

Assessment Summative/Final Exam and JobSafe Credential

HCS3000: Workplace Safety Systems

Assessment

Both formative and summative/final exam assessment tools are provided for instructor use in this manual.

Formative Assessment Tools

Each Unit of Instruction in this manual includes a formative assessment tool (Unit Test) that may be used by instructors to test a learner's knowledge about content addressed in the Unit Fact Sheet.

An Answer Key is provided for instructor use for each test question, as appropriate. Teachers/instructors may choose to use the Unit Tests as presented or adapt the test to meet their learners' abilities and needs.

Summative/Final Exam Assessment Tool

The Summative/Final Exam may be used to assess each learner's overall knowledge of each of the units of instruction presented.

This section of the manual includes a summative (Final Exam) assessment tool that may be used by teachers/instructors to test a learner's knowledge about a selection of content addressed in all of the Unit Fact Sheets.

An Answer Key is provided for teacher/instructor use for each question in the Final Exam, as appropriate.

Teachers/instructors may choose to use the summative Final Exam as presented or adapt it to meet the learners' abilities and needs.

Completing HCS3000: Workplace Safety Systems

After completing all HCS3000 Units, the learner should be expected to complete the Final Exam.

Part A: Test of knowledge about safety principles and practices
(Choose multiple choice or short answer test.)

The short answer test is recommended for students capable of a more rigorous exam and having a ready level appropriate to their age and school grade.

Additional assessment tools are provided in this section.

Alternative methods of providing student access to Final Exam include:

- **copying, printing and providing students either the Short Answer or Multiple Choice tests test as provided in this Manual.**
- **Accessing the Multiple choice test via the Alberta Distance Learning Centre website. Contact the Job Safety Skills Society for details at Jobsafe@shaw.ca**

Part B: A Workplace Inspection and Inspection report.

Optional Assessment:

May be performed as a CTS Project Course ...
(If combined with two other 3000 level CTS courses)

(The inspection may be conducted in a room at the learner's home, at school or in a selected workplace.)

- Hazard Identification Checklists.
- Controls identified.
- Recommendations for improving the health and safety principles and practices in the selected workplace.

JobSafe Credential

The Job Safety Skills Society credentials students who complete and meet JSSS standards for HCS 3000: Workplace Safety Systems.

HCS3000: Workplace Safety Systems

Credentialing Students

The chart below indicates the credentials that may be earned together with the mark and course delivery requirements for each type of certificate.

<i>Credential</i>	<i>JobSafe Course Delivery</i>	<i>Mark</i>
Level 1 (Gold): Certificate of Basic Safety	Short Answer Exam	70% or better
Level 2 (Silver): Certificate of Basic Safety	Multiple Choice Exam	70% or better
Certificate of Basic Applied Health & Safety	Students who complete a project course relating to health and safety.	70% or better

Gold Standard: Successful completion of a written exam denoting insight, knowledge and understanding of basic safety with a mark of 70% or better.

Silver Standard: Successful completion of a multiple choice exam denoting awareness of basic safety with a mark of 70% or better.

Red Seal Standard: Successful completion of a project applying health and safety principles, practices and knowledge with a mark of 70% or better.

Note: Web-based resources for the new HCS3000: Workplace Safety Systems course will be available by September 2011.

All students meeting the criteria noted above will be entitled to receive a credential from the Job Safety Skills Society.

Instructors are requested to submit student names and marks identifying the part(s) of the safety courses completed by the students who meet the criteria to:

Job Safety Skills Society
 Fax: (780) 413-6877 or toll free (866) 513-6877
 Or by email to: jobsafe@shaw.ca

HCS3000: Workplace Safety Systems

Final Exam

Part 1: Questions & Answers

Circle your answer:

1. **Young workers comprise about what percent of the work force?**
 - a. 5%
 - b. 15%
 - c. 30%
 - d. 60%

2. **Which of the following could describe what "health" is?**
 - a. A condition or incident that may cause damage, injury or illness.
 - b. Being well and having freedom from illness.
 - c. An action which may cause death, injury or illness.
 - d. Any type of body harm including scratches, cuts and bruises.

