

HCS 3000

Work Place Safety Systems



Westwood Community High School

"One by one we can be the better world we wish for"

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Name: _____

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HCS 3000 Workplace Safety Systems

Unit 1

Match the terms listed with their definitions. Place the letter of the appropriate term in the blank to the left of the definition.

- a. Accident, as it was used in the past
- b. Accident, as it is used today
- c. Safety as it was used in the past
- d. Safety as it is used today
- e. Unsafe Acts

- _____ 1. An undesired event that resulted in unintentional harm or damage to people, environment and /or loss of process or productivity
- _____ 2. Freedom from injury
- _____ 3. Control of accidental loss
- _____ 4. Undesirable event that results in harm to people
- _____ 5. A term that has been replace with substandard practices

Write A if the statements are true or B if the statements are False

- _____ 6. Administrative controls are put in place to create a culture of safety in an organization
- _____ 7. Management provides personal protective equipment as a way to reduce injuries.
- _____ 8. Medical expenses of injured workers are considered an indirect cost of doing business
- _____ 9. Environmental and insurance costs can be considered indirect costs that result from accidents
- _____ 10. Property and equipment damage are indirect costs that result from Accidents
- _____ 11. Loss of work time and training replacement workers are both indirect costs that can results from accidents
- _____ 12. Unsafe acts in work places have been blamed traditionally on workers

Unit 2

Match the elements of a Health and Safety Management System. Place the letter of the appropriate element in the blank to the left.

- a. Management Commitment and Policies
- b. Hazard and Risk Identification
- c. Hazard and Risk Control
- d. Workers Competency and Assessment Training
- e. Emergency Response Planning

- _____ 13. The process of checking all equipment, tools, work areas, and work processes to identify things or situations that could cause injury or other loss
- _____ 14. Ensuring that each worker is properly trained to perform assigned tasks and use equipment, tools, and materials correctly and safely
- _____ 15. A written health and safety policy stating that everything possible will be done to protect worker's health and safety
- _____ 16. The use of engineering, administrative and basic point of contact controls to prevent or minimize risks injuries and other types of loss
- _____ 17. A plan that all workers understand and know what to do when an emergency occurs that is regularly reviewed, practiced and updated as needed.

Write A if the statements are true or B if the statements are False

- _____ 18. Incident reporting and investigation is done to find out the cause of an incident and determine measures that can be put in place to make the workplace safer.
- _____ 19. There are three typical control methods.
- _____ 20. Once control measures are in place, they never need to be inspected again
- _____ 21. Incidents should be investigated whenever the supervisor wants to do it- time is not an issue.
- _____ 22. A Health and Safety Management System can only be effective if all stakeholders (employees, supervisors and workers) do their part
- _____ 23. A Health and Safety Management System must include a procedure for reporting and investigating all incidents, losses and near misses.

Unit 3

Match the following terms with their definitions.

- a. Hazard
- b. Accident
- c. Incident
- d. Injury

- _____ 24. an unplanned, unwanted event that has the potential cause injury, damage, and various kinds of loss
- _____ 25. Any type of body harm, including scratches, bruises, cuts, sprains, fractures
- _____ 26. An unplanned, unwanted event that results in injury, damage or various kinds of loss
- _____ 27. An activity, event or condition that could result in an accident or incident that may cause injury, damage or illness

Consider the following scenarios. For each, decide what type of hazard is presented. Choose from the list below. *The answer can be used more than once.*

- a. Physical Hazard
- b. Biological Hazard
- c. Chemical Hazard
- d. Ergonomic Hazard

- _____ 28. A worker cannot find the small step ladder used to place supplies on a high shelf. The worker uses a chair instead.
- _____ 29. A greenhouse worker has to clean up a pile of bags. They have been there for and are damp and moldy.
- _____ 30. A worker takes material to an office on the other side of the building. The worker walks through an area that is being rebuilt. A piece of wood falls and hits him.
- _____ 31. A janitor uses a very strong floor cleaner that has a very strong smell.
- _____ 32. A worker uses the same tool in the same position all day.
- _____ 33. A fruit farmer works in a grove of orange trees. The area is infested with mosquitoes.

Unit 4

Write A if the answer is true or B if the answer is false in the space provided.

