



Training Solutions, Delivered!

SAFETY AWARENESS FOR NEW EMPLOYEES

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4735

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4735 SAFETY AWARENESS FOR NEW EMPLOYEES FACT SHEET

LENGTH: 36 MINUTES

PROGRAM SYNOPSIS:

Starting a new job always gives people plenty to think about. There's learning their new responsibilities and procedures, meeting new coworkers and getting familiar with the facility itself. But there's something else they need to keep in mind as well, something very important: workplace safety. Workplace safety means thinking "safety first" on the first day of the job and every day thereafter. Because that's how employees can help themselves, and each other, avoid hazards that can lead to accident, injury and even death. This program reminds employees that if they know the types of hazards that they can encounter in their jobs, they can guard against them and often prevent them from occurring.

PROGRAM OBJECTIVES:

After watching the program, the participant should:

- Understand the importance of being safe on the job.
- Recognize hazards they may encounter in the workplace.
- Understand how good housekeeping can prevent slips, trips and falls.
- Know how to lift and carry safely.
- Know how to use hand and power tools, and powered machinery, safely.
- Understand specific procedures that can help to prevent forklift accidents.
- Know how to avoid electrical hazards.
- Understand how to use personal protective equipment (PPE) to guard against workplace hazards.
- Understand how their facility's Emergency Action Plan can save lives and minimize damage in a crisis.
- Know what to do when confronted by health emergencies in the workplace.

PROGRAM OUTLINE:

INTRODUCTION

- **Starting a new job always gives you plenty to think about.**
 - There's learning your new responsibilities and procedures.
 - Meeting new coworkers.
 - And getting familiar with the facility itself.
- **But there's something else you need to keep in mind as well, something very important, "Workplace Safety".**
 - Workplace safety means thinking "safety first" your first day on the job, and every day thereafter.
- **Let's look at some of the hazards you may encounter, and what you can do to help yourself and your coworkers avoid them.**

SLIPS, TRIPS & FALLS

- **A lot of the accidents that occur each day begin with slips, trips and falls.**
 - You don't have to work up high, or fall a long way, to injure yourself.
 - Simply falling to the floor because of a slip or a trip can be plenty serious.
- **Slips are caused by a lack of friction between the soles of your shoes and the surface that you're walking on.**
 - So they often occur on surfaces that are smooth, slick or wet.
- **The most slippery locations in many workplaces tend to be the smooth floors near entrances, restrooms and machinery.**
 - Rainwater, grease and oil often make them even slipperier.
 - So you need to be especially careful in these areas.
- **Just about anything that gets between the soles of your shoes and a walking surface can cause you to slip.**
 - Floors that are cluttered with trash or that have dirt, sawdust, metal shavings, gravel or other loose material scattered on them, can be very hazardous.
- **The shoes that you wear make a difference, too.**
 - Casual dress shoes that are practical in an office may not have enough traction to walk safely on a shop floor or loading dock.
 - In these situations footwear with nonslip soles is always a good choice.
- **Trips often occur when your foot catches on an object that unexpectedly "appears" in your path.**
 - It's easy to see how a cluttered workplace can be a hazardous one.
 - That's why good housekeeping is so important.

- **Many slips, trips and falls can be prevented just by cleaning up and disposing of litter and removing obstacles.**
 - Use absorbent substances like vermiculite or kitty litter to soak up liquid spills, grease and oil, then sweep it up and throw it out.
- **Keep aisles, stairs and doorways clear.**
 - Watch for floor markings that indicate walkways, and keep these areas clear of obstructions as well.
- **Good housekeeping also includes not creating any hazardous conditions yourself.**
 - Stringing power or extension cords across a walkway can create serious trip hazards for people passing by
 - Always tape these cords down securely.
- **Loose floorboards, torn carpets, protruding nails and small "potholes" in the floor create their own hazards.**
 - Cordon these areas off until they can be repaired.
- **Even a burnt-out lightbulb or malfunctioning light fixture needs your attention.**
 - You can't avoid hazards if you can't see them!
- **Replacing a bulb in an overhead fixture can be hazardous as well.**
 - You'll naturally want to use a portable ladder to reach it.
 - But you need to remember that using a ladder incorrectly can lead to a serious fall.

