**SELF-CHECK 4**

**TRUE or FALSE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Housekeeping and cleanliness not only make the organization a safer place to work in but also provide a big boost to the image of the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. Sorting refers to the elimination of things in a workplace that are still needed and has add value.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. To sort is to remove necessary items from each area

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. Red tagging is the process of marking items for removal or further evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. Housekeeping and cleanliness not only make the organization a safer place to work in but also provide a big boost to the image of the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_6. Safety signs and symbols warn workers to always keep watching out for those hazards by giving required information and safety instructions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_7. A complex sign with a safety symbol allows workers to efficiently identify the potential hazard and make an immediate decision.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_8. Carcinogenic substances are classified under skulls and crossbones

\_\_\_\_\_\_\_\_\_\_\_\_\_\_9. Aquatic toxicity substances are classified under environment

\_\_\_\_\_\_\_\_\_\_\_\_\_10. The best OHS programs use a series of signs and symbols to convey a complete message

\_\_\_\_\_\_\_\_\_\_\_\_\_\_11. Hazard reporting ensures that supervisors, managers and the safety department have the information they need to control hazards before they become a liability, ultimately saving the company money.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_12. Assign blame to an individual when it comes to hazards found. Rather, attribute hazards to “systems” like insufficient budget assigned for tool replacements, lack of training, or comprehensive process needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_13. A successful workplace safety and health program includes a hazard reporting process that is effective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_14. Any unsafe condition or act should not be reported immediately, or at the next available safe opportunity that the employee has to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_15. Examples of unsafe acts might include using equipment in a careless manner or not using PPE as required

\_\_\_\_\_\_\_\_\_\_\_\_\_\_16. COVID-19 poses a greater risk to older people and those with certain preexisting conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_17. Safe working environments not only prevent injuries and illness but also reduce costs, improve productivity and increase employee morale.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_18. Using electricity in wet environments, particularly when equipment has damaged insulation, poses significant safety risks

\_\_\_\_\_\_\_\_\_\_\_\_\_\_19. Electrical hazards can result in burns, shock, fires, explosions and death

\_\_\_\_\_\_\_\_\_\_\_\_\_\_20. Possible ergonomic hazards include poorly adjusted chairs or workstations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_21. Hazard reporting ensures that supervisors, managers and the safety department have the information they need to control hazards before they become a liability, ultimately saving the company money.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_22. Assign blame to an individual when it comes to hazards found. Rather, attribute hazards to “systems” like insufficient budget assigned for tool replacements, lack of training, or comprehensive process needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_23. A successful workplace safety and health program includes a hazard reporting process that is effective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_24. Any unsafe condition or act should not be reported immediately, or at the next available safe opportunity that the employee has to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_25. Examples of unsafe acts might include using equipment in a careless manner or not using PPE as required

\_\_\_\_\_\_\_\_\_\_\_\_\_\_26. The members of the investigation team should be selected for their attitude and competence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_27. A reported hazard that puts employees in imminent danger must be investigated immediately

\_\_\_\_\_\_\_\_\_\_\_\_\_\_28 . Blaming, not prevention, is the motive behind investigating hazard and incident reports.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_29 . An incident is an event that adversely affects the completion of a task. Incidents include events that result in injury or property damage.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_30 . A report should include background information on where and when the hazard was reported or the incident occurred, who and what was involved, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_31. Workplace processes explain specific action plans for employees when carrying out a policy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_32. Continuous improvement is essential to the profitability of your business – and even its survival

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_33. Work procedures are the glue that holds things together and ensures that tasks are completed in a way that's systematic, organized, and involves as few dropped balls as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_34. As soon as a process that transforms inputs into outputs is repeatable, you have an opportunity to capture the process and procedure so that your staff knows what to do and how to do it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_35. Processes relieve stress, make things predictable - and help you grow and become efficient.

**MULTIPLE CHOICE:**

1. Refers to the physical or environmental conditions of work which comply with prescribed (OSH) Standards and which allow the workers to perform the job without or within acceptable exposure limit to hazards**.**

| 1. Occupational Safety | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. Practices related to production and work process

| 1. Occupational Safety | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. A sound state of the body and mind of the workers that enables the worker or employee to perform the job normally.

| 1. Occupational Safety | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. Must provide clean floors and stairs, with effective drainage where necessary

| 1. Occupational Safety | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. A safe workplace must have floors and surfaces which are not slippery

| 1. Hygiene and Welfare | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Moving around the premises |

1. A safe workplace must provide remove dirt, refuse and trade waste regularly

| 1. Hygiene and Welfare | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. A safe workplace must provide rest facilities for pregnant women and nursing mothers.

| 1. Hygiene and Welfare | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Safety |

1. A safe workplace must provide good ventilation – a sufficient supply of fresh, clean air drawn from outside or a ventilation system

| 1. Hygiene and Welfare | 1. Cleanliness |
| --- | --- |
| 1. Health | 1. Comfortable condition |

1. 5S technique means 'to arrange the essential things in order, so that they can be easily accessed'?

| 1. Standardize | 1. Shine |
| --- | --- |
| 1. Set in Order | 1. Sustain |

1. Tools used on a day-to-day basis should be kept close to the operator and less utilized items and be put in other areas

| 1. Shadow Board | 1. Snow Board |
| --- | --- |
| 1. Card Catalogue | 1. Bulletin Board |

1. The Set in Order step utilizes several strategies to accomplish its goals and one of them is called.

| 1. Snow Boarding | 1. Snow Boxing |
| --- | --- |
| 1. Shadow Boxing | 1. Shadow Boarding |

1. In 5S it means 'systematic arrangement'

| 1. Seiso | 1. Seiton |
| --- | --- |
| 1. Shitsuke | 1. Seiketsu |

1. This is also very important during the Set in Order stage so that even those who did not help make the plan can abide by the new designated places for workplace items.

| 1. Labeling | 1. Seiri |
| --- | --- |
| 1. Shadow Boarding | 1. Snow Board |

1. A red symbol indicates the need to avoid or otherwise evacuate a premise or any dangerous behavior within an area.

| 1. Means Danger Alarm/Prohibited | 1. Means Mandatory |
| --- | --- |
| 1. Means Warning | 1. Means Emergency Escape |

1. Green signs can be placed on exit doors and escape routes.

| 1. Means Danger Alarm/Prohibited | 1. Means