



ATC EMPLOYMENT SERVICES (“ATCES”)

EMPLOYEE SAFETY INDUCTION QUESTIONNAIRE

Name: _____

Date: _____

Hello and Welcome!

ABOUT THIS PACKAGE

The package that you are about to work through is a self-instructional package. This means that a teacher will not be present. You will be taking responsibility for your own learning. The package is designed with instructions that will allow you to work through the material and learn what you need to in conjunction with the ATCES Employee OS&H Manual provided to you.

If you have never worked with a package like this, here are some tips to help you.

- Read all the material carefully.
- Answer all questions.
- Work at your own pace. While the package is designed to take approximately one hour it is not essential that you take that time. You may take more or less time. What is important is that you learn what is required.

Introduction

It is important to understand that ATCES as the employer and the employer's clients have responsibilities towards you and that you also have responsibilities towards them.

Safety and health at work is everyone's responsibility.

While you are at a workplace on a work placement, the employer's client is responsible for ensuring the workplace is safe, including:

- providing and maintaining safe work areas, machinery and equipment;
- providing information, instruction, training and supervision; and
- providing protective equipment.

The employer's client must ensure that your safety or health is not harmed in any way.

You must take responsibility for looking after your own safety and health, and not put others at risk. This includes:

- following safety instructions;
- using equipment carefully; and
- reporting hazards and injuries.

INTRODUCTION

What is an induction?

An induction is an activity or process that makes a person familiar with the rules, regulations, procedures and standards of behaviour that they are expected to follow and that will affect them. Most employers conduct an induction with new employees. In your case, you are about to complete an Occupational Safety and Health Induction.

Why is it important for you to complete an Induction on Occupational Safety and Health?

Hopefully you have identified that it is important for you to complete an Occupational Safety and Health Induction to protect YOURSELF from accident and injury and to make sure that you are not responsible for injuring workmates which, if it happens, could lead to you being fined. The importance of this induction will become much clearer as you progress through the material.

What will this induction cover? The objectives tell you what you will cover and expected to know as a result of completing this program.

OBJECTIVES – (WHAT AM I EXPECTED TO KNOW?)

By the end of this program, you will be able to:

- Explain what you, the employee, ATCES and the employer's client are required to do to abide by the Occupational Safety and Health Act 1984 ("the Act").
- Explain the penalties for not abiding by the Act.
- Explain how to protect yourself and others from back or muscle strain, cuts, fractures, objects in eyes, burns and disease in the workplace.
- Explain how to prevent injuries when using machines in the workplace.
- Explain dress standards required to prevent injury at work.
- Explain what to do if a fire starts.
- Explain the procedure to follow if you do have an accident.

You are probably asking yourself 'what if I get some answers wrong?' If this happens, you will be advised which answers need further information and will be asked to study the relevant sections of the induction program and answer those questions again.

1. What is the correct title of the 'Safety Act' in WA?

2. Who does this Act apply to?

3. What is the Act designed to achieve?

4. What are you, as an employee, required to do?

5. What is 'Duty of Care'?

6. What does the Duty of Care require you, as an employee, to do?

7. What is ATCES required to do under the Duty of Care provisions?

8. Under the Act, what is the potential fine for these non-conformances/ breaches?

9. How would you define housekeeping?

10. Why is good housekeeping so important in the workplace?

11. Are you required to report any accidents?

12. What is PPE?

13. Who should be extra safety aware regarding fire and safety?

14. What do you have to do in case of fire?

15. What flammable products require special care when in the workplace?

16. What is noise?

17. Describe various types of noise.

18. Why is noise a problem?

19. Are you allowed to smoke at work?

20. Describe what you think manual handling means.

21. Should your duties include a lot of manual handling tasks, where can you go or what can you get to assist and educate yourself in correct procedures for manual handling?

22. List four (4) methods to help avoid injury when manual handling.
1. _____
 2. _____
 3. _____
 4. _____
23. List two (2) actions you must not do when manual handling.
1. _____
 2. _____

ELECTRICAL / CHEMICAL QUESTIONS

24. Who may install or repair electrical items?

25. With electrical leads, what must you be sure of?

26. To prevent yourself getting an electrical injury or shock, what must you ensure?

27. If an accident does happen, what is the first thing you must do?

28. Up to what percentage of illness & disease is caused by chemicals?

29. There are at least five (5) physical effects that can be caused by chemicals.
List at least four (4).
- | | | | |
|----|-------|----|-------|
| 1. | _____ | 2. | _____ |
| 3. | _____ | 4. | _____ |
| 5. | _____ | | |
30. What are the toxic hazards of chemicals?

