

## Employee Handbook-Assessment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Fill in the blank(s)

1) **Injuries can be \_\_\_\_\_.** In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company wide to make this policy work.

2) Check that all apply

Grounds for immediate discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Disagreeing with your supervisor
- Theft
- Accidental damage to property (Willful)
- Failure to wear eye protection, hearing protection, safety helmets, etc.
- Not using safety belts and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify the Company of a hazardous situation

3) The following safety and accident activities will be adhered to:

- Report all injuries immediately to your supervisor
- Notify your supervisor should you become ill while on the job
- Inform you supervisor if you have a disability or physical handicap
- Never move an injured or ill person, unless to prevent further injury

4) Emergency Telephone Numbers are posted in the \_\_\_\_\_

5) If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

6) First Aid Procedures for WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-

- \_\_\_ Wash the wound using soap and water; rinse it well.
- \_\_\_ Cover the wound using clean dressing.
- \_\_\_ Clean up your own blood immediately

Major: Large, deep and bleeding

- \_\_\_ Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- \_\_\_ Use a tourniquet and put a letter "T" on your forehead
- \_\_\_ Keep pressure on the wound until medical help arrives.

7) First aid procedures for BROKEN BONES:

- \_\_\_ Do not move the victim unless it is absolutely necessary.
- \_\_\_ Push the bone back into the body if it is sticking out
- \_\_\_ Try and reset the broken bone
- \_\_\_ If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

True or False

\_\_\_ 8) You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. One of these rights is the right to a safe work-place free from recognized hazards

\_\_\_ 9) The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.

\_\_\_ 10) Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

\_\_\_ 11) When lifting, lift properly. Keep the back straight, stand close to the load, and use your back and stomach muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.

\_\_\_ 12) Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.

**Key-Employee Handbook-Assessment**

Fill in the blank(s)

1) Injuries can be **prevented**. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company wide to make this policy work.

2) Check that all apply

Grounds for immediate discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Disagreeing with your supervisor**
- Theft
- Accidental damage to property (Willful)**
- Failure to wear eye protection, hearing protection, safety helmets, etc.
- Not using safety belts and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify the Company of a hazardous situation

3) The following safety and accident activities will be adhered to:

- Report all injuries immediately to your supervisor**
- Notify your supervisor should you become ill while on the job**
- Inform you supervisor if you have a disability or physical handicap**
- Never move an injured or ill person, unless to prevent further injury**

4) Emergency Telephone Numbers are posted in the \_\_\_\_\_

5) If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.**
- Administer first aid treatment to the injury or wound.**
- If a first aid kit is used, indicate usage on the accident investigation report.**
- Access to a first aid kit is intended to be a substitute for medical attention. (No)
- Provide details for the completion of the accident investigation report.**

6) First Aid Procedures for WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-

- \_\_\_ **Wash the wound using soap and water; rinse it well.**
- \_\_\_ **Cover the wound using clean dressing.**
- \_\_\_ Clean up your own blood immediately

Major: Large, deep and bleeding

- \_\_\_ **Stop the bleeding by pressing directly on the wound, using a bandage or cloth.**
- \_\_\_ Use a tourniquet and put a letter "T" on your forehead
- \_\_\_ **Keep pressure on the wound until medical help arrives.**

7) First aid procedures for BROKEN BONES:

- \_\_\_ **Do not move the victim unless it is absolutely necessary.**
- \_\_\_ Push the bone back into the body if it is sticking out (**No**)
- \_\_\_ Try and reset the broken bone (**No**)
- \_\_\_ **If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.**

True or False

\_\_\_ **8) You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. One of these rights is the right to a safe work-place free from recognized hazards**

\_\_\_ **9) The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.**

\_\_\_ **10) Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.**

\_\_\_ **11) When lifting, lift properly. Keep the back straight, stand close to the load, and use your back and stomach muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load. (use leg muscles)**

\_\_\_ **12) Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.**