3. **Which of the following could describe what "safety" is?**
 - a. A condition or incident that may cause damage, injury or illness.
 - b. Freedom from harm, danger or loss.
 - c. An action which may cause death, injury or illness.
 - d. Being well and having freedom from illness.

4. **Which of the following is an example of a situation where safety at work could affect health?**
 - a. An employee limits their entry into confined spaces because they are claustrophobic.
 - b. Picking up a heavy box without proper bending at the knees results in a herniated disk.
 - c. An employee wears safety glasses at work to avoid receiving an eye injury.
 - d. An employee doesn't wear a proper air mask when dealing with dangerous chemicals.

5. **What is a hazard?**
 - a. An undesired event that may result in a personal injury, property damage, environmental damage and/or loss of property.
 - b. Anything requiring treatment of any kind.
 - c. An undesired event that could have led to an accident but no damage or injury occurred.
 - d. A circumstance or condition that could create an incident that may cause damage, injury or illness.

6. **What is an injury?**
 - a. An undesired event that may result in a personal injury, property damage, environmental damage and/or loss of property.
 - b. Anything requiring treatment of any kind.
 - c. An undesired event that could have led to an accident but no damage or injury occurred.
 - d. A circumstance or condition that could create an incident that may cause damage, injury or illness.

7. **What is an incident?**
 - a. An undesired event that may result in a personal injury, property damage, environmental damage and/or loss of property.
 - b. Anything requiring treatment of any kind.
 - c. An undesired event that could have led to an accident but no damage or injury occurred.
 - d. A circumstance or condition that may cause damage, injury or illness.

- 8. Identify the type of hazard - A painter inhaling paint fumes.**
- Chemical hazard.
 - Physical hazard.
 - Biological hazard.
 - None of the above.
- 9. Identify the hazard - Noise from a jack hammer used in construction.**
- Chemical hazard.
 - Physical hazard.
 - Biological hazard.
 - None of the above.
- 10. What is the purpose of the Occupational Health and Safety (OH&S) Act?**
- To establish guidelines for the health and safety of workplaces.
 - To define the roles and responsibilities of employers and workers.
 - It outlines the duties of workers connected with the worksite.
 - All of the above
- 11. What is the definition of imminent danger?**
- It is a danger related to your particular job.
 - It is a danger involving chemicals.
 - It is a danger that is not normal for your particular job.
 - It is a danger involving fire and chemicals.
- 12. What do the letters WHMIS stand for?**
- Workplace Hazard Material Information Society
 - Workplace Hazardous Materials Information Safety
 - Workplace Hazard Material Information Skills
 - Workplace Hazardous Materials Information System
- 13. What do the letters MSDS stand for?**
- Material Systems Data Skills.
 - Material Skills Data Sheets.
 - Material Sheets Data Systems.
 - Material Safety Data Sheets.
- 14. What type of PPE reduces the impact to the head from falling objects or from walking into objects?**
- Helmets.
 - Body suits.
 - Hard hats.
 - Shields.
- 15. What type of PPE best protects the feet from falling objects or puncturing?**
- Boots with steel toes.
 - Metal shields to wear over boots.
 - Plastic shields to wear over boots.
 - All of the above.
- 16. Why can't an employer fire you for refusing to do work that you think is dangerous?**
- No one can force you to do something at work that you think is unsafe!
 - The OH&S Act states that no worker shall be dismissed for refusing to do work they feel is dangerous.
 - The purpose of the OH&S Act is to protect you at work.
 - You cannot be fired for doing the right thing!

