

NAME

DEPARTMENT

Q1 IN THE EVENT OF THE FIRE ALARM SOUNDING WHAT SHOULD YOU DO?

- ☐ No alarm test was scheduled you therefore evacuate the building in an orderly manner closing all doors and windows as you do so.
- ☐ Run around the office to warn colleagues that there is a fire.
- ☐ Carry on working, the fire alarm is probably faulty as you can't see any smoke.

Q2 WHAT THREE PIECES OF PPE ARE USUALLY REQUIRED ON AN ARCHAEOLOGICAL SITE?

- ☐ Ear defenders, hard hats, safety boots
- ☐ Hard hats, safety boots, hi visibility vest
- ☐ Safety goggles, respirator, ear defenders
- ☐ Respirator, safety boots, hi visibility vest

Q3 WHICH OF THE FOLLOWING IS A COMMON CAUSE OF SERIOUS ACCIDENTS IN THE WORK PLACE?

- ☐ Unscheduled cigarette breaks
- ☐ Heavy lifting
- ☐ Slippery barrow runs
- ☐ Falls from height

Q4 WHAT IS A 'FALL FROM HEIGHT'?

- ☐ Any fall when using scaffolding
- ☐ Any fall where the distance fallen is greater than 5m.
- ☐ Work in any place, where a person could fall and cause personal injury.

Q5 YOU SHOULD PROTECT YOURSELF FROM THE SUN AT ALL TIMES OF THE DAY, BUT AT WHICH TIMES SHOULD YOU BE ESPECIALLY CAREFUL?

- ☐ Between 6am and 10am
- ☐ Between 11am and 3pm
- ☐ Between 3pm and 6pm
- ☐ Between 6pm and 10pm

Q6 WHAT SHOULD YOU DO PRIOR TO USING ANY WORK EQUIPMENT?

- ☐ Clean the equipment.
- ☐ Find and read the Headland manual.
- ☐ Inspect the work equipment to ensure that is undamaged and safe to use.
- ☐ Inform your supervisor that you are about to use the equipment.

Our H&S manager, Edward Bailey, invites you to answer a short (11 questions) survey. All entries with nine or more correct answers will be entered into a prize draw. Closing date is the 30th September 2014.



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Q7 WHAT IS THE NAME OF THIS NOXIOUS WEED?

- ☐ Giant Hogweed
- ☐ Giant Hogwart
- ☐ Hogfather weed
- ☐ Hogtied weed

Q8 WHAT ARE THE RISKS ASSOCIATED WITH THE ABOVE WEED?

- ☐ The sap of the plant can give severe burns and rashes that may last several months.
- ☐ The pollen can leave a permanent stain on your skin.
- ☐ The leaves can 'sting' slightly.
- ☐ Fumes from the burning plant can render you unconscious.

Q9 WHICH OF THE FOLLOWING BEST DESCRIBES WORK EQUIPMENT?

- ☐ Any machinery used at work.
- ☐ Any electrical tools and plant for use at work.
- ☐ Electrical equipment and manual tools for use at work.
- ☐ Any machinery, apparatus, tool or installation for use at work.



Q10 WHEN MANUAL HANDLING, WHICH OF THE FOLLOWING SHOULD YOU AVOID DOING?

- ☐ Think before lifting and handling.
- ☐ Twisting your back while lifting.
- ☐ Keep your head up when handling.
- ☐ Get a good grip.

Q11 WHILST MATTOCKING THROUGH A DEPOSIT YOU NOTICE THAT THE HANDLE OF YOUR MATTOCK IS CRACKED, WHEN YOU INSPECTED THE EQUIPMENT THIS MORNING THE CRACK WAS NOT PRESENT, WHAT SHOULD YOU DO?

- ☐ Carrying on using the mattock, it still feels sound.
- ☐ Wrap the handle with duct tape and then continue to use it.
- ☐ Immediately take it out of commission and inform your supervisor that it needs a new handle.
- ☐ You notice you colleague hardly uses their mattock so you secretly swap it and use theirs instead.

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