LADDER SAFETY

- **Begin by inspecting the ladder for damage, or parts that don't work.**
 - If you find problems, don't use it.
 - Take it out of service and get another one.
- **When setting up the ladder, place the legs securely on a level surface.**
- **To get the most stable angle for leaning a ladder against a wall, make sure the base of the ladder is about 1 foot away from the wall for every 4 feet of working ladder height.**
- **To climb more securely,**
 - Always face the ladder.
 - Keep two hands and a foot or one hand and two feet in contact with the ladder at all times.
 - Never rush.
- **Keeping your belt buckle centered between the ladder's rails can help prevent you from losing your balance and falling sideways.**
- **When you're finished, don't try to slide down or jump off the ladder.**
 - That's just asking for trouble.

ERGONOMICS

- **Every workday, you perform a number of different tasks.**
 - You might do each of them at different locations or using different materials or tools.
 - Which means that each task can place a different combination of stresses and strains on your body.
- **"Ergonomics" is the study of reducing these stresses by adjusting your workplace and work habits to fit your own unique physical make-up.**
 - Bad ergonomics does more than just make you uncomfortable.
 - Over time these stresses and strains can actually cause serious injury.
- **So you need to recognize the three types of activities that are most likely to cause trouble.**
 - Performing the same motion over and over without rest or a break.
 - Working in irregular and extreme positions,
 - Lifting loads that are too heavy for you to lift alone... or lifting a load improperly.
- **To avoid hazardous repetitions, you can work more variety into your movements by alternating tasks that use different motions.**
- **You can also reduce the stress on your joints and muscles by making a few changes in your work area:**
 - Adjust your chair to provide firm support for your lower back.
 - Raise or lower work surfaces to take stress off your upper body.
 - Arrange the tools and materials you use so you don't have to stretch or strain to get them.
- **You can avoid one of the most common symptoms of bad ergonomics, an aching back, by using safe lifting and carrying techniques.**
 - First, examine the object you want to lift.
 - If it's too heavy or hard to handle, get a coworker to help you, or use a dolly, handcart or other equipment.
- **When you can handle the lift by yourself:**
 - Get close to the object and bend slowly at the knees. Don't bend at the waist.

- Get a good grip and lift slowly with your legs.
- Keep your back straight and the load close to your body.
- **To carry safely, remember not to twist your back when you're turning.**
- Turn gradually with your feet, instead.
- When it's time to set the object down, simply reverse the lifting process.

USING HAND & POWER TOOLS SAFELY

- **Hand and power tools and machinery make it possible for you to work better and easier, but they also cause thousands of serious injuries and hundreds of deaths every year.**
- Fortunately, you can avoid these hazards by following safe work practices.
- **Inspect your tools every time you use them. Look for:**
- Cracked or bent pieces.
- Loose or missing parts.
- Rust or corrosion.
- **Always use the correct tools for the job.**
- Don't try and "cut corners" by using a screwdriver as a chisel, a wrench as a hammer or a knife as a screwdriver.
- These are good ways to damage the tool, the material that you are working on and your hands.
- **Be sure you know how to operate power tools properly.**
- Follow the manufacturers' instructions or ask your supervisor if you're not sure.
- **Check to make sure that a tool's housing isn't cracked before you plug it in.**
- Verify that switches are not loose or damaged.
- Carefully inspect power cords and pressure hoses to make sure that they aren't cracked, cut or frayed.
- **Some tools may not be safe to use in certain work environments.**
- Water conducts electricity.
- Using electrically-powered tools in wet conditions like rain, or while standing in water, can create a serious shock hazard.
- **Both metallic hand tools and electrical power tools can produce sparks.**
- They could ignite a fire if they're used around flammable or combustible materials.
- **Whatever types of tools you're using be sure you wear appropriate personal protective equipment (PPE).**