31. What are the four (4) physical properties of chemicals?
- | | | | |
|----|-------|----|-------|
| 1. | _____ | 2. | _____ |
| 3. | _____ | 4. | _____ |
32. How do chemicals enter the human body?

33. What are MSDS?

34. What do Material Safety Data Sheets give advice on?

35. Relevant chemicals should be given an identification of the dangerous goods class. List seven (7) of the various classes.

1.	_____	2.	_____
3.	_____	4.	_____
5.	_____	6.	_____
7.	_____	8.	_____
9.	_____		

36. Where would you find information advising what first aid should be applied?

37. Where do you find information on the type of personal protection required?

38. Where do you find information on the flammability and ventilation required?

39. Most hazards associated with machinery are regarded as mechanical hazards. What causes injuries by machinery?

40. Define entanglement?

41. What can cause entanglement?

42. What are the causes of stabbing and puncture injuries?

43. What is an impact hazard?

44. How do you prevent injury from falls or falling objects?

45. How do you ensure a ladder is safe?

46. What type of accidents can be due to poor housekeeping?
- _____
- _____
- _____
47. As part of your job, you are required to report anything you believe is unsafe. List 6 to 10 things that you can ensure are correct in the workplace.
- | | | | |
|----|-------|-----|-------|
| 1. | _____ | 2. | _____ |
| 3. | _____ | 4. | _____ |
| 5. | _____ | 6. | _____ |
| 7. | _____ | 8. | _____ |
| 9. | _____ | 10. | _____ |
48. What percentage of workplace accidents are related to alcohol and drug use?
- _____
- _____
- _____
49. If you are assessed as under the influence of alcohol or drugs, what will happen?
- _____
- _____
- _____
50. If you have 0.08% alcohol in your system, what is the increased level of risk for an accident to happen?
- _____
- _____
- _____
51. How long does alcohol stay in your system?
- _____
- _____
52. How long do the effects of cannabis stay in your system?
- _____
- _____
53. What effect does Cannabis have on your body and senses?
- _____
- _____
- _____
54. Where can you go to get additional safety information?
- _____
- _____
- _____
55. What type of information is available for you?
- _____
- _____
- _____

Section 2**RISKS IN THE WORKPLACE AND PERSONAL PROTECTION**

WARNING: The information below may alarm you. The accidents listed actually happened to various apprentices.

INJURY

Cut to shin
Strain to back
Cut to finger
Strain to back
Strain to lower back
Bruised finger
Strained lower back
Cut to left hand
Object in eye
Back strain
Strain to lower back
Cut thumb
Cut right hand
Cut to face
Cut right finger
Fractured ankle
Fractured ribs
Cut wrists
Cut to thumb
Strain to shoulder
Strain to ankle
Cut to knee
Cut index finger
Strain to shoulder
Sprain to wrist
Bruise to foot
Cut off tips of fingers
Fractured wrist
Strain to lower back
Cut finger
Cut to leg
Sprained ankle
Object in eye
Bruise to finger
Bruise to head
Cut to right foot
Strain to lower back
Cut to knuckle, left hand
Burn to knee hand
Object in eye
Bruise to face
Cut hand
Cut thumb
Strained lower back
Strain to back
Fracture wrist
Bruising to stomach
Fracture to foot
Strain to left knee
Strain to back
Cut tip off middle finger
Cut finger
Sprain to back
Cut thumb