- 17. Why are workplace safety programs important?**
- a. Help reduce workplace deaths.
 - b. Fewer workers are injured at work.
 - c. Workplace safety increases a company's productivity.
 - d. All of the above.
- 18. Why is Workers' Compensation an important part of workplace safety?**
- a. Provides financial support to workers who have been injured.
 - b. Provides services to workers who have been injured.
 - c. Provides financial support and services for families of workers killed in workplace accidents.
 - d. All of the above.
- 19. Which is NOT a basic step in the workplace safety programs?**
- a. Hazard identification.
 - b. Hazard classification.
 - c. Hazard assessment.
 - d. Hazard control.
- 20. What is ergonomics?**
- a. Ergonomics studies workplace design.
 - b. Ergonomics improves the fit between people and their workplaces.
 - c. Ergonomics is designed for each employee so their job can be done well with minimum risk of injury.
 - d. All of the above.
- 21. What is the definition of a hazard?**
- a. An undesirable event that results in harm to people, property damage or environmental damage.
 - b. Damage, harm or hurt to a person requiring treatment of any kind.
 - c. A circumstance or condition that could create an incident that may cause damage, injury or illness.
 - d. A near miss or an undesirable event that could have led to an injury.
- 22. What is the definition of an incident?**
- a. An undesirable event that results in harm to people, property damage or environmental damage.
 - b. Damage, harm or hurt to a person requiring treatment of any kind.
 - c. A circumstance or condition that could create an incident that may cause damage, injury or illness.
 - d. A near miss or an undesirable event that could have led to an accident.
- 23. What is the definition of a risk?**
- a. A chance of loss, damage or injury.
 - b. Damage, harm or hurt to a person requiring treatment of any kind.
 - c. A circumstance or condition that could create an incident that may cause damage, injury or illness.
 - d. A near miss or an undesirable event that could have led to an accident.
- 24. What are the two factors in determining a hazard's degree of danger?**
- a. Where did it happen and how preventable is a reoccurrence.
 - b. How did it happen and will it happen again.
 - c. Severity of possible outcome and probability of occurrence.
 - d. None of the above
- 25. Which is NOT a control used to reduce or eliminate hazards.**
- a. Engineering controls.
 - b. Temperature controls.
 - c. Administrative controls.
 - d. Personal protective equipment.

- 26. "Safety" in the past meant?**
- a. Freedom from accidental loss.
 - b. Freedom from injuries.
 - c. Control of accidental injuries.
 - d. Control of injuries.
- 27. "Safety" today means?**
- a. Freedom from accidental loss.
 - b. Freedom from injuries.
 - c. Control of preventable incidents and injuries.
 - d. Control of injuries.
- 28. "Incident"?**
- a. Near miss of injury, damage or loss.
 - b. Freedom from accident.
 - c. Control of accidental injuries.
 - d. Control of injuries.
- 29. What is/are the indirect cost(s) of an injury incident?**
- a. Property damage.
 - b. Loss of productive work time.
 - c. Investigation time.
 - d. All of the above.
- 30. One of the benefits of preventing workplace injuries is:**
- a. Fewer product losses.
 - b. More property damage.
 - c. More injuries, yet fewer fatalities.
 - d. More environmental damage, yet less injury.
- 31. Loss control management involves which of the following?**
- a. Identifying accidents from injuries.
 - b. Identifying the causes of losses.
 - c. Understanding how to control losses from the past.
 - d. None of the above.
- 32. What does an organization need to control losses?**
- a. A safety/loss control program.
 - b. Program standards.
 - c. Compliance with standards.
 - d. All of the above.
- 33. Which action(s) can be taken at to prevent losses?**
- a. Developing safety management systems.
 - b. Implementing safety management systems.
 - c. Developing action plans to minimize loss.
 - d. All of the above.
- 34. Subsequent to a serious incident, _____ may help to prevent the occurrence of similar accidents.**
- a. Implementing appropriate controls
 - b. Setting up video cameras
 - c. Training management to deal with post-contact trauma
 - d. Distractions

- 35. What information should be included in accident/incident investigation reports?**
- The type of losses.
 - A description of the incident and injuries that resulted.
 - The immediate and basic causes.
 - All of the above.
- 36. What is/are the benefit of an incident investigation?**
- Having detailed information about accidents/incidents.
 - Providing information about incidents so equipment, tools, materials and programs can be more safely designed.
 - Identifying trends for accident/incidents.
 - All of the above.
- 37. Which method is used as a last resort for controlling hazards?**
- WHMIS Training.
 - Engineering controls.
 - Administrative controls.
 - Personal Protective Equipment.
- 38. When should training occur for new workers?**
- On the first day of the job and regularly thereafter.
 - The first month of the job and continue for the first year.
 - After the first month.
 - Before they are hired.
- 39. Why is safety training especially important for new workers?**
- The new workers are involved in more incidents.
 - The new workers have less experience.
 - The new workers may not be as knowledgeable about hazards.
 - All of the above.
- 40. Statistics show that more injuries happen to young workers with:**
- Less than six months experience.
 - More than two months experience.
 - More than six months experience.
 - Over three years experience.
- 41. Depending on the extent of the hazards at the worksite, safety programs should also indicate:**
- How often workers should be retrained.
 - How often incidents occur.
 - The cost of the training.
 - The qualifications of all trainers.
- 42. One of the legal requirements when a workplace injury occurs is:**
- Informing the WCB.
 - Informing the police.
 - Providing the injured worker a safer job.
 - None of the above.