WORKING WITH MOVING MACHINERY

- **Industrial machinery is equipped with guards and other safety devices that reduce your exposure to their hazards. These mechanisms can include:**
- Fixed, adjustable and self-adjusting guards.
- "Light curtains".
- Pressure-sensitive trips and mats.
- "Restrain" and "pull-back" devices.
- **But none of them will protect you if they've been damaged, altered or removed from the equipment.**
- Use a machine only when its safeguards are in place and in good operating condition.
- Be sure to wear PPE to shield yourself from any sparks or flying material that might get past the guards.
- **Keeping your work area clean and free of tools, materials and debris is essential for safety as well.**
- Any of these could fall into a machine, hit moving parts, and become dangerous projectiles.
- **Loose clothing, long hair, and jewelry can slip past a safety guard and get wrapped in moving parts.**
- **It takes proper training to operate powered equipment safely, so if you haven't been trained and authorized to use a machine, don't.**
- **Don't use a machine if you are sick, tired, or having trouble concentrating, either.**
- Your full attention is required to avoid accidents.
- **Maintain a healthy respect for the equipment you work with. A lot of serious accidents happen to experienced workers because:**
- They become complacent.
- Forget their good work habits
- Try to get away with dangerous shortcuts.

FORKLIFT SAFETY

- **A forklift can handle large quantities of materials quickly and efficiently.**

- When you're driving one, it's up to you to make sure it gets done safely, too.
- **Safe forklift operating procedures start with entering the vehicle properly, by using a "three-point mount".**
- Keep at least two hands and one foot, or two feet and one hand, in contact with the truck at all times.
- **Before you drive off, adjust your seatbelt and buckle up.**
- Once you're moving, keep your hands inside the vehicle.
- Maintain a safe speed.
- Watch where you're going.
- Look out for pedestrians.
- **You should drive to the right of oncoming traffic and pedestrians, just as you would in a car.**
- Don't tailgate.
- Stay at least three truck-lengths behind other vehicles.
- **When approaching corners or doorways on a forklift, stop and sound your horn.**
- This lets pedestrians and other equipment operators know that you're coming.
- Look both ways before you pull out.
- **Remember to keep your forks low, four to six inches above the floor.**
- Moving with raised forks can damage equipment and injure coworkers.
- **Making a sudden stop when you're carrying a load could dump the it right off the forks.**
- **If a load blocks your forward vision, drive in reverse.**
- Ask a coworker to help you as a "spotter" if necessary.
- **Be careful crossing wet and icy surfaces.**
- Stopping or turning suddenly could cause you to skid out of control.
- **Any load will change a forklift's center of gravity.**
- The best way to keep a forklift stable while it's carrying a load is to tilt the mast back and keep the forks low.
- If for any reason your forklift does begin to tip, do not jump out. To avoid be crushed by the machine:**
- Brace your feet.
- Grab onto the steering wheel and pull yourself tight up against it.
- Lean in the opposite direction from the way the vehicle is tipping.
- Hang on.
- **Never allow riders on a forklift unless it's specifically designed for transporting passengers.**
- **And don't fool around.**
- The driver's seat of a forklift, or any other equipment, is no place for a joker or show-off.

ELECTRICAL SAFETY

- **It takes a lot of power to make a workplace "work".**
- Regardless of what types of power the equipment and machinery in your facility run on, it's crucial for you to recognize that the energy itself can be dangerous.
- **"Energy safety" is everyone's responsibility, particularly when that energy is electricity, because so many of us use it so often, and it can be so dangerous.**
- **To work safely around electricity you need to stay alert for hazardous conditions.**
- Inspect all power and extension cords before you plug them in.
- Look for cracked insulation and exposed wires.
- If you find problems, do not use the equipment. Report it, repair it or replace it right away.
- **If you see an adapter being used to insert a three-prong plug into a two-prong outlet without the ground wire being connected, that's a shock hazard.**
- Three-pronged plugs that have had their ground prongs removed so they'll fit into a two-pronged outlet are also hazardous.
- Electrical equipment is never safe unless it has been properly grounded.
- **Plugging too many power cords into a single receptacle creates another hazard.**
- This can overload the circuit, cause the wiring to overheat and possibly start a fire.
- **To avoid an overload, power cords should be distributed evenly among receptacles on different circuits.**
- You can use extension cords to help with this.
- Be sure to choose cords that can handle the amount of electricity that's required.
- Tape them down so they don't trip people.
- Then talk to your supervisor about finding a permanent way to make the power available where it's needed, because extension cords are only temporary solutions.
- Never plug in wet cords or touch wet electrical equipment.**

- Don't touch electrical equipment with wet hands, either.
- These are all serious shock hazards, because water conducts electricity.
- **Never use a metal ladder near electricity.**
- It can act just like a lightning rod.
- Use a fiberglass or wooden ladder instead.