CAUSE

Fall while loading truck
Lifting equipment
Servicing engine
Lifting 60kg drum off back of van
Lifting heavy items
Moving timber, jammed finger
Lifting air compressor
Chiselling wood in door frame
Splinter of wood scratched eye
Lifting heavy steel
Lifting heavy items onto a truck
Loosening bracket on Sheet Metal
Cut with bolt on bulldozer bucket
Lost control of air hose, hit face
Using power saw
Fell from roof
Fell through roof
Manipulating metal framing
Nail gun puncture
Holding poles above shoulder level
Fell while walking on uneven timber
Fell through window and onto scaffold
Cut finger with handsaw
Holding of nail gun above head
Lifting heavy equipment
Dropped beam on foot
Drop saw, cut fingers
Fell from platform
Lifting concrete water meter box
Using a hacksaw
Fell over 'A' frame walking backwards
Climbing through window and fell
Grinding metal
Crushed finger moving equipment
Nail from nail gun ricocheted and hit head
Stood on nail
Lifting heavy equipment
Nail gun injury, misfired
Chemical burn
Grinding dust from grinder
Greenkeeper hit by golf ball
Scaffolding collapsed
Screw driver slipped and cut thumb
Lifting heavy equipment
Lifting
Moving machinery, rolled on wrist
Fell off roof
Moving timber, fell on foot
Lifting heavy wheelbarrow
Lifting bag of fertiliser
Sawing accident
Manipulating metal equipment
Lifting
Sawing accident

Bruise to knee
Back sprain
Cut thigh
Fracture of nose

Moving equipment
Pulled muscle continual bending
Walked into protruding bolt
Ladder fell onto worker

Look back over the above information and count the number of each type of accident and enter the data in the table below.

Type of Accident	Number
Back or muscle strain (Include bruises)	
Cuts	
Fractures	
Objects in eyes	
Burns	

What does this table tell you about the types of risks that you are likely to face in your workplace?

What other hazards do you think might exist in your workplace?

The workplace is very dangerous if a Duty of Care is not applied. From the analysis of the table of accidents, you should have identified that most accidents involved are back and muscle strains followed by cuts, fractures, objects in eyes and finally burns. The causes of these accidents included lifting heavy items, contact with sharp objects sticking out, falling over objects and dust and other substances getting in eyes from a lack of eye protection. We will take some time now to discuss the steps that you can take to reduce the risks to yourself and others in your work place.

Listed below are seven (7) steps to follow when lifting. You will notice that each step has some key words missing. Complete the statement using the words listed after each step.

Step 1. Make sure the _____ that you travel is _____ and there is a clear _____ to put the load down.

space, clear, path

Step 2. Before _____ check the load and get someone to _____ if the load is too _____ or awkward.

help, lifting, heavy

Step 3. Place your feet _____ to _____ the one foot beside the load and the other _____ the load. Both feet pointing in the direction you will be travelling.

Behind, close, load

Step 4. Bend your _____, keep your back _____ and get a secure handhold on the load. When you lift, keep the load _____ to your body. Lift with your knees and avoid twisting your body.

close, straight, knees

Step 5. Straighten your legs so that your _____ are doing the _____ and not your _____.

lifting, back, leg muscles

Step 6. Support the load with your _____ and hands and _____ to the new location.

walk, arms

Step 7. Bend you _____ and put down the load. Use your legs and knees to bend and not your _____.

knees, back

Below is the correct order of the key words in each statement. Check the correct answers with the answers that you had.

Step 1 . Path, clear, space
Step 2. Lifting, help, heavy
Step 3. Close, load, behind
Step 4. Knees, straight, close
Step 5. Leg muscles, lifting, back
Step 6 . Arms, walk
Step 7. Knees, back

Remember it is better to ask for help to lift a heavy object and perhaps damage your pride than to keep your pride and damage your back.

In your own words, describe what you believe is important to remember when lifting.

