



# BUILDING A LASTING CULTURE OF SAFETY

## THE JEFF HAVENS COMPANY

### Video #1 – Communicating the Importance of Safety

- 1) According to the video, being safe does *not* have to mean \_\_\_\_\_.
  - a. Being scared.
  - b. Being made fun of.
  - c. Being threatened or ostracized by your less safe colleagues.
- 2) How does the video compare a safety mentality to exercise?
  - a. Both are good for you.
  - b. The more you do it, the easier it becomes.
  - c. Safety conscious people are healthier than unsafe people.
- 3) Who is ultimately impacted by unsafe working practices?
  - a. The people who engage in those practices.
  - b. Nobody.
  - c. The people who engage in those practices, and everyone they work with and care about.

### Video #2 – Communicating Safety Issues to Others

- 1) One of the most important factors in establishing safety meetings is that they happen \_\_\_\_\_.
  - a. On a regular basis.
  - b. On a weekly basis.
  - c. On a daily basis.
- 2) According to the video, how can you avoid people becoming complacent during safety meetings and training?
  - a. By scaring them into paying attention.

- b. By varying the content and method of delivering that content.
  - c. By giving out bonuses to the people who seem the most interested in what you're saying.
- 3) What is the purpose of having a safety suggestion process?
  - a. To make your employees think of every potential safety hazard for you.
  - b. To encourage your team to buy in to helping create and maintain a safe workplace.
  - c. Because it is the law.

### **Video #3 – Effective Use of Safety Signage**

- 1) In order to be effective, safety signage needs to be \_\_\_\_\_ and \_\_\_\_\_.
  - a. Extremely large; covered in symbols.
  - b. More pictures than words; highly visible.
  - c. Brightly colored; highly visible.
- 2) According to the video, why should you vary the location and wording of your safety signage from time to time?
  - a. Because the law requires it.
  - b. Because it will help people notice it.
  - c. Because it will give your safety officer something useful to do.
- 3) How many times did the narrator change his safety signage throughout the video.
  - a. Three times.
  - b. Five times.
  - c. What are you talking about?

### **Video #4 – Hazard Recognition**

- 1) According to the video, what is the most important step in hazard recognition?
  - a. Eliminating all potential hazards.
  - b. Assessing your surroundings before you begin working.
  - c. Reporting all potential hazards to your superiors.
- 2) How might potential hazards change during the workday?
  - a. Something that wasn't dangerous might suddenly become dangerous.
  - b. Work is always more dangerous in the morning than in the evening.
  - c. Changing working conditions might affect your alertness or create hazards that weren't there previously.
- 3) Which of the following is most important when it comes to hazard recognition?
  - a. Working efficiently.
  - b. Being aware.
  - c. Working with others.

### **Video #5 – Emergency Planning Basics**

- 1) According to the video, the key to emergency planning is \_\_\_\_\_.
  - a. Proper equipment
  - b. Preparation
  - c. Panic.
- 2) Everyone in your workplace should know the location of which of the following?

- a. Fire extinguishers and emergency exits.
  - b. Phone numbers for the police and fire department.
  - c. All emergency equipment and emergency phone numbers.
- 3) Which of the following is NOT mentioned in the video as a good reason for conducting regular emergency drills?
- a. They are extremely inexpensive.
  - b. Schoolchildren do them.
  - c. People don't think very clearly in emergencies.

#### **Video #6 – Designing an Effective Emergency Action Drill**

- 1) According to the video, which of the following is the biggest risk with emergency drills?
- a. An emergency happening during the drill.
  - b. Doing them too frequently.
  - c. Some people not participating.
- 2) Any emergency drill should be \_\_\_\_\_.
- a. Tailored to your specific working environment.
  - b. Completed in less than 5 minutes.
  - c. Fun and high-energy.
- 3) After conducting a drill, what should you do?
- a. Schedule the next one.
  - b. Analyze any flaws and correct them.
  - c. Apologize for interrupting people's workday.

#### **Video #7 – Conducting an Evacuation**

- 1) The first step in a successful evacuation is \_\_\_\_\_.
- a. Getting out of the building as quickly as possible.
  - b. Having an effective exit strategy in place before any evacuation is necessary.
  - c. Saving as much expensive equipment as possible.
- 2) What is the responsibility of an immediate response leader?
- a. Making sure everyone has successfully left the building.
  - b. Organizing all evacuation drills.
  - c. Responding immediately to any safety concerns.
- 3) How can sign-in sheets be helpful in the event of an evacuation?
- a. They aren't.
  - b. They can let you know who should be accounted for.
  - c. They're used for signing people out when they are evacuating during a drill.

#### **Video #8 – Proper Accident Investigation Techniques**

- 1) According to the video, accident investigation is primarily about \_\_\_\_\_.
- a. Figuring out who is responsible for the accident.
  - b. Determining what caused the accident to happen.
  - c. Avoiding lawsuits.
- 2) Most accidents involve a combination of \_\_\_\_\_ and \_\_\_\_\_.
- a. Human error; faulty equipment.

- b. Bad luck; bad weather.
  - c. Human error; failed safety processes.
- 3) If someone is not following established safety procedures, what should you do first?
  - a. Fire them.
  - b. Figure out why they aren't doing what they're supposed to do.
  - c. Take them off the job until they agree to work correctly.

#### **Video #9 – Dealing with Employees Who Refuse To Work Safely**

- 1) According to the video, which of the following is NOT a reason that people might be working unsafely?
  - a. They are ignorant of proper procedures.
  - b. They feel they can't get their work done using safe practices.
  - c. They're using it as a way to get your attention.
- 2) If a worker continues with unsafe behavior after you've had a conversation with him/her, what should you do?
  - a. Repeat the conversation.
  - b. Document the behavior and impose consequences for the violation.
  - c. Ignore it.
- 3) When should someone be fired for a first safety violation?
  - a. Never.
  - b. If you also don't like them.
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#### **Video #10 – Dealing with Drug & Alcohol Abuse**

- 1) According to the video, what percentage of workplace fatalities involve drug and/or alcohol abuse?
  - a. 4%
  - b. 40%
  - c. 75%
- 2) In order for drugs testing to be maximally effective, it needs to be \_\_\_\_\_.
  - a. Conducted weekly.
  - b. Conducted monthly.
  - c. Conducted randomly.
- 3) If an employee admits to having a drug or alcohol problem, which of the following is NOT an acceptable response?
  - a. Ignoring the issue.
  - b. Firing the employee.
  - c. Offering information about treatment options.

# Answers:

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- 4) According to the video, being safe does *not* have to mean \_\_\_\_\_.
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