***Basics of Occupational Safety and Health***

**End-of-Chapter Review Questions**

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**CHAPTER 1: WHY ARE SAFETY AND HEALTH IMPORTANT?**

1. What is the simple definition of occupational safety?

1. How much do occupational illnesses and injuries cost American businesses each year?
2. What is an “Agreement” state?

**CHAPTER 2: BUILDING ON WHAT YOU HAVE**

1. Why is it important to be able to put safety into financial terms, rather than just incident severity and frequency rates?
2. If you want to make a change to a safety program, why is it important to know how much the change will cost?
3. What are the three main direct costs associated with employee injuries?
4. List at least four indirect or hidden costs associated with employee injuries and illnesses.
5. What is meant by the term *safety culture,* and how is it instilled in the workforce?

**CHAPTER 3: ANTICIPATION AND RECOGNITION OF HAZARDS**

1. List two professional organizations that can be used to provide information about various workplace hazards.
2. What is an OSHA 300 log, and why is it used?
3. If you had 50 workers and they worked 40 hours per week, 50 weeks per year, what would the incidence rate be if you had 3 different on-the-job injuries?
4. Why is it important to learn as much as possible about an industry before analyzing the hazards associated with it?
5. What are some factors you would look at to analyze a business activity for workplace hazards?
6. What does the term *risk mapping* refer to in hazard assessment?

**CHAPTER 4: HAZARD EVALUATION AND RISK ASSESSMENT**

1. Once the hazards in a plant or a process are mapped, it is possible to begin to analyze the levels of risk for different areas and activities. What two parameters are used to calculate risk levels?
2. If a work activity included work practices and systems that had little opportunity for worker exposure, what would the hazard probability ranking be?
3. If a worker could not return to work, and needed to be rehabilitated for a new career, what would the hazard severity ranking be rated?
4. What would the risk ranking be for a work activity or area that had a probability ranking of 4 and a severity ranking of 4?

**CHAPTER 5: CONTROLLING THE HAZARD**

1. What is the first method that should be considered for eliminating or minimizing hazards?
2. What are some examples of engineering controls that can be used to minimize hazards to workers?
3. What are machine guards, and how are they used to protect workers?
4. What are some examples of administrative controls used to protect workers from hazards?
5. Why is good housekeeping considered a workplace administrative control?
6. When should personal protective equipment be assigned and worn by workers?

**CHAPTER 6: SUPERVISORY LEADERSHIP IN SAFETY AND HEALTH**

1. What responsibilities should workplace supervisors have for occupational safety?
2. List four different means to communicate safety policies and practices to employees.
3. Why should employees be encouraged to come forward with safety concerns and suggestions?
4. Sometimes the only way to deal with workers that continuously break safety rules is termination of employment. What would you use to build a case for the dismissal of workers in these cases?

**CHAPTER 7: INVOLVING EMPLOYEES IN INJURY PREVENTION**

1. Why are safety committees a good way to promote and develop company safety programs?
2. How should one go about selecting members for a safety committee?
3. Do you think it would be a good idea to bring people onto the committee who are generally against safety rules and policies as a way to get them more involved? Why or why not?
4. What do you think should be the most important topic on a safety committee meeting agenda?
5. What are the differences between a safety committee and a safety circle?
6. Why is it important to include unions in the development and implementation of safety programs?
7. What are some useful methods to effectively communicate safety policies and rules to employees throughout the company?

**CHAPTER 8: FORMALIZING THE SAFETY AND HEALTH PROCESS**

1. What are some programs that OSHA requires to be in writing?
2. Why is it useful to have safety and health programs, policies, and procedures in writing?
3. Who is responsible for the safety training of temporary workers?

1. What is the International Standards Organization, and what do they do?
2. What is a safety management system?
3. Describe the six basic principles that a safety policy statement should meet.

**CHAPTER 9: TRAINING IN SAFE WORK PRACTICES**

1. List at least five different training programs that are required by OSHA.
2. When would the knowledge and experience of a training expert be necessary?
3. What types of training might a human resources department conduct?
4. Why should the safety office be involved in design of the safety training program?
5. What are some training responsibilities of supervisors?
6. Who is responsible for the safety training of temporary workers?

**CHAPTER 10: SAFETY AND HEALTH INSPECTIONS**

1. Why are planned safety inspections an integral part of an effective safety program?
2. What are some examples of unsafe conditions that would be reviewed as part of a safety inspection?
3. What are some examples of unsafe work practices that may be reviewed as part of a safety inspection?

1. What is the difference between a safety audit and a program review?
2. How often should safety inspections be conducted?

**CHAPTER 11: INCIDENT INVESTIGATION**

1. Why is incident investigation an important aspect of an environmental health and safety program?
2. What is the maximum amount of time that should pass before the formal incident investigation should be distributed to the first reviewers?
3. What individuals should be involved in incident investigations?
4. In which cases should the incident scene be preserved for further investigation?

1. Why are photos or video recordings useful in incident investigations?

1. Why should witnesses to incidents be interviewed privately and separately?
2. What are the three key elements involved in an incident investigation follow-up?
3. What is a “near miss,” and why is it useful to complete incident investigations after them?

**CHAPTER 12: IN THE EVENT OF EMERGENCY…**

1. What does OSHA require in terms of medical and first aid services for workplaces?
2. Why are workers sometimes reluctant to report injuries or exposures to hazardous materials? What are some ways to overcome these difficulties?
3. What are five examples of written emergency action plans that are required when an employer has more than 10 employees?
4. What are three key features of OSHA-required fire prevention plans?

1. What are three physical means available to reduce the possibility of workers being injured by workplace violence?
2. What percentage of workplace fatalities are attributed to homicide?

**CHAPTER 13: WORKING WITH OSHA**

1. What kinds of workers are not covered under OSHA?
2. When was OSHA created?
3. List four employee rights under the OSHA act.
4. What does the OSHA General Duty Clause state?
5. Why is recordkeeping such an important part of OSHA’s responsibilities and activities?
6. In order of decreasing priority, when does OSHA conduct inspections?
7. What are the six main types of OSHA violations?
8. Explain the difference between a horizontal standard and a vertical standard.
9. If a company receives an OSHA violation, how long do they have to contest the citation in writing?

**CHAPTER 14: OCCUPATIONAL HEALTH**

1. What are some ways to reduce the likelihood and severity of back injuries and strains in the workplace?
2. What are three common causes of cumulative trauma disorders?
3. What does the Hazard Communication standard require employers to do?
4. What are four routes of exposure to hazardous chemical agents?
5. What types of workers are protected by the Bloodborne Pathogen standard?
6. What are three reasons why hearing loss from occupational overexposure is so tragic?

**CHAPTER 15: CONTINUOUS IMPROVEMENT AND MANAGEMENT SYSTEMS**

1. Why is continuous improvement an important aspect of an effective safety program?
2. What is the most important incident prevention role of the safety coordinator?
3. Why are financial incentives and rewards an effective tool in a continuous improvement system?
4. What is one fallback of rewarding employees for having reduced injury and illness rates?
5. What do you think the best sort of safety recognition approach is? Why?
6. Why is the systematic and continuous collection of performance metric data an important aspect of continuous safety program improvement?