Section 3**Self Assessment Questions**

1. A hazard is:
 - ☐ Something dangerous
 - ☐ Anything that is unsafe
 - ☐ Anything that could hurt you or someone else
 - ☐ Something that kills people
2. Common types of hazards at work include:
 - ☐ Electrical hazards
 - ☐ Slips and trips
 - ☐ Excessive noise
 - ☐ All of the above
3. Assessing the risk involves:
 - ☐ Working out how likely it is a hazard will harm someone
 - ☐ Working out how likely it is a hazard will cause harm and eliminating the hazard
 - ☐ Working out how likely it is that a hazard will harm someone and how badly they could be hurt.
 - ☐ Keeping an eye out for things that might cause injury or harm
4. The best way to fix a hazard is to:
 - ☐ Substitute something less dangerous
 - ☐ Remove the hazard
 - ☐ Add safeguards
 - ☐ Use personal protective equipment
5. Personal protective equipment should:
 - ☐ Always be used to control hazards
 - ☐ Only be used if there are still risks when other measure to control hazards are not practical or to increase protection
 - ☐ Be the first measure adopted to control hazards or to increase protection
 - ☐ Be used in preference to isolating the hazard
6. If you see a simple hazard you can fix easily and safely, you should:
 - ☐ Fix it yourself and report it to your supervisor
 - ☐ Tell your supervisor to fix it
 - ☐ Fill in a form requesting that it be fixed
 - ☐ Ignore it, because it is not your responsibility to fix hazards
7. The most common mechanical equipment injuries are to:
 - ☐ The eyes
 - ☐ Hands and fingers
 - ☐ The right hand
 - ☐ The face

8. Ordinary things that may contain hazardous substances include:
- ☐ General household cleaning products
 - ☐ Paint
 - ☐ Antiseptic
 - ☐ All of the above
9. Material Safety Data Sheets (MSDS) provide essential information about:
- ☐ Personal protective equipment
 - ☐ Hazardous substances
 - ☐ Substances used at work
 - ☐ Substances and equipment used at work
10. Alterations and repairs to existing electrical installations can legally be carried out by:
- ☐ An experienced unsupervised electrical apprentice
 - ☐ A person with many years of electrical experience
 - ☐ A licensed electrical worker
 - ☐ All of the above
11. You can control and reduce exposure to noise in the workplace by:
- ☐ Turning up the volume on a radio
 - ☐ Becoming 'used' to the noise
 - ☐ Wearing correct personal hearing protection
 - ☐ All of the above
12. Personal hearing protectors should be used:
- ☐ As the first measure adopted to control a noise hazard or to increase protection
 - ☐ As a temporary measure or as a last resort
 - ☐ Only when you hear ringing in the ears after a noisy activity
 - ☐ To allow you to concentrate on a work task without interruption.
13. Workplace safety and health laws apply to:
- ☐ Employers and self employed persons
 - ☐ Employees
 - ☐ Persons who have control of workplaces
 - ☐ All of the above
14. Under the Occupational Safety and Health Act employees must:
- ☐ Always do as they are told
 - ☐ Take complete responsibility for their own safety
 - ☐ Take care to look after their own safety and not put others at risk
 - ☐ All of the above.

15. When personal protective equipment is provided at work, when hazards in the workplace cannot be eliminated, you should:
- ☐ Be instructed and trained so you know how to use it correctly
 - ☐ Always wear it when required
 - ☐ Look after it and store it correctly
 - ☐ All of the above
16. Many young workers are injured in Western Australia because:
- ☐ They are careless and easily distracted
 - ☐ They are keen to work hard but inexperienced
 - ☐ They are not made aware of their rights to be properly trained, supervised and provided with a safe and healthy work environment
 - ☐ All of the above
17. Employees have the right to refuse work if they:
- ☐ Find the work a bit difficult
 - ☐ Believe the work is hazardous
 - ☐ Believe the work is likely to expose them to an immediate risk of injury or serious harm
 - ☐ Don't like the task given to them.
18. Guards attached to mechanical equipment:
- ☐ Can be removed if they get in the way while you are working, if you can still work safely
 - ☐ Can be removed to clean the equipment, but must be replaced
 - ☐ Can be removed as a temporary measure if they are broken
 - ☐ All of the above
19. Red and black danger tags are used to:
- ☐ To identify the equipment is being worked on and not to touch or use until tag is removed
 - ☐ Let workers know equipment or machinery is out of service
 - ☐ Warn workers about hazards associated with equipment and machinery maintenance
 - ☐ All of the above
20. Young workers are more likely to be injured through manual handling work because:
- ☐ Their bodies are still developing and are less able to cope with strain
 - ☐ They are often careless
 - ☐ They are keen to work hard and get the job done quickly
 - ☐ They are inexperienced and do not always follow safe manual handling techniques
 - ☐ All of the above
21. Manual handling injuries include:
- ☐ Strains and sprains
 - ☐ Cuts, bruises and broken bones
 - ☐ Neck and back injury
 - ☐ All of the above