

# 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

1.  **True or**  **False:** Slips, trips, and falls cause 15% of all accidental deaths, second only to automobile accidents.
2.  **True or**  **False:** Life changing injuries or accidents caused by falls can be prevented by slowing down and paying attention to your surroundings.
3.  **True or**  **False:** If you spot a slip, trip or fall hazard, you should wait for someone else to fix it.
4. 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

1.  **True or**  **False:** A workplace emergency is often expected.
2.  **True or**  **False:** During a fire, it is okay to use the elevator.
3.  **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.
4.  **True or**  **False:** During a power outage, you should turn off electrical equipment.
5.  **True or**  **False:** It is your responsibility to be prepared for a workplace emergency.
6.  **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.
7.  **True or**  **False:** One way to be prepared for an emergency is to locate the emergency escape routes and designated meeting areas.

## WORKPLACE VIOLENCE

1.  **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.
2.  **True or**  **False:** Our company does not tolerate any type of workplace violence committed by or against employees.
3.  **True or**  **False:** Any potential or actual incident of workplace violence must be reported immediately to a supervisor or human resources.
4. Threats can be: *(Check a box)*
  - Direct
  - Conditional
  - Veiled
  - All of the above
  - None of the above
5.  **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:** \_\_\_\_\_