

OFFICE SAFETY BASICS TEST QUESTIONS

Name: _____

Date: _____

1. What should always remain closed when not in use to prevent an accident or injury?
 - a. Office windows
 - b. Trash receptacles
 - c. File cabinet drawers
 - d. Both A and B

2. Because there are no machinery or industrial chemicals in the office, safety attitudes can be relaxed.
 - a. True
 - b. False

3. If you notice a safety hazard in your work area you should:
 - a. Correct it immediately
 - b. Wait for the maintenance crew to correct it
 - c. Notify your Supervisor
 - d. Call the Fire Department

4. Always exercise caution when carrying what in the office..
 - a. Coffee
 - b. Tea
 - c. Hot liquids
 - d. All of the Above

5. You can safely carry items up or down stairs as long as you go slowly.
 - a. True
 - b. False

6. If you need to reach an item on a high shelf and a ladder or stool is not available, you should use?
 - a. A sturdy box
 - b. A wooden chair
 - c. Either A or B
 - d. None of the above

7. Frequent mini-breaks and stretching exercises can help to relieve stress and make you feel better.
 - a. True
 - b. False

8. In the event of an emergency, what is most important?
 - a. The need to stay calm
 - b. Safety of property
 - c. Helping emergency personnel
 - d. Both B and C

9. Most slips and falls can be prevented by:
 - a. Being aware of hazards
 - b. Watching where you walk
 - c. Replacing worn carpeting
 - d. All of the above.

10. When lifting any object or load you should always...
 - a. Bend your legs
 - b. Bend your arms
 - c. Bend at the waist
 - d. None of the above

ANSWER KEY

1. C
2. B
3. A
4. D
5. B
6. D
7. A
8. A
9. D
10. A