HCS3000: Workplace Safety Systems

Final Exam

Part A: Short Answer Questions Option

Health & Safety Management Systems: The 8 Elements

1. Explain the purpose of each of the following Health & Safety Management Systems elements.

1) Management Commitment and Policies

___/1

2) Hazard and Risk Identification and Assessment

___/1

3) Hazard and Risk Controls

___/1

4) Workplace Inspections

___/1

5) Worker Competency Assessment and Training

___/1

6) Emergency Response Planning

___/1

7) Incident Reporting and Investigations

___/1

8) HSMS Program Administration

___/1

Job Safety and the Law

1. Define "employer."

___/1

2. Define "worker."

___/1

3. What is an "imminent danger?"

___/2

Workplace Injuries

1. What does the WBC offer:

- workers? _____

- employers? _____

___/4

2. What should a **worker** do if injured on the job and their industry is covered by the WCB act?

___/2

3. What should an employer do if a worker is injured on the job and their industry is covered by the WCB Act?

___/2

4. What is meant by voluntary coverage?

___/2

Hazardous Materials

1. List the 6 classes of WHMIS controlled products.

_____ _____ _____
_____ _____ _____

___/6

Personal Protective Equipment

1. Name a type of head protection and list 3 industries that use it.

_____ _____ _____

___/4

Ergonomics

1. What is ergonomics? How does ergonomics help create a safer workplace?

___/3

2. What should office workers do the first time they use an office chair?

___/2

Safety Systems

1. What is meant by the term "safety management system"?

___/2

2. Why is it important for a workplace to have a safety management system in place?

___/2

3. What are the key components of a workplace safety management system?

___/2

4. What is the meaning of the term “loss control”?

___/2

5. Name the 3 levels of loss control?

1) _____
2) _____
3) _____

___/3

6. What is meant by the term “engineering” control?

___/2

7. What is meant by the term “administrative” control”?

___/2

8. What is meant by the term “basic” control?

___/2

Employment Standards: Code and Regulations

1. Identify how the Employment Standards Code and Regulations relate to employment at a selected workplace.

___/3

Total: Part A Short Answer ____/58 = _____%

HCS3000: Workplace Safety Systems

Final Exam

Part A: Assessment Tools (Optional)

Ergonomics – Practical Test

Competency	Rating Scale				
	4	3	2	1	0
1. Define ergonomics.					
2. Describe the basic principle of ergonomics.					
3. List a minimum of two examples of how the ergonomic principle is applied in a selected workplace.					
4. Describe how ergonomics may be further applied in selected workplaces.					
5. Demonstrate creativity in describing and/or designing an improved ergonomic work station.					

Rating Scale:

Indicate the level of competency for each task by checking the appropriate box.

The *learner*:

- 4 exceeds defined outcomes. Plans and solves problems effectively and creatively in a self-directed manner. Tools, materials, and/or processes are selected and used efficiently, effectively, and with confidence. Quality, particularly details and finishes, and productivity are consistent and exceed standards. Leads others to contribute team goals.
- 3 meets defined outcomes. Plans and solves problems in a self-directed manner. Tools, materials and/or processes are selected and used efficiently and effectively. Quality and productivity are consistent. Works cooperatively and contributes ideas and suggestions that enhance team effort.
- 2 meets defined outcomes. Plans and solves problems with limited assistance. Tools, materials and/or processes are selected and use appropriately. Quality and productivity are reasonably consistent. Works cooperatively to achieve team goals.
- 1 meets defined outcomes. Follows a guided plan of action. A limited range of tools, materials and/or processes are used appropriately. Quality and productivity are reasonably consistent. Works cooperatively.
- 0 has not completed defined outcomes. Tools, materials and/or processes are used inappropriately.