LOCKOUT/TAGOUT

- **Serious energy-related injuries often occur when one person is working on a piece of equipment that has had its power turned off, and someone else inadvertently turns the power back on.**
- The result can be a severe injury, even death.
- **A safe work practice known as "lockout/tagout" can prevent these accidents.**
- Its goal is to insure that power can't be restored to equipment while it's being worked on.
- **The "lockout" step disconnects a machine from its source of energy.**
- Actual locks and other devices are installed that physically prevent the energy from being turned back on.
- **In the "tagout" step, tags are also attached, to call attention to the fact that the power is shut off.**
- They explain why the equipment has been de-energized, and list the personnel who are involved in working on the machine.
- **For added safety, only certain employees in your facility will be authorized to install, or remove, lockout/tagout devices.**
- **Situations where lockout/tagout procedures should be used occur more often than you might think.**
- If you encounter equipment that has been locked out and tagged out, do not attempt to remove the locks or tags.
- Don't try to turn the power back on.

HAZARD COMMUNICATION

- **You might have heard of OSHA's "Hazard Communication Standard" (sometimes simply called "HAZCOM").**
- But you might not know that it gives you the "right-to-know" about any hazardous materials you may be called on to handle as part of your work.
- It also requires your employer to provide you with the training and equipment that you need to work safely with these substances.
- **Information about potentially hazardous chemicals is delivered to you three ways:**
- On Safety Data Sheets.
- On container labels.
- In your facility's written Hazard Communication Program.
- **A material's Safety Data Sheet ("SDS") explains how to safely handle and store that chemical, and what exposure controls and personal protective equipment you should use when you're working with it.**
- The SDS also tells you how to clean up a spill involving the chemical, and what first aid procedures to follow in an emergency.
- You can find this information quickly and easily because the SDS presents it in the order you typically need it, in language that's easy to understand.
- **The labels on chemical containers are also required to provide you with important information about the substances inside them, at a glance.**
- **Labels display the material's name and potential health, fire and reactivity hazards, as well as:**
- What precautions to take.
- What situations to avoid.
- What personal protective equipment to wear when you're working with it.
- **You can also find information about hazardous chemicals in your facility's Hazard Communication Program, which tells you:**
- What hazardous materials are present in your workplace.
- Where they are and how they're labeled.
- Where their SDSs are kept.
- Anything else you need to know to work with the chemicals safely.
- **As we've seen, the safe handling of hazardous materials requires the use of proper personal protective equipment.**

PERSONAL PROTECTIVE EQUIPMENT

- **PPE is anything you wear to prevent or minimize injuries.**
- It's not just for use around chemicals.
- It can help you to protect yourself from many different types of hazards throughout your workplace.
- **For example, where there's danger from overhead hazards, you should wear a hard hat.**
- It can protect you from falling objects, chemical splashes, molten metal and more.

- **To protect your eyes from flying particles, you should wear safety glasses.**
 - Goggles can provide even better protection.
 - Optical filter lenses can prevent injuries from intense light sources.
 - You can use a face shield for more coverage if you need it.
- **In noisy environments, ear plugs, ear muffs and canal caps can reduce the risk of hearing damage.**
- **For hazards in the atmosphere, you need to wear respiratory protection. Depending on the level of protection you need, this can range from...**
 - Disposable dust masks.
 - To full-face cartridge respirators.
 - To supplied air systems, that provide breathable air from tanks.
- **Gloves can protect your hands from a variety of hazards including:**
 - Dirt.
 - Splinters.
 - Rough surfaces and sharp edges.
 - Heat.
 - Chemicals.
 - Potentially infectious body substances and more.
- **Safety shoes can have non-slip soles, steel toes, protective inserts and insulation.**
 - These features can help to prevent slips, resist crushing and punctures, and protect against extremes of both heat and cold.
- **Some shoes as well as hardhats and gloves can also resist electric shock.**
 - But no PPE can protect you if you leave it sitting on the shelf.
 - So be sure to wear yours every day.
 - If you have questions, ask your supervisor about the correct PPE to wear for the work you'll be doing.