- _____ 34. Ergonomics is all about training people to fit into specific workplace.
- _____ 35. The main purpose of ergonomics is to increase productivity in the workplace to maximize profits
- _____ 36. The goal of ergonomics is to improve the well-being of workers.
- _____ 37. The fact that some tasks are repetitive need not be considered as an ergonomic factor when designing a workplace.
- _____ 38. If a worker is too tall to make good use of existing office furniture, management should replace the worker with a shorter one.

Consider the following scenarios. For each, decide first what ergonomic principle was not followed and then decide what should be done to control the hazard involved. Use only each response once.

- A. Give the worker breaks because this will help his concentration
- B. Fit the workplace to suit the worker's physical size and shape.
- C. Arrange work times based on mental activity
- D. Adjust the height of the table or provide a stool.

A factory worker is 1.6 m tall. For most of the day, the worker is at a table packing boxes for shipping. At the end of the day, the worker complains of aching shoulders and an ache in the neck.

- _____ 39. What ergonomic principle was not followed?
- _____ 40. What should be done to control this hazard?

A control room operator has sat and watched controls for five hours. The operator did not get a break because one of the other workers was away sick. The operator gets tired and makes a mistake reading one of the controls.

- _____ 41. What ergonomic principle was not followed?
- _____ 42. What should be done to control this hazard?

Unit 5

For the following hazards described in each workplace example below, choose the type of hazard it exemplifies. Place the appropriate hazard type in the line provided.

- a. Physical hazard
- b. Biological hazard
- c. Chemical hazard
- d. Ergonomic hazard
- e. Psychological hazard

- _____ 43. A worker has to cross a busy highway to estimate damage to the asphalt
- _____ 44. The teste fly has been known to cause sleeping sickness in people who work with cattle. A worker has to herd these cattle.
- _____ 45. A worker in a car battery manufacturing plant is responsible for filling certain batteries with sulfuric acid.
- _____ 46. A recent immigrant is teased by fellow workers because of his lack of mastery of the English language.
- _____ 47. A court stenographer uses a computer keyboard to record lengthy testimony and questioning in court proceedings.

Consider the following scenarios. For each, decide what type of hazard is presented as well as the type of control that can be used to get rid of the hazard. Choose from the list below.

- a. Physical hazard, engineering control
- b. Biological hazard, personal protective equipment
- c. Chemical hazard, PPE, administrative control
- d. Ergonomic hazard, engineering control
- e. Psychological hazard, administrative controls

- _____ 48. A worker has been moved to a new office. After sitting at the desk all day, the worker has back pains.
- _____ 49. An office worker is always under pressure to meet deadlines. The worker has not been feeling well and is taking more sick days.
- _____ 50. A warehouse site has a steep set of stairs leading up to a storage room. A number of workers have tripped on the stairs.
- _____ 51. A beekeeper is stung by bees and has an allergic reaction
- _____ 52. A carpet installer has to use strong and toxic carpet glue when laying carpets.

Unit 6

Write A if the statements are true or B if the statements are False

- _____ 53. Every injury, incident or near miss should be investigated in any workplace.
- _____ 54. Identifying the cause of an incident is not the main purpose of an incident investigation.
- _____ 55. Management and supervisors are responsible for investigating incidents.
- _____ 56. An incident investigation should include recommended actions to prevent similar incidents and should include a follow-up check to see if these actions have been put in place.
- _____ 57. It is the responsibility of the prime contractor or the employer responsible for the workplace to investigate injuries for a worksite.
- _____ 58. Management and supervisors must decide whether emergency personnel are required to be sent to an incident site.
- _____ 59. Management or a supervisor must decide whether workers should return to work or evacuate after an incident has occurred.

Unit 7

Write A if the statements are true or B if the statements are False

- _____ 60. The OH&S Act is a law passed by the Alberta government to set rules for health and safety in the workplace.
- _____ 61. Domestic workers and federal employees are covered by OH&S
- _____ 62. Workers under the age of 16 are not covered by OH&S.
- _____ 63. Imminent danger refers to a danger that is not normal for the job, or a danger under which a person would not normally work.
- _____ 64. A worker can be fired for refusing to do work ordered by an employer, even if that worker thinks the work is dangerous.

Consider each of the scenarios. For each, decide which of the statements below applies to each of the questions asked. *If the answer is F, please answer A on the scantron.*

- a. A worker must report possible hazards to his employer.
- b. An employer must provide appropriate safety training for workers
- c. A worker has the right to refuse to do work that is unsafe.
- d. A worker must use the safety procedures set out by the employer
- e. An employee must provide PPE to ensure worker health and safety
- f. If possible, a worker must stop another worker's unsafe procedures.