To qualify for credentialing, the learner must attain a minimum rating of 2 in each competency.

HCS3000: Workplace Safety Systems

Final Exam

Part B: Workplace Analysis

The Task

The task is to visit a **“Workplace”** and identify safety practices that are being used.

The workplace may be your home, your learning centre, or a place where you work.

Before the Workplace Visit

To complete Part B, you will need to visit a workplace and complete the charts on the following pages. Work with your instructor to find a workplace to visit. Your instructor may make the contact for you.

Once a contact has been made, set the date and time for the visit. You will need to spend about one hour at the workplace.

Tell the contact person that you are taking the Job Safety Skills Program and would like to:

- Tour the workplace.
- Spend time watching workers at work.
- Identify the personal protective equipment used and how it is used.
- Look at First Aid locations and identify the First Aid equipment provided at each location.
- Learn about any First Aid training needed by workers
- Learn about the company's safety training.

Phone the day before

To confirm the time of your visit.

The Tour

Name of the Workplace: _____

- Tour the workplace and watch workers at work. Look for hazards.
 - List the **hazards** you see in Column 1.
 - Describe the **danger** of each hazard in Column 2.

<i>Column 1 Hazards Identified</i>	<i>Column 2 Danger of Hazard</i>

___/10

- In Column 3, list the types of personal protective equipment being used. In Column 4, list the *type of protection* provided for each item of PPE.

<i>Column 3 Personal Protective Equipment</i>	<i>Column 4 Type of Protection Provided</i>

___/5

- Ask if any hazardous materials are used at the workplace. If **“yes”**, list them in Column 7. Draw the symbol for each hazardous material in Column 8. Complete Column 9.

<i>Column 5 Hazardous Material</i>	<i>Column 6 Description/Symbol of Hazardous Material (from label)</i>	<i>Column 7 Class of Hazardous Material</i>

___/10

4. Complete the following checklists (where applicable):

Ergonomic Hazards

<i>Ergonomic Hazard</i>	<i>Hazard Found</i>	<i>Details of Hazard</i>
<i>Office Chairs</i> <ul style="list-style-type: none"> • Lack height adjustment • Do not swivel • Do not roll • Have fewer than five legs • Lack back rest height adjustment • Seat cannot be tilted • Seats & backs not covered with course materials • Workers do not adjust chairs to fit them 		
<i>Office Desks</i> <ul style="list-style-type: none"> • Feet and leg room is cramped • Shiny surface reflects glare 		
<i>Work Tables</i> <ul style="list-style-type: none"> • Not adjusted for standing tasks • Worker unable to stand close to the table 		
<i>Computer Workstations</i> <ul style="list-style-type: none"> • Keyboard surfaces not lower than desks • No room for mouse on same surface as keyboard • Monitors unable to swivel or tilt • Monitors not set at correct level 		

<i>Hazard Controls</i>	<i>Purpose</i>

__/10

Sample Health and Safety Inspection Checklist

Identifying health and safety hazards in the working environment is one of the most important parts of a health and safety program. Each unsafe act or condition should be noted and a recommendation to correct or remove the hazard. The examples outlined below do not list all the possible items that could be subject to inspection.

The best checklist for a workplace is one that has been developed/customized for that workplace.

WORKPLACE:	DATE:	
INSPECTION CONDUCTED BY:		
Inspection Codes: (All items marked not satisfactory require a comment/recommendation.)		
(S) Satisfactory (N) Not Satisfactory (NA) Not Applicable		
	Inspection Code	Comment/recommendation
1.0 HOUSEKEEPING		
1. Walls, windows and ceiling, e.g. clean, free of chips and cracks		
2. Floors, aisles and stairs, e.g., clean and free of obstructions		
3. Work stations, e.g., benches, tables and desks		
4. Shelves, tool and material storage areas		
5. Bulletin Boards and display cases		
6. Washing and Changing facilities		
7. Waste disposal areas and containers (incompatible materials should not be allowed to come in contact)		
8. Power panel and gas meter areas; e.g. free of obstructions and combustible materials		
9. Is the work area clean and orderly?		
10. Are permanent aisles and passageways clearly marked?		
11. Are covers or guardrails in place around open pits, tanks and ditches?		
12. Other		
2.0 GAS SUPPLY ASSESSMENT		
1. Are proper instructions for gas-fired equipment and appliances available?		
2. Are pilot lights and/or electronic ignition systems in good working condition?		
3. Are fire guards between gas appliances and equipment and adjacent walls, benches, and other combustible materials in place?		
4. Is there a combustion air supply?		
5. Are gas lines, valves, regulators and color coding properly labeled?		

