



CLERICAL SAFETY EXAM

Please complete the following:

True or False

- _____ 1. You will be drug tested if you have an on - the - job injury.
- _____ 2. If you fail to comply with both Winston and / or the client's safety rules, your employment may be terminated.
- _____ 3. You are allowed to drive a forklift at work.
- _____ 4. As an employee in the workplace, your are expected to take risks, even if it is only a clerical job.
- _____ 5. If you observe hazardous conditions or unsafe work practices, you should keep it to yourself.

Multiple choice

- _____ 6. **Haz Com Training is:**
- a. training on the hazards and precautions to use when working with chemicals or hazardous material
 - b. a foreign language class
 - c. a training program for machine operation
- _____ 7. **When lifting a load, you should:**
- a. jerk your back to add power
 - b. bend at the waist
 - c. use your legs and keep your back straight
- _____ 8. **If your supervisor asks you to operate machinery or equipment you have not been trained to use, or should not be using, you should:**
- a. go ahead and operate the equipment
 - b. tell your supervisor that you have not been trained in the use of the equipment or should not be operating the equipment
 - c. figure it out yourself
- _____ 9. **You should report an accident and / or on - the - job injury:**
- a. on Monday
 - b. as soon as it happens
 - c. at the end of your shift
- _____ 10. **Your employer is:**
- a. The government
 - b. The company where you are working temporarily
 - c. Winston

Signature

Print Name

Date