

Safety Quiz - Office Safety

Name _____ Date _____

Directions: Read each question carefully and choose the most correct answer by completely filling in the box next to the answer

1. The major cause of slips and trips in the office is
 - A. Unsafe shoes
 - B. Office pranks
 - C. Cluttered work areas
 - D. Carpets
2. Fire extinguishers are for
 - A. Any fire
 - B. Small fires
 - C. Paper fires
 - D. Chemical fires
3. A portable fire extinguisher will last for
 - A. 15 to 20 seconds
 - B. 2 to 3 seconds
 - C. 2 minutes
 - D. 3 – 5 minutes
4. Electrical fires can start from
 - A. Battery chargers
 - B. Using 2 office machines at the same time
 - C. Overloaded circuits
 - D. None of the above
5. The maximum number of file cabinet drawers that can be safely open at the same time is
 - A. One
 - B. Two
 - C. Three
 - D. Four

6. What is NOT allowed in general storage areas
- A. Bulk paper
 - B. Flammable liquids
 - C. Food
 - D. Office machines
7. If an office machine jams you should
- A. Clear the jam
 - B. Find another machine
 - C. Tell a supervisor
 - D. Cut the electrical cord
8. If the fire alarm goes off you should
- A. Open all doors and windows
 - B. Exit the building
 - C. Go to the scene of the fire and assist
 - D. Close your door
9. When retrieving things from top shelves you can stand on
- A. A chair
 - B. A step ladder
 - C. A box
 - D. A trash can
10. The safe speed in the parking lot is
- A. 20 Miles per hour
 - B. 15 Miles per hour
 - C. 10 Miles per hour
 - D. 5 Miles per hour
11. Personal electrical appliances such as heaters and fans can be use if
- A. Kept under your desk
 - B. You have permission
 - C. They have 3-prong plugs
 - D. Are made of plastic
12. If you need to lift a heavy object, you should
- A. Ask for assistance
 - B. Stretch before lifting
 - C. Use a carry-sling
 - D. Bend at the knees and at the waist