3.0 TRAINING/RECORD KEEPING		
1. Is training provided for each person newly assigned to a job?		
2. Does initial training include a thorough review of hazards and accidents associated with the job?		
3. Are records of accidents and injuries maintained and up-to-date?		
4. Is documentation of safety training recorded and maintained?		
5. Are records of follow-up recommendations and requests for improvements kept and maintained?		
6. Is adequate instruction in the use of personal protective equipment provided?		
7. Is training for the use of emergency equipment provided?		
8. Use of bulletin boards, health and safety posters and safety reports		
9. Are important telephone numbers and contact people posted that would be used in the event of an accident/injury or emergency?		
10. Emergency response procedures and postings		
11. Are workers knowledgeable in the "Imminent Danger/Right to Refuse" procedures?		
4.0 ENVIRONMENT		
1. Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?		
2. Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard?		
3. Are work surfaces/grip surfaces safe when wet?		
4. Do workers know the symptoms of heat cramps, heatstroke?		
5.0 WORK PROCESS		
1. Are repetitive motion tasks properly paced and kept to a minimum?		
2. Do joint committee members have access to material safety data sheets?		
3. Are workers informed (by hazard signs and tags)?		
4. Have all trucks, forklifts and other equipment been inspected and maintained?		
5. Are lockout procedures followed?		
6. Is ventilation equipment working effectively?		
7. Is fume and dust collection hood properly adjusted?		

6.0 MEANS OF EXIT		
1. Are there enough exits to allow prompt escape?		
2. Do employees have easy access to exits?		
3. Are exits unlocked to allow egress?		
4. Are exits clearly marked?		
5. Do exits/exit routes have emergency lighting?		
6. Are there safety treads and railings on stairs?		
7.0 FIRE EMERGENCY PROCEDURES		
1. Is there a clear fire response plan posted for each work area?		
2. Do all workers know the plan?		
3. Is there proper placement and maintenance of smoke detectors and/or heat sensors?		
4. Are drills held regularly?		
5. Are fire extinguishers chosen for the type of fire most likely in that area?		
6. Are there enough extinguishers to do the job?		
7. Are extinguisher locations conspicuously marked?		
8. Are extinguishers properly mounted and easily accessible?		
9. Is there proper storage of chemicals and flammable materials?		
10. Are all extinguishers fully charged and operable?		
11. Are special purpose extinguishers clearly marked?		
8.0 WAREHOUSE AND SHIPPING		
1. Are dock platforms, bumpers, stairs and steps in good condition?		
2. Are staff trained in WHMIS?		
3. Are staff trained in Transportation of Dangerous Goods?		
4. Are light fixtures in good condition?		
5. Are all work areas clean and free of debris?		
6. Are stored materials properly stacked and spaced?		
7. Are tools kept in their proper place?		
8. Are there metal containers for oily rags & rubbish?		
9. Are floors free of oil spillage or leakage?		
10. Is absorbent available for immediate clean-up of spills and leaks?		
9.0 LIGHTING		
1. Is the level of light adequate for safe and comfortable		
2. Does lighting produce glare on work surfaces, screens or keyboards?		
3. Is emergency lighting adequate and tested regularly?		

