

## USQ Staff Universal Safety Induction Quiz

### Instructions:

- Print all pages,
- Complete the quiz by circling the *most* correct answer,
- Complete the Compliance certificate on the last page, and
- Take/send the completed forms to your supervisor (it is your responsibility to make sure they are completed and lodged with Human Resources).

- Q1. What should you do if you notice a hazard in the workplace?
- Ignore it
  - Report it to your manager only
  - Report it to USQSafe through your supervisor
- Q2. The most common cause of non-fatal injuries in the Australian workplace is:
- Driving and transport accidents
  - Manual handling incidents
  - Hazardous substances
  - Slips, trips and falls
- Q3. Good housekeeping refers to:
- Relying on the cleaners to maintain a safe working environment
  - Staff cleaning and keeping the work environment tidy and free from hazards
  - Cleaning and tidying the office at the end of the day
  - All of the above
- Q4. It is safe to store items in fire stairs?
- Yes
  - No
- Q5. The most common electrical hazards are:
- Overloaded power sockets
  - Unsafe or defective equipment or cords
  - Incorrect placement of electrical equipment
  - All of the above
- Q6. What is UniHIRTS?:
- A first aid plan
  - A system for filing complaints
  - An online hazard and incident reporting and tracking system
  - A system for reporting building damages
- Q7. The responsibility for investigating all incidents belongs to the immediate supervisor of the injured person or the person who reports the incident or hazard.
- True
  - False
- Q8. When adjusting your workstation, which item should you adjust first?
- The position of keyboard and mouse
  - Height of the computer monitor
  - The chair
  - The telephone

- Q9. When sitting on your office chair, your feet should be:
- a) Under the chair
  - b) Resting flat on the floor
  - c) Wherever you find comfortable
  - d) Crossed in front of you
- Q10. Should you store heavy items on the top of cupboards?
- a) Yes, if you can lift them up there
  - b) No
  - c) Yes, as long as the cupboard is not above your head height
  - d) No, but it is OK for items you don't use often
- Q11. Are Workplace Health and Safety Representatives elected or appointed?
- a) Elected.
  - b) Appointed.
- Q12. If a building is being evacuated should you take your keys, wallet jacket etc?
- a) Yes, if they are close by
  - b) No, take nothing in an evacuation
- Q13. Which fire extinguishers are safe to use on electrical fires?
- a) Foam and Powder
  - b) CO2 and Water
  - c) Powder and CO2
  - d) Water and Foam
- Q14. What is the most common type of fire extinguisher found in the University and is suitable for most fires?
- a) Water
  - b) Dry Powder
  - c) CO2
  - d) Foam
- Q15. What colour helmet do Security and First Aid personnel wear.
- a) Red
  - b) Blue
  - c) Green
  - d) White
- Q16. What colour helmet do Chief Wardens wear.
- a) Red
  - b) Blue
  - c) Green
  - d) White
- Q17. What does MSDS stand for?
- a) Material Storage and Data Sheet
  - b) Material Safety Detection System
  - c) Material Safety Data Service
  - d) Material Safety Data Sheet

Q18. All incidents and hazards at USQ must be reported to USQSafe

- a) True
- b) False

Q19. Who is responsible for ensuring all incidents are investigated?

- a) The individual who has the incident
- b) The Dean or Head of Department
- c) The immediate supervisor
- d) USQSafe

Q20. An incident report must be submitted for all accidents or incidents no matter how small.

- a) True
- b) False

Q21. USQ's corporate health program is called:

- a) Wellbeing at USQ
- b) USQFit
- c) Stayfit
- d) Fit and Well

Q22. Smoking is not permitted within?

- a) 3m of any building entrance, window or air-conditioning;
- b) 5m of any building entrance, window or air-conditioning unit
- c) 8m of any building entrance, window or air-conditioning.
- d) 10m of any building entrance, window or air-conditioning

Q23. The mandatory training for all staff covering equal opportunity, discrimination and harassment is called:

- a) Equity and Diversity at Work
- b) Equity Online
- c) EO Online
- d) Bullying at USQ

Q24. USQ provides a Staff Counselling Program as part of its overall Employee Assistance Program. This program is free and completely confidential.

- a) True
- b) False**

**University of Southern Queensland**  
**Staff Universal Safety Induction Certificate of Training**

**Instructions for Participant:**

- Fill in the form below, date and sign, and present to your supervisor on your first day at USQ.

**Instructions for Supervisor:**

- 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 supervisor 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 Human Resources for filing and recording on PeopleSoft.

**Instructions for Human Resources:**

- Record the training on PeopleSoft and place the paper copy on the staff members personal file.

(Please Print)

Today's date:		Quiz Score: (pass mark 20/24) _____/24				
<b>PARTICIPANT INFORMATION</b>						
Participant's last name:		First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Staff ID Number
Faculty/department/section:			Mobile Phone no.:		Work Phone no.: (     )	
Office Address:	Campus:		State:		Postcode:	
I declare that I have completed the USQ Staff Universal Safety 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.						
<i>Participant's signature</i>				<i>Date</i>		
<b>SUPERVISOR INFORMATION</b>						
(The person responsible for the participant)						
Supervisor's last name:		First:	Middle:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss <input type="checkbox"/> Ms.	Staff ID Number
Faculty/department/section:			Mobile Phone no.:		Work Phone no.: (     )	
Office Address:	Campus:		State:		Postcode:	

I declare that I have sighted and marked the Staff Universal Safety Induction Quiz 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 working for USQ.					
<i>Supervisor's signature</i>				<i>Date</i>	