Introduction

1. What protection is addressed in Section 11(c) of the Occupational Safety and Health Act?
2. In which section of the Occupational Safety and Health Act is the “general duty” clause found?
3. What is OSHA’s first inspection priority (initiating situation)?

Chapter 1—Top to Bottom

1. Is occupational safety and health the responsibility of management, or does it fall on the entire labor force?
2. True or False: Forepersons and supervisors should await direction from a safety director prior to abating a hazard.
3. What two strong and steady leadership characteristics must be in place?

Chapter 2—Responsibility and Authority

1. Name at least three means of protecting against the hazards of moving parts of machinery.
2. True or False: Safety directors should be required to get executive approval before shutting down an operation even if they perceive imminent danger.
3. List three necessary characteristics of a safety director.

Chapter 3—Accountability and Evolution of Management

1. Should safety be a part of a broader evaluation category, or should it be in a dedicated block or column?
2. True or False: An evaluation of an individual, regarding safety responsibility, should be drawn solely from the number and nature of injuries and illnesses in his/her purview.
3. If supervisory personnel are not doing their part, submissive disappointment and tacit discouragement are insufficient. What are the possible consequences of not properly evaluating supervisory personnel?

Chapter 4—Employee Awareness, Acceptance, and Participation

1. In seeking employee acceptance of the safety program, what mythical character’s perseverance stands out as a guide?
2. Should there be a vote on every occupational safety and health policy?
3. Why should the ideas of “line employees” be considered in addition to those of engineers and safety professionals?

Chapter 5—Attitude, Behavior, Motivation, and Philosophy

1. Is it easier to modify behavior or easier to modify attitude?
2. What is the bond between ability and attainment?
3. Is there value in explaining (for instance) how a finger can be caught in an unguarded machine, or is it sufficient to obligate employees to properly use the safeguarding mechanism (no questions asked)?

Chapter 6—Engineering, Education, Enforcement

1. When considering the three Es of an effective safety and health program, which element must be handled first?
2. True or False: As soon as a working space (building, room, etc.) has been built, you should perform your initial safety consideration analysis including optimized machine layout.
3. Should you always give employees the benefit of the doubt by assuming that (as adults) they know the safe manner in which to work?

Chapter 7—Resources, Library, Audiovisuals, and Instruments

1. A company should have a safety and health library with easy-to-access resources including catalogs of companies that sell safety supplies. List at least five types of safety products that can be found in these catalogs.
2. List at least three categories of safety-related sources for which you should have quick-contact information.
3. What is the purpose of OSHA’s Alliances program?

Chapter 8—Everywhere, Everybody, Everything, and Every Minute

1. List at least three kinds of facilities that are apart from the main building and must be inspected.
2. List at least three hazards commonly found on roofs.
3. Must all electrical and mechanical equipment (to which your employees are likely to be exposed) be “OSHA-approved?”

Chapter 9—Inventory and Control

1. Name at least five categories of safety-related items, *besides personal protective equipment*, for which an easy access documented inventory must be available.
2. Why must equipment labeling be unambiguous?
3. Does “inflammable” mean flammable or nonflammable? What is wrong with using “inflammable” on a label?

Chapter 10—General Program and Policies

1. What is the central underlying objective of an occupational safety and health program?
2. Is it advisable to have your safety program driven by mod rates and pie charts? Why or why not?

True or False: Safety should stand alone from the rest of the company instead of being a part of the standard operating procedures.

Chapter 11—Specific Programs Required by OSHA

1. List at least three subjects for which OSHA requires dedicated programs.
2. True or False: Medical surveillance programs are an ongoing, regular process.
3. List at least two types of equipment that OSHA requires employers to inspect.

Chapter 12—Personal Protective Equipment

1. Are all ANSI-approved safety glasses designed to protect against corrosive liquids?
2. How should hearing protection plugs (in most cases) be inserted into ears?
3. Give a specific example of when, and how, “engineering out” a hazard is preferable to simply requiring the use of personal protective equipment?

Chapter 13—Preventive Maintenance

1. List at least ten types of equipment that should be regularly tested.
2. For at least how many minutes must emergency eye fountains constantly flow after activation?
3. Explain the hazard of a broken bezel and/or a stylus on a gauge.

Chapter 14—Safety and Health Committees

1. Should safety committees have more management members or more labor force members?
2. True or False: Committees should be concerned with the safety of an entire establishment instead and not focus on just the areas with the greater hazard potential.

Unfortunately, the existence of safety and health committees can cause special legal problems. This is most often a possibility where there is no authorized union. In certain situations, the National Labor Relations Board (NLRB) has determined that the committee fit the definition of a labor organization or union. What are the three criteria for an entity to fit this definition?

Chapter 15—Accident Investigation

1. What is the main purpose of accident investigation?
2. Give an example of an incident that was directly related to an act of nature and resulted in a serious injury but could have been prevented?

Briefly explain the problem with describing an incident as a “freak accident”.

Chapter 16—Injury and Illness Records and Reports

1. Give at least three types of trends that may become apparent on injury/illness logs.
2. Is it conceivable, or is it mere bunk, that some employees may have a tendency to (and/or are better-suited to) work more safely on certain shifts?
3. True or False: The employer is obligated to report to OSHA an occupational fatality only if it resulted from a violation of an OSHA standard.