10.0 LOADING/UNLOADING RACKS		
1. Are steps, railings and retractable ramps on raised platforms in good repair?		
2. Is piping and in-line equipment in good condition and free of leaks?		
3. Are loading arms operating satisfactorily?		
4. Do submerged filling two-stage valves operate properly?		
5. Are bonding and grounding cables free of breaks?		
6. Are connections tight and sound?		
7. Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)?		
11.0 MACHINE GUARDS		
1. Are all dangerous machine parts adequately guarded?		
2. Do machine guards meet standards?		
3. Are lockout procedures followed when performing maintenance with guards removed?		
12.0 ELECTRICAL		
1. Is the Canadian Electrical Code adhered to in operation, use, repair and maintenance?		
2. Power panel breakers and circuit identification		
3. Electrical outlets (should not be overloaded)		
4. Master control and emergency shut-off switches		
5. Are all machines properly grounded?		
6. Are portable hand tools grounded or double insulated?		
7. Are junction boxes closed?		
8. High voltage signage		
9. Explosion proof switches and fixtures, e.g. paint room		
10. Are extension cords out of the aisles where they can be abused by heavy traffic?		
11. Are extension cords being used as permanent wiring?		
13.0 CONFINED SPACES		
1. Are entry and exit procedures available and adequate?		
2. Is staff properly trained in confined space entry?		
3. Are emergency and rescue procedures in place (e.g. trained safety watchers)?		

14.0 Tools and Machinery		
1. Are manufacturers' manuals kept for all tools and machinery?		
2. Do power tools conform to standards?		
3. Are tools properly designed for use by employees?		
4. Are defective tools tagged and removed from service as part of a regular maintenance program?		
5. Are tools and machinery used so as to avoid electrical hazards?		
6. Is proper training given in the safe use of tools and machinery?		
15.0 FLOOR AND WALL OPENINGS		
1. Are ladder-ways and door openings guarded by a railing?		
2. Do temporary floor openings have standard railings or someone constantly on guard?		
16.0 EMPLOYEE FACILITIES		
1. Are facilities kept clean and sanitary?		
2. Are facilities in good repair?		
3. Are cafeteria facilities provided away from toxic chemicals?		
17.0 MATERIALS HANDLING AND STORAGE		
1. Is there safe clearance for all equipment through aisles and doors?		
2. Is stored material stable and secure?		
3. Are storage areas free from tipping hazards?		
4. Are only trained operators allowed to operate forklifts?		
5. Is staff trained in proper procedures for TDG?		
6. Is charging of electric batteries performed only in designated areas?		
7. Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to railcar?		
8. Are necessary warning devices and signs in use for railway sidings?		
9. Are specifications posted for maximum loads which are approved for shelving, floors and roofs?		
10. Are racks and platforms loaded only within the limits of their capacity?		
11. Are chain hoists, ropes and slings adequate for the loads and marked accordingly?		
12. Are slings inspected daily before use?		
13. Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?		
14. Are pallets and skids the correct type and inspected?		
15. Is there WHMIS training available?		
16. Are Material Safety Data Sheets available and maintained?		
17. Are controlled product containers properly labeled?		

18. Is there a proper method of disposal for hazardous materials?		
19. Do personnel use proper lifting techniques?		
20. Is the size and condition of containers hazardous to workers?		
21. Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?		
18.0 SOUND LEVEL/NOISE		
1. Are regular noise surveys conducted?		
2. Is hearing protection available?		
19.0 MEDICAL AND FIRST AID		
1. Is there a hospital or clinic nearby?		
2. Are there employees trained as first-aid practitioners on each shift worked?		
3. Are physician-approved first-aid supplies available?		
4. Is there an eye wash station?		
5. Is there an emergency shower?		
6. Are first-aid supplies replenished as they are used?		
7. Other		
20.0 PERSONAL PROTECTIVE EQUIPMENT		
1. Is required equipment provided, maintained and used?		
2. Does equipment meet requirements?		
3. Is it reliable?		
4. Is personal protection utilized only when it is not reasonably practicable to eliminate or control the hazardous substance or process?		
5. Are warning signs prominently displayed in all hazard areas?		
21.0 TEMPORARY WORK STRUCTURES		
1. Are temporary work structures used only when it is not reasonably practicable to use permanent ones?		
2. Are excavations properly shored, free of large objects (rocks, etc.) at the edges?		
22.0 ELEVATING DEVICES		
1. Are elevating devices used only within capacity?		
2. Are capacities posted on equipment?		
3. Are they regularly inspected, tested and maintained?		
4. Are controls of the "dead man" type?		
5. Are operators trained?		