FIRE PREVENTION

- **Industrial fires can spread quickly, cause serious damage, and kill.**
 - The best way to fight any fire is to prevent it from starting in the first place.
 - You can do this by following safe work practices.
- **Since many industrial fires are caused by stray sparks from welding and cutting operations, flammable materials should always be stored away from where this type of work is going on.**
 - Fireproof blankets should be placed over any flammables that can't be moved.
 - Arrange freestanding welding screens or curtains around the work area to prevent sparks and hot metal fragments from scattering.
- **Even with these precautions a stray spark or piece of hot metal might still escape.**
 - So it's often wise to post a coworker to keep a "fire watch" just in case.
- **As we've seen, overloaded electrical circuits can cause fires too.**
 - Don't plug too many power cords into any one outlet.
 - Make sure extension cords are rated to handle the voltage that's involved.
- **Fires can also start when wood shavings, grease or other flammable materials build up on areas of a machine that get hot.**
 - You can prevent this by keeping equipment clean, especially around electrical parts like motors, or areas where friction creates a lot of heat.
 - If you ever see equipment overheating, or notice frayed or loose wiring, shut off the power and notify your supervisor.
- **Fire prevention continues even in the breakroom.**
 - Don't leave toaster ovens and other appliances unattended when you're heating up something to eat.
- **If you smoke, light up only in designated areas, and never around flammable materials.**
 - Be careful where and how you dispose of your cigarette butts too.
 - Make sure they are completely out before you toss them, and then only into proper containers such as specially designed receptacles or metal pails filled with sand.

THE EMERGENCY ACTION PLAN

- **If a fire emergency does occur in your facility, your safety and maybe even your life will depend on knowing just what to do.**
 - Your company will have developed an "Emergency Action Plan" that contains all the information you need, including evacuation routes and procedures.
 - This plan is the key to maintaining emergency readiness at your facility, and it's not just about fires, either.
- **The Plan addresses many different types of potential incidents, including:**

- Hazardous spills.
- Natural disasters, such as floods, earthquakes and hurricanes.
- Even civil unrest and terrorist attacks.
- **The Emergency Action Plan is made available to everyone in the facility, so you can use it to prepare yourself to act quickly and safely when an emergency arises.**
- **For starters, you should identify at least two escape routes from your work areas.**
- That way if one is blocked you have another way out.
- Evacuation routes and emergency exits should never be cluttered or obstructed by tools, materials or equipment.
- If you ever see something blocking the way, fix it or report it right away.
- **When an alarm sounds...**
- Leave the area immediately.
- Remain calm.
- Walk, don't run.
- **Never use an elevator to leave the building during an emergency.**
- Use the stairs instead.
- **Feel doors before you open them to make certain they are cool to the touch.**
- Never open a door that's hot!
- It may have smoke and flames behind it.
- **Close doors after you pass through them.**
- If there's a fire this helps to keep smoke and flames from spreading.
- **Since heat rises, you can breathe cleaner, cooler air by staying close to the floor.**
- **Your facility's Emergency Action Plan will also list the location you should report to once you get outside.**
- This way your company can keep track of whose safe, and who may not be.
- If anyone is missing emergency personnel should be notified immediately.
- Do not re-enter the building until you're told that it is safe to do so.

HEALTH EMERGENCIES

- **No safety program is perfect. Even when we do our best, accidents can still happen, and people can get hurt.**
- You need to be ready to deal with these events when they occur.
- Often, the best course in responding to a health emergency is to call for medical assistance.
- So make sure you know what numbers to call, or where to find them.
- **Every second counts in a health emergency, so call for assistance immediately if:**
- The victim is unconscious.
- There are injuries to the head, neck or back.
- The victim cannot move or bear weight on an injured joint or limb.
- There is significant swelling, pain or numbness.
- There is an obvious break in a bone or a severe muscle strain.
- **If a coworker suffers a heart attack, their very survival may depend on getting them treatment quickly.**
- A heart attack victim may suddenly have trouble breathing, feel a tightening in the chest and experience nausea or indigestion
- Their skin may turn pale or "blue" and go cold and sweaty.
- **Another condition that requires fast action is "heat stroke".**
- This is a severe form of "heat stress", in which the body becomes severely overheated.
- It can lead to brain damage and even death.
- **A heat stroke victim can have a temperature as high as 105 degrees Fahrenheit, but they are unable to sweat normally.**
- Other symptoms can include headache, dizziness, nausea and cramps.
- They may lose consciousness.
- **If you think one of your coworkers is suffering from heat stroke, call emergency medical services immediately.**
- Get the victim out of the heat.
- Raise their feet so their blood can circulate more easily and cool them better.
- Stay with them until help arrives.

