

23 OFFICE SAFETY

QUIZ 1 (12 POINTS TOTAL)

True/False (3 points)

1. If office workers are exempt from safety and health policies, then production workers may feel that following rules to avoid hazards is an unfair exercise of authority by management.
 - a. true
 - b. false
2. Slip-resistant floor wax can reduce the slipping hazards of highly polished and extremely hard surfaces.
 - a. true
 - b. false
3. In the California study, the estimated disabling work injury rate for women was much higher than the injury rate for men.
 - a. true
 - b. false

Multiple Choice (3 points)

4. What causes approximately half of the unintentional fatalities occurring to office workers?
 - a. falls
 - b. work-related automobile crashes
 - c. fires
 - d. strain or overexertion
5. What were employees doing when almost three-fourths of the strain or exertion mishaps occurred?
 - a. hurrying up stairs
 - b. twisting in their chairs
 - c. stretching to reach something
 - d. trying to move objects
6. What would help to prevent many falls?
 - a. Employees who run in the building should be fined.
 - b. High heels should be discouraged.
 - c. Employees should wear supportive footwear with slip-resistant soles.
 - d. none of the above

Short Answer (5 points)

7. What office incident is the most common and accounts for the most disabling injuries?

8. In what area does the ANSI/NFPA National Electrical Code require ground-fault circuit interrupters to be used?

9. Why are filing cabinets a major cause of injuries?

10. What three things should an employee do when a fire is discovered?

11. What kind of safety training should office workers receive?

Short Essay (1 point)

12. What kind of hazard do solid doors present and how can it be avoided?

QUIZ 2 (11 POINTS TOTAL)

True/False (2 points)

1. The noise from some office machinery can actually be a health hazard.
 - a. true
 - b. false

2. Improper floor surfaces are one of the major causes of office incidents.
 - a. true
 - b. false

Multiple Choice (4 points)

3. When should office employees receive fire and other emergency training?
 - a. at their new-employee orientation
 - b. annually
 - c. biennially
 - d. when there are significant changes to the office

4. In what position do the fingers and hand have the greatest strength?
 - a. when the wrist is straight
 - b. when the wrist is bent to the side
 - c. when the wrist is tipped up
 - d. when the wrist is flexed down

5. According to the California study, what group of employees had the highest incident percentage rate?
 - a. employees who had been on the job one month
 - b. employees under the age of 25
 - c. employees who had been on the job three to five years
 - d. employees over the age of 50

6. What is the suggested minimum width for aisles?
 - a. four feet
 - b. 40 inches
 - c. three feet
 - d. 32 inches

Short Answer (4 points)

7. What three factors should be considered when designing a seated workstation?

8. Bifocal wearers may have to look at the computer screen through the bottom half of their lenses, forcing them to tilt their heads back to read the screen. What can be done to accommodate this situation?

9. At what particular time did the studies show that a substantial increase in the number of injuries occurred?

10. What kinds of problems can be found with even good quality desks and file cabinets?

Short Essay (1 point)

11. Waste containers should be made of what kind of material?