ISHMS Post Test Answer Key

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Multiple Choice: For each of the following questions, circle the letter that best answers the question.

1. What is a Safety and Health Management System?

   A. [A set of interrelated elements that support occupational safety and health policy and objectives]
   B. [Mechanisms that are in place to achieve safety objectives]
   C. [Methods that are in place to continually improve safety and health performance]
   D. [All of the above]

True or False: For each statement below, circle True or False.

True	**False**	2.	A Safety and Health Management System costs an employer more money, but it's worth it
True	False	3.	One benefit of implementing an effective Safety and Health Management System is that employee morale goes up
True	False	4.	The shipyard environment is more hazardous than most work environments
True	False	5.	To be most effective, safety and health must be balanced with, and incorporated into, an organization's other core business processes
True	False	6.	A systematic approach to safety seeks a long-term solution rather than a one-time fix.

Matching: For each safety "responsibility" listed in the left column, identify who it ***best applies to*** in the right column. For Management use "M", for Supervisor use "S" and for Employee use "E".

Responsibility	Who
7. Create and drive the company culture	**M**
8. Stop a co-worker from working on the deck plate in an unsafe manner	**E**
9. Document and report near misses	**S**

5/17/2011

Post Test Answer Key

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Multiple Choice: For each of the following questions, circle the letter that best answers the question.

10.   What are the two most important factors in creating a culture of safe work practices?

   A. [Praise and Discipline]
   B. [Networking and Compliance]
   C. *[Management Commitment and Employee Involvement]*
   D. [Decision Making and Problem Solving]

Identify and Circle: When providing safety training, OSHA has 6 documentation requirements. From the word bank below, circle those 6.

Word Bank (Questions 11-16)

Department	Participant education level	*Type of training*	Length of time with company
Participant ethnicity	*Number of hours of training*	*Verification that a person attended, such as a signature*	Participant Job Title(s)
Date of the training	*The OSHA standard that correlates to the training*	Class Level Beg./Inter./Adv	*Who attended (name)*

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2

Post Test Answer Key

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True or False: For each statement below, circle True or False.

True   False   17.   Your Safety Procedure Manual should provide the required documentation conveying to your workforce what safe work practices should be followed and how to follow them.

True   ***False***   18.   Your Safety Procedure Manual must be written by a certified OSHA professional.

True   ***False***   19.   The entire Safety Procedure Manual must be accessible (within 50 feet) to all employees.

Fill in the Blank: For each sentence below, write *the best* word or words from the work bank that correctly completes the sentence. Note, not all words in the Word Bank will be used and none will be used more than once.

Word Bank

Competence	Subcontractor	Orientation Training	Forklift Training
Training	Supervisors	Long-Term Employees	Replacing
Confined Space	Ability	Safety Technicians	Integrated

20.   [***Competence*** is a standardized requirement for an individual to properly perform a specific job.]

21.   [***Training*** refers to the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.]

22.   [Training for ***Supervisors*** should emphasize the importance of their role in visibly supporting the safety and health program and setting a good example.]

23.   [***Confined Space*** is a training topic not often found in many industries but often found in the shipyard.]

24.   [Safety training is most effective when ***Integrated*** with a company's overall training in performance requirements and job practices.]

25.   [***Orientation Training*** should be provided to both employees and contractors.]

3

5/17/2011

Post Test Answer Key

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Multiple Choice: For each of the following questions, circle the letter that best answers the question.

26. To establish a culture of workplace safety, as well as to comply with Cal OSHA IIP Program, it is imperative that communication is not left to chance. Giving and receiving feedback with employees and contractors is vital. Therefore, organizations should implement and maintain a procedure for:

    A. [Praise and Discipline]
    B. [Receiving, documenting and responding to relevant communications from external, interested parties]
    C. [Instructions for the Safety Suggestion Box]
    D. [Good Listening Skills]

27. Regarding Hazardous Communication, what is each employer *not* responsible for:

    A. [Providing a list of all company hazards to each employee in written form]
    B. [Identify and list hazardous chemicals in their workplaces]
    C. [Obtain MSDS's and labels for each hazardous chemical, if not provided by the manufacturer, importer or distributor]
    D. [Implement a written HAZCOM program, including labels, MSDS's and employee training]
    D. [Communicate hazard information to employees through labels, MSDS's and formal training programs]

28. Three important Hazard Identification processes are:

    A. [Audits conducted by OSHA]
    B. [Walkaround Inspections]
    C. [Comprehensive Survey]
    D. [Observations]
    E. [A,B and C]
    F. [B, C and D]

Put In Order: Below are the steps used in conducting a Job Safety Analysis. Place them in the correct order by putting the number 1 in front of the first step, the number 2 in front of the second step, and so forth.

29. **1**   Observing the task
30. **2**   Breaking the task down into activities or steps
31. **3**   Analyzing each step for safety or operational needs
32. **4**   Recommending procedures to meet those needs

Post Test Answer Key

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Matching: Regarding Hazard Controls, use the following table to complete questions 35-38
by filling in the "Type" below:

If I am an ….	Then write …
Engineering Control	E
Administrative Control	A
PPE	P
Interim Control	I

Control	Type
33. I am tape holding down wiring	*I*
34. I am a procedure limiting the time you can wear a respirator	*A*
35. I am a hard hat	*P*
36. I am a ventilation hood removing smoke in a confined space	*E*

True or False: For each statement below, circle True or False.

True	*False*	37.	Every Emergency Preparedness and Response Plan will be the same, regardless of industry or location.
True	*False*	38.	An Emergency Preparedness and Response Plan should have the home phone number of your local OSHA representative.
True	False	39.	A staging area is an area where employees should gather during an emergency.
True	False	40.	To ensure effective document control, there should be one copy of the Emergency Preparedness and Response Plan in each shop, in a central location.

Post Test Answer Key

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Matching: Regarding the Accident Investigation and Corrective Action Process, use the following table to complete the questions below:

Controlling the Scene	C
Gathering Data	G
Analyzing Data	A
Writing the Final Report	W
Implementing Corrective Action	I

Step in the Process	Process
41. Give an account of the accident--sequence of events, injuries, extent of damage, accident type and source.	**W**
42. Review all photos, drawings, interview material and other information collected at the scene	**A**
43. Stabilize existing hazards. This will prevent further injuries and identify if you need more help	**C**
44. Identify the who, what, where, and when of the situation	**G**
45. Training may be helpful	**I**

Multiple Choice: For the following question, circle the letter that best answers the question.

46. When assessing your organization's safety performance, what are the key area(s) that OSHA suggests you focus?

    A. [Management Leadership and Employee Participation]
    B. [Worksite Analysis]
    C. [Hazard Prevention and Control]
    D. [Safety and Health Training]
    E. [All of the above]

Post Test Answer Key

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Matching: Based on the **PDCA Improvement Cycle,** use the following table to complete questions 54-57 filling in each "Phase" below.

If I am in the	Then write …
"Plan" Phase	P
"Do" Phase	D
"Check" Phase	C
"Act" Phase	A

Activity	Phase
47. Involve everyone in the process	**A**
48. Implement the change on a small scale	**D**
49. Identify the potential improvement	**P**
50. Measure to find out whether the change has accomplished the objective	**C**