

Name:

Date

Host

Employer:

Learning outcome from the Safety Induction.

Select the most correct response.

General Safety

1. The use of alcohol or illicit drugs on this work site / host work site:

- A Must be kept to a minimum
- B Not permitted at any time
- C Is allowed only during meal breaks

2. Who is responsible for safety in the workplace?

- A I am
- B My co-workers
- C The Supervisor
- D Everyone is responsible

3. Who is responsible for reporting hazards?

- A The Supervisor
- B The Manager
- C Everyone on site
- D No one

4. If using a Hazardous product / substance:

- A Be careful it is not harmful
- B Try not to get any on you
- C Wash your hands after you have finished
- D Check the MSDS (Material Safety Data Sheet) and follow the safety instructions

5. If I start to show signs of heat exhaustion / heat stroke, I must:

- A Tell my supervisor immediately
- B Keep working
- C Put on more sunscreen

6. If I notice a piece of faulty / unsafe equipment in my worksite, I must:

- A Use it, but be careful
- B Use another piece of equipment instead
- C Not use it, and tell the Supervisor immediately

7. Never remove a danger / warning tag belonging to another person without their authorisation:

- A True
- B False

8. Never enter a barricaded area without authorisation:

- A True
- B False

9. Never approach or work near mobile / moving equipment without consultation and risk awareness:

- A True
- B False

10. Accidents / Near Misses should be reported to:

- A Co-worker / friend
- B The Supervisor
- C Family at home
- D No one

11. In the case of an emergency, I must:

- A Run away
- B Proceed immediately to the designated safe muster point identified by my supervisor
- C Keep working

12. Before I use a piece of electrical equipment I must:

- A Visually inspect that it is in good condition
- B Check that it has a current test tag indicating it is safe to use
- C Both of the above

13. Before commencing any work at heights, work in a confined space, or work on plant or equipment, you must demonstrate to IOGTA that you hold the relevant Worksafe competence ticket:

- A True
B False

14. If I am injured at work I should:

- A Wait until the end of my shift to get it looked at
B Tell a friend
C Seek first aid and tell my Supervisor immediately

15. Whilst working for IOGTA / Host, I am expected to:

- A Treat others with dignity and respect
B Promptly report discrimination, harassment or bullying
C Both of the above

16. Do not use any power tools on site unless you have been trained and approved by your supervisor:

- A True
B False

17. Is it important to know where your worksites First Aid Kit is?

- A Yes
B No

18. If mobile phones are permitted on site, I should use one only if:

- A There is an emergency
B I am on my break
C I need to contact the Supervisor
D All of the above

19. If I have to raise my voice to speak to someone who is 1 metre away, I should be:

- A Speaking louder
B Using hand signals
C Wearing hearing protection

20. Never work at heights or near an open void without fall protection equipment (above 2m):

- A True
B False

Hazard Identification & Management

1. Is it a legal requirement to identify hazards in the workplace?

- A Yes
B No

2. Which of the following are hazards?

- A Electrical wires
B Falling objects from heights
C Unsafe Manual handling practices
D Working at heights
E All the above

3. What tools and strategies can be used to identify hazards in the workplace?

- A Job Hazard Analysis (JHA's)
B Workplace inspections
C Safety Meetings
D All of the above

4. If I see a potential hazard in my worksite, I should:

- A Tell my supervisor immediately
B Do nothing
C Keep working

Manual Handling

- You should always assess a load before lifting it:**
 - True
 - False
- Examples of Mechanical aids to make manual handling easier include:**
 - Hand trolley
 - Forklift
 - Wheelbarrow
 - Crane / hoist
 - All the above
- If a load is too heavy or too large for you to lift and carry on your own, you should:**
 - Use a mechanical aid, and / or get someone to help lift the load
 - Lift the load anyway
- If you have a muscle strain you should advise your Supervisor when:**
 - Never
 - After lunch
 - At the end of the day
 - Immediately
- Manual handling injuries can be caused by:**
 - Overexertion
 - Repetitive actions
 - Incorrect lifting technique
 - Poor housekeeping / untidy worksite
 - All of the above

Basic Personal Protective Equipment (PPE)

- Do you need to wear PPE that has been provided for your job role / task?**
 - Yes
 - No
- PPE may include items such as:**
 - Hard Hat
 - Uniform, enclosed shoes
 - Safety Glasses & Gloves
 - Safety boots & ear plugs
 - All the above
- Who has responsibility for providing you with the correct PPE for your job role / task?**
 - Supervisor
 - You
- Not wearing PPE prescribed by my Supervisor / Job Role may lead to disciplinary action:**
 - True
 - False
- Should you check your PPE before use to make sure it is in good condition and fits properly?**
 - Yes
 - No

Job Hazard Analysis (JHA)

- Do I need to sign a JHA before starting work for IOGTA?**
 - Yes
 - No
- Which of the following situations will require the JHA to be formally reviewed and amended?**
 - My job role changes
 - The job workplace changes
 - Work practices change
 - When and Incident or Accident occurs
 - All the above

3. Who has responsibility for signing a task specific JHA?

- A The Supervisor (only)
- B Both You and the Supervisor

5. The JHA is your document to keep you safe on site:

- A True
- B False

4. If you are not satisfied with a control measure on the JHA what do you do?

- A Nothing
- B Take early lunch
- C Contact the Supervisor immediately

Assessment Summary

Competent <input type="checkbox"/>	Not yet competent <input type="checkbox"/>				
Summary Comments:					
Recommendations:					
Assessor Name:		Signature:		Date:	

Inductee (employee, volunteer or job seeker) declaration

I acknowledge that I have read through and been provided access to IOGTA's Safety Induction, either in hard copy format, or through IOGTA's website.

I understand my role in IOGTA's safety system, and that I should report any injury, incident or hazard to my Supervisor that I am involved in or are aware of, immediately, or as soon as it is safe to do so.

I agree to let IOGTA know within 24hrs if my on-site job role changes so that my Job Hazard Analysis (JHA) can be updated, and that I will not participate in any unsafe work practices whilst employed by IOGTA.

Name:		Signature:		Date:	
--------------	--	-------------------	--	--------------	--