

**General Health & Safety Course  
Multi Choice Quiz for Staff**

Your Name:

Date:

Trainer:

You must answer all 9 questions make sure you read the question and options carefully.  
Hand in your completed test afterwards to your Trainer who will go through the answers and any queries.

- Q1 What are your personal responsibilities at work ? (tick all that apply)
- a) Report unsafe acts, defects, accidents and near misses
  - b) Work with your manager to improve H&S
  - c) Comply with Safe Systems of Work (SSW) and training
  - d) Raise H&S concerns
- Q2 What are your Manager's responsibilities? (tick all that apply)
- a) Make sure the workplace and systems are safe
  - b) Address H&S concerns
  - c) Ensure compliance
  - d) Provide training
- Q3 You have been provided with Personal Protective Equipment (PPE) for a task as a control measure to reduce the risks of harm occurring from an activity. What must you do ? (tick all that apply)
- a) Wear it when you want to
  - b) Wear it when identified and required for a task / activity
  - c) Report any defects / problems with it
  - d) Look after it properly
- Q4 Put the following 'controls' in order of preference starting with the best and finishing with the weakest:  
***PPE, training, safe systems of work (SSW)/standard operating procedures (SOP) & supervision***
- 1
  - 2
  - 3
  - 4

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- Q5 Put the following in order if you spot a hazard which could cause an accident / potential injury to yourself or others, as to what you should do
- Can I deal with the hazard myself
  - Inform my Manager / Supervisor
  - Remove the hazard
  - Complete an accident (near miss) report form
- Q6 Which of the following must be reported on an Incident Form under the Accident and Near Miss SOP ? (tick all that apply)
- a) Accidents (causing injury to people or damage to property)
  - b) Near Misses
  - c) Work-related ill health (diseases)
  - d) Road Traffic Accidents
- Q7 Why is health and well being important ? (tick all that apply)
- a) We are generally living longer
  - b) We may be working longer
  - c) Reduce sickness absence
  - d) Something within our own control
- Q8 What are your responsibilities in relation to health and well being ? (tick all that apply)
- a) Have a good balanced diet
  - b) Take regular exercise
  - c) Avoid being overweight
  - d) Participating in health checks when invited.
- Q9 What services are available through NHSBT to support health and wellbeing ? (tick all that apply)
- a) Seasonal flu vaccinations
  - b) Health and Wellbeing Champions
  - c) Health promotions
  - d) Employee Assistance Programme (EAP)