WORKING IN HOT & COLD CONDITIONS

- **To avoid any heat-related illness, when you're in a hot environment you should drink from five to seven ounces of an "electrolyte sports drink" every fifteen or twenty minutes.**
- This will help replace the fluids and minerals that your body is sweating out.

- **Loose, lightweight clothing made of cotton or cotton blends can help to keep you cool.**
 - Avoid dark colors that absorb heat.
 - Instead, wear light colors that will reflect it.
 - If you're working outside, wear a light-colored hat to keep the sun off your head.
 - Sunglasses and sunscreen can help, too.
- **Cold conditions can be just as hazardous as hot ones, so dress right to stay warm.**
 - Layer your clothing to trap body heat and keep out the cold.
 - You can protect yourself from rain and snow with a waterproof outer shell.
 - Wear a hat and gloves or mittens, as well as waterproof, insulated boots to keep your extremities warm.
- **But keep in mind that working in heavy clothing can tire you out quickly.**
 - You can also work up just as big a sweat working in the cold as you do when it's hot.
 - Stay safe by replacing lost fluids and minerals with electrolyte drinks as you work.

FIRST AID/BLOODBORNE PATHOGENS

- **You can prepare yourself now for any minor cuts, scrapes and burns by learning where to find a first aid kit when you need it.**
 - Your supervisor can show you where they are.
- **If you cut or scrape yourself, or you need to treat a coworker:**
 - Stop the bleeding with direct pressure.
 - Clean the wound with soap and water.
 - Give it time to dry, then apply a sterile bandage.
- **In case of a burn:**
 - Soak the area in cool water or apply ice.
 - Don't try to clean the affected skin, and don't break any blisters.
 - Cover the burn with a sterile dressing.
 - Never apply ointments or salves unless a medical professional tells you to.
- **In any incident, bleeding can be a serious concern.**
 - If you come into contact with someone else's blood, any disease-causing microorganisms in that blood could infect you, too.
- **These organisms are called "bloodborne pathogens".**
 - Some can give rise to Hepatitis B, Hepatitis C, and the Human Immunodeficiency Virus ("HIV").
 - You must do whatever you can to prevent getting other peoples' blood on your skin or mucous membranes, or in your eyes, even during an emergency situation.
- **If possible, before assisting an injured coworker, equip yourself with:**
 - A pair of latex gloves from a first-aid kit.
 - Or any clean work gloves you can find.
- **Afterward, thoroughly wash your hands or any part of your body that may have come into contact with blood.**
 - Then report the exposure to your supervisor.
- **Remember, first aid is always, and only, the first step.**
 - You take the next one by getting help from a medical professional.

SAFETY AWARENESS FOR NEW EMPLOYEES

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. b

5. a

6. a

7. b

8. b

9. a

SAFETY AWARENESS FOR NEW EMPLOYEES
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. You don't have to work up high or fall a long way to injure yourself.
 - a. True
 - b. False

2. To get the most stable angle for leaning a ladder against a wall, make sure the base of the ladder is about 1 foot away from the wall for every _____ of working ladder height.
 - a. 3 feet
 - b. 4 feet
 - c. 5 feet

3. Bad ergonomics may make you uncomfortable, but it can't lead to serious injuries.
 - a. True
 - b. False

4. It's okay to use a screwdriver as a chisel as long as you are wearing the appropriate PPE.
 - a. True
 - b. False

5. If a load blocks your forward vision when operating a forklift, you should drive in reverse.
 - a. True
 - b. False

6. You should never use a metal ladder near electricity.
 - a. True
 - b. False

7. Fire prevention isn't necessary in the company breakroom.

- a. True
- b. False

8. The company's Emergency Action Plan is only available to managers and supervisors.

- a. True
- b. False

9. Cold working conditions can be just as hazardous as hot ones.

- a. True
- b. False