You work for a roofing company. Your employer wants you to wear a shirt at all times, long pants and steel toed boots. Other workers like to take off their shirts and wear shorts and sneakers.

- _____ 65. Do you listen to your employer?
- _____ 66. Should you talk to the other workers?

You and your two friends decide to start a lawn care company. You are the boss and find the work while they do the lawn care. The OH&S Act makes you responsible for your worker's safety.

- _____ 67. Should you train your workers on the safe use of the lawn equipment?
- _____ 68. Do you have to provide hearing protection equipment for your workers?

You are working at a lumberyard. Your supervisor has asked you to use a table saw to cut some boards. You have never used one before. You heard the other workers saying the blade is getting dull and the boards are being thrown by the blade while they are being cut.

- _____ 69. Do you cut the board?
- _____ 70. What should you do?

Unit 8

Write A if the statements are true or B if the statements are False

- _____ 71. Each province in Canada has its own Worker's Compensation Act
- _____ 72. The Worker's Compensation Board is set up to provide insurance for workers, not employers
- _____ 73. All Canadian workers are protected by WCB
- _____ 74. WCB helps the workers in all of the following ways: wage replacement, medical expenses, return to work planning, vocational services, and fatality benefits.
- _____ 75. All employers in compulsory industries must open a WCB account within 15 days of employing their first worker.
- _____ 76. Under the Worker's Compensation Act, neither worker or employer can sue each other.

Unit 9

Write **A** if the statements are true or **B** if the statements are False

- _____ 77. A worker is anyone who works for an employer, full time, part time or on a temporary or casual basis
- _____ 78. If a company the must have WCB insurance does not pay its WBC premiums, its workers would not be covered.

Do the following businesses require WCB coverage? If yes, answer A, if no, answer B

- _____ 79. Baby sitting
- _____ 80. Medical offices
- _____ 81. Banks
- _____ 82. Grocery stores

Consider the following scenarios. Each deals with students becoming employers. For each one, print A if WCB is required or B if WCB is not required.

- _____ 83. You are a college student starting your own painting business for the summer. Twenty of your friends are looking for jobs. You hire them at \$15.00/hr. Homeowners are your customers.
- _____ 84. You are short of money. You have lawn equipment, such as a lawn mower, hedge trimmer, and a weed eater. You decide to go into business. You advertise lawn care and soon you have enough customers to keep yourself busy.
- _____ 85. You own a 1999 truck and advertise in the local newspaper that you are willing to haul garbage to the dump. Your first job is too difficult for you to do on your own so you get your brother to help. You are not paying your brother any wages.

Unit 10

Write A if the statements are true or B if the statements are False

- _____ 86. The Employment Standards Code (ESC) sets the minimum standards of employment for adults, young persons and adolescents
- _____ 87. The ESC defines young persons to be 15 to 17 years of age.
- _____ 88. Workers must receive a ½ hour rest period during each shift in excess of 5 consecutive work hours (with some exceptions)
- _____ 89. If a worker is employed one year, and he/she decides to quit or terminate their employment, they must give their employer 2 weeks written notice
- _____ 90. If an employer wants to terminate the employment of a worker that has been employed for 2.5 years, they must give the employee 2 weeks notice in writing.
- _____ 91. Adolescents can be employed as a clerk in a retail store or to deliver newspapers or flyers.
- _____ 92. Overtime must be paid at a rate of 1.5 times a worker's wage rate unless a written overtime agreement has been made.
- _____ 93. An adolescent is anyone who is between the ages of 11 and 14.

In the statements below, enter A or B in the blank to show your choice of the correct term.

- _____ 94. Young persons are allowed to work in (A=all or B= some) types of jobs.
- _____ 95. Normally, young persons may not work before (A= 6am or B= 8am.)
- _____ 96. Normally, young persons may not work after (A=11 pm or B=12:00 am.)
- _____ 97. A young person's (A= parent/guardian or B= supervisor) can waive the time restriction that a young person is allowed to work.
- _____ 98. The waiver of time restriction for a young person's hours of work must always be (A= written or B= verbal) form.
- _____ 99. If a young person's work hour restriction has been waived, the young person must always be in the (A=Authority or B=presence) of an adult.
- _____ 100. The adult responsible for a young person whose time restrictions have been waived must be at least (A= 18 or B= 21) years old.