Chapter 17—Setting Priorities

1. What are the main criteria for determining priorities?
2. True or False: Class “A” (highest) priorities should always be handled to completion before addressing class “B” priorities.
3. Should apparent violations of OSHA standards always be abated before hazards not related to specific OSHA standards? Explain.

Chapter 18—Training and Education

1. True or False: Excellent training can overcome unsafe working conditions.
2. What is a value of training scheduling being coordinated with the personnel office?
3. What are the benefits of on-the-job training as opposed to just listening to a lecture or a presentation?

Chapter 19—Progressive Discipline

1. What are the main purposes of progressive discipline?
2. True or False: Progressive discipline programs should be discussed with authorized, represented unions.
3. Should an employee, who knowingly uses equipment that is unsafe (as obvious and as discerned in training) due to having been damaged, be disciplined if he/she did not cause the damage?

Chapter 20—Handouts and Postings

1. Should all safety posters and banners be displayed in the same place and position at all times?
2. True or False: The more information on hand-outs, the better.
3. What is one potential “added value” of inserting a hand-out in the envelope with the paycheck?

Chapter 21—Signs, Labels, and Tags

1. What is the problem with a sign simply stating (for example) “WARNING: ARGON PURGE?”
2. What is a potential problem with a sign placed on a door?
3. Give an example of when a “NOT AN EXIT” sign should be posted.

Chapter 22—Inspections

1. Should all inspections be conducted on a specific, regular schedule? Explain.
2. True or False: It is preferable to use “check or no check” boxes on inspection sheets.
3. Give at least three means of abating tripping hazards presented by electrical cords and cables, and telephone and network wiring.

Chapter 23—Incentives

1. Can incentive programs serve as the major component of an overall safety program?
2. True or False: The best type of incentive program focuses on a lack of injuries.
3. Why consider rewarding individuals who submit many pro-safety suggestions, even though none of those ideas bears fruit?

Chapter 24—Employee Assistance Programs and Wellness Programs

1. What is a simple explanation of the purpose of an Employee Assistance Program?
2. True or False: Good health is merely the absence of disease, ailment, injury, or illness.
3. Should substance abuse programs only address illegal drugs?

Chapter 25—Medical Case Management and Return to Work, Including Ergonomics

1. True or False: Injured employees should not return to work until physically and mentally ready to work full time.
2. For ergonomic concerns, is it best to view the job as a whole or by breaking it down to sequential tasks?
3. When might an ergonomist test an employee’s physical ability, and how would the ergonomist perform the test?

Chapter 26—Job Hazard Analysis

1. True or False: There is no need to bring employees into the JHA (Job Hazard Analysis) formulating process.
2. In a four-column JHA, what are the subjects of each column?
3. When is the best time to perform an initial JHA?

Chapter 27—OSHA Visit Action Plan

1. True or False: When an OSHA compliance officer begins the walk-around inspection process, it is advisable that he/she not be accompanied by an employer representative.
2. What is the receptionist’s involvement in an inspection?
3. Is it acceptable to keep a list of the hierarchal order of individuals who should greet the OSHA compliance officer?

Chapter 28—The OSHA Visit: Arrival and Entry

1. Do not ask to see the OSHA compliance officer’s credentials, as that would be considered to be insulting— YES or NO?
2. Who should speak with the compliance officer after credentials have been verified?
3. When may advance notice of an inspection be authorized?

Chapter 29—The Opening Conference

1. What are some of the circumstances under which OSHA might issue a subpoena duces tecum?
2. Should OSHA initiate a complaint inspection if the complainant is considered a disgruntled employee? Explain.
3. True or False: It is always wise for the employer to show OSHA the training records and the safety committee notes.

Chapter 30—The Walkaround

1. List at least three ways that an employer may have gained knowledge of a hazard.
2. If the OSHA compliance officer observes a machine that lacks required guarding, and the employer points out an identical machine that is properly guarded, how can that supposed defense be counterproductive?
3. List at least five factors that can be considered as exacerbating circumstances regarding a hazard.

Chapter 31—The Closing Conference

1. True or False: It is preferable to refrain from giving defenses during an OSHA closing conference and to wait until a citation is received.
2. List at least three factors that can be considered as mitigating circumstances regarding a hazard.
3. Should the employer always request the longest/latest abatement date?

Chapter 32—Citation Remedies: The Informal Conference and the Contest

1. Should the employer plan to “go to work” on cited items as soon as the citation arrives?
2. True or False: No citation can be issued after the expiration of 6 months following the occurrence of any alleged violation.
3. Upon receipt of citation, how many days does the employer have, in which to formally contest?

Chapter 33—Defenses to Citations

1. If the OSHA compliance officer determined (by use of a circuit tester) that an electrical duplex was ungrounded, what might be a fair and reasonable defense?
2. What are the numerous arguments that the employer must successfully offer, to bolster a defense of “isolated incident?”
3. Briefly, under what circumstances may OSHA allege a “willful” violation?