

USQ Contractor Induction Quiz

Instructions:

- **Print all pages,**
- **Complete the quiz by selecting the *most* correct answer,**
- **Complete the Compliance certificate on the last page, and**
- **Take the completed forms with you when you report to the Contract Liaison Officer or Security.**

Q1. When working at the University, contractors, sub-contractors and their employees are required to

- a) Follow safe work practices
- b) Cooperate with management in achieving a safe and healthy workplace
- c) Comply with reasonable instructions
- d) All of the above

Q2. Contractors are also responsible to

- a) Provide and maintain a safe work environment
- b) Ensure all of their employees and sub-contractors are aware of the University safety procedures
- c) Enforce compliance with safe work practices
- d) Report all hazards, incidents and injuries
- e) All of the above

Q3. The University appointed Contract Liaison Officer is required to

- a) Inform the Contractor of known hazards at the University relevant to the Works
- b) Maintain communications with contractors
- c) Investigate breaches and discipline as required
- d) All of the above

Q4. Under Equal Opportunity legislation, it is illegal to

- a) Discriminate against people on the basis of their gender, disability, race or religion
- b) Discriminate against anyone with an intellectual disability
- c) Make sexist remarks
- d) All of the above

Q5. When driving vehicles on inner campus grounds, on non-bitumen paved areas, in and around buildings

- a) Speed must not exceed 6km per hour
- b) Use hazard lights
- c) Give way to pedestrians
- d) All of the above

Q6. Emergency exit routes and assembly areas: -

- a) Can be used as a storage area if there is no space anywhere else
- b) Must be kept free of obstruction at all times
- c) Can be used to store equipment provided people can still get through

Q7. Fire alarm isolation must be arranged through

- a) The Contract Liaison Officer
- b) Security
- c) Fire and Rescue Service

Q8. Material safety data sheets or MSDS are

- a) Information sheets on chemicals which detail precautions for use and safe handling
- b) Required to be provided whenever hazardous chemicals or gases are to be brought onto University property
- c) Obtained from suppliers of chemicals
- d) All of the above

Q9. Smoking of cigarettes is permitted

- a) Anywhere
- b) In corridors but not in laboratories, offices or classrooms
- c) Under eaves if it is raining
- d) Outside buildings (more than 5m for any entrance), away from pedestrians and not on covered pathways

Q10. Identification badges can be: -

- a) Interchanged between staff belonging to the same Contractor
- b) Taken home overnight
- c) Left in your toolbox
- d) Kept as a souvenir
- e) None of the above

Q11. Personal protective equipment must

- a) Be appropriate for the hazards encountered and comply with Australian Standards
- b) Be worn only if you see others wearing the same items
- c) Be worn only when directed by the University

Q12. Toxic waste must be disposed of

- a) Into the sewerage system
- b) Into approved containers and taken away by licensed Hazardous Substance Waste companies
- c) Into the nearest waste bin

Q13. The internal Emergency Phone Numbers for each USQ campus are

- a) Toowoomba - 2222
- b) Springfield – 3470 0048
- c) Fraser Coast - 3133

Q14. Failure to work safely at the University will result in the following

- a) Request to take immediate action
- b) Stop work until breach is remedied
- c) Removed from the University's endorsed Contractor's List
- d) All of the above depending on the severity of the breach

Q15. If you suspect that you may have discovered an asbestos product and have not been informed of this by your Contract Liaison Officer, you must: -

- a) Cease work and contact your Contract Liaison Officer
- b) Keep working, it is likely to be low risk
- c) Wet the area to reduce the exposure to airborne asbestos fibres
- d) Wear a mask

University of Southern Queensland
Contractor Induction Certificate of Training

Instructions for Contractor/Participant:

- Fill in the form below, date and sign, and present to the Contract Liaison Officer when you first visit USQ.

Instructions for Contract Liaison Officer (CLO):

- Mark the quiz and write the score in the space box provided (if the participant does not pass, an oral assessment can be given at the time);
- Complete the CLO details and date and sign the form in the space provided; and
- Photocopy the form, return the original to the participant and send a copy to USQSafe.

(Please Print)

Today's date:		Quiz Score: (pass mark 13/15) ____/15			
PARTICIPANT INFORMATION					
Participant's last name:	First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Construction Blue Card no (if applicable)
Street address:		Mobile Phone no.:		Home phone no.: ()	
P.O. box:	City:		State:	Postcode:	
Occupation:	Employer:			Employer phone no.: ()	
<p>I declare that I have completed the USQ Online Contractor Induction Presentation and acknowledge that I am aware of the Workplace Health and Safety requirements of working on a University of Southern Queensland Campus. I also acknowledge that I have been offered the opportunity to ask questions and obtain feedback regarding my workplace health and safety obligations at the University of Southern Queensland.</p>					
_____ <i>Participant's signature</i>			_____ <i>Date</i>		
CONTRACT LIAISON OFFICER (CLO) INFORMATION					
(The person responsible for the contractor)					
CLO's last name:	First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.	
Faculty/department/section:		Mobile Phone no.:		Work Phone no.: ()	
Office Address:	Campus:		State:	Postcode:	

<p>I declare that I have sighted and marked the contractor induction of the participant and that I acknowledge that I am the person responsible for ensuring the compliance and safe work practices of the participant whilst on USQ property.</p>					
_____ <i>Contract Liaison Officer's signature</i>			_____ <i>Date</i>		