box)*
- a. Choose a path free of ice and snow, if possible.
 - b. Walk as quickly as possible to your destination
 - c. Take short, deliberate steps
 - d. Avoid pivoting on your heels or the balls of your feet when walking around corners.
 - a, c and d
 - All of the above

HEAT STRESS

1. **True or** **False:** Heat stress can be prevented.
2. **True or** **False:** Heat stress illnesses can range from mild to life threatening.
3. **True or** **False:** A sunburn is not a type of heat stress illness.
4. **True or** **False:** Heat stress is not a serious hazard to your health.
5. **True or** **False:** Heat stroke is a medical emergency.
6. Which of the following does not prevent heat stress? *(Check a box)*
- Blocking out direct sun or other heat sources and taking shelter in shaded areas
 - Wearing lightweight, light-colored, loose-fitting clothes and a hat, if available
 - Drinking caffeinated, sugary drinks
 - None of the above
7. **True or** **False:** Drinking water frequently during the work shift is one way to prevent heat stress.

HAZARD COMMUNICATION (HAZCOM)

1. Hazard Communication or HAZCOM is an OSHA regulation intended to protect workers from hazardous _____ in the work place. *(Check a box)*
- emails
 - chemicals
 - obstructions
 - conversations
2. Which of the following elements are included on a chemical label? *(Check a box)*
- A signal word
 - Pictograms
 - Hazard and precautionary statements
 - The product identifier
 - Supplier identification information
 - All of the above

Safe T. Sam Training Program Question Sheet *Continued*

3. **True or** **False:** Pictograms are symbols used to graphically represent the chemical's hazard.
4. **True or** **False:** The signal word "Danger" is used when the chemical presents a severe hazard.
5. **True or** **False:** The signal word "Warning" is used when the hazard is less severe.
6. **True or** **False:** The information contained on the chemical's safety data sheet is not as detailed as the container label.
7. **True or** **False:** Always read the safety data sheet before working with a chemical.
8. **True or** **False:** You should know where the safety data sheets are stored at your workplace.
9. **True or** **False:** It is not necessary to wear personal protective equipment when handling chemicals.

BLOODBORNE PATHOGENS

1. **True or** **False:** Bloodborne pathogens are microorganisms such as viruses or bacteria contained in blood that can cause disease in people.
2. The most common bloodborne pathogens include: *(Check a box)*
 - Hepatitis B (HBV)
 - Hepatitis C (HCV)
 - Human Immunodeficiency Virus (HIV)
 - All of the above
 - None of the above
3. Bloodborne pathogens can be transmitted when infected human blood or body fluids find direct routes of entry into the body, such as: *(Check a box)*
 - Cuts, scrapes or abrasions, open sores, acne and dermatitis
 - Punctures caused by sharp, contaminated objects like needles, broken glass, tools and machinery
 - The mucous membranes of the eyes, nose and mouth
 - All of the above
 - None of the above
4. **True or** **False:** The least effective way to prevent exposure to bloodborne pathogens is to treat all human blood and body fluids as if they are infectious.
5. **True or** **False:** Washing your hands is the easiest thing you can do to prevent exposure to bloodborne pathogens.
6. **True or** **False:** Never attempt to pick up potentially contaminated sharp objects or needles, and never bend, recap, or remove needles.
7. **True or** **False:** Only trained personnel wearing proper PPE should attempt to clean or handle potentially infected materials or spills.

DRIVER SAFETY

1. **True or** **False:** Most automobile accidents cannot be prevented.
2. **True or** **False:** You can prevent injuries or deaths from vehicle accidents by practicing safe driving habits.

Safe T. Sam Training Program Question Sheet *Continued*

3. **True or** **False:** Every driver must accept personal responsibility for their safety and the safety of others sharing the road.
4. **True or** **False:** Employees who drive on the auction lot or in the sale lanes must be extra cautious and practice additional safe driving habits.
5. **True or** **False:** When driving on the auction lot or in the sale lanes, radios and cell phones must be turned off at all times.
6. **True or** **False:** Texting and driving is never acceptable, and in many states, it's against the law.
7. **True or** **False:** Defensive driving involves anticipating potential driving hazards in time to react and safely maneuver past them.
8. **True or** **False:** It is not your responsibility to make sure that the vehicle you're driving is in safe operating condition.

ACKNOWLEDGMENT *(Check a box to confirm completion)*

I confirm that I have listened to, read, and understand the information presented in this training program of 12 videos as listed. (Videos: Safety Basics; Office Ergonomics; Back Safety; Slips, Trips and Falls; Emergency Action Plans; Workplace Violence; Personal Protective Equipment (PPE); Winter Weather Safety; Heat Stress; Hazard Communication (HAZCOM; Bloodborne Pathogens; and Driver Safety)

I acknowledge that, as an employee, it is my responsibility, to abide by the company's policies and procedures.

If I have questions about the training, any materials presented, or the company's policies and procedures, I understand that it is my responsibility to seek clarification from my supervisor or the human resources department.

Signature of Trainee: _____ **Date:** ____/____/____
Month Day Year

Signature of Witness: _____ **Date:** ____/____/____
Month Day Year

Printed Name of Witness: _____

Position Title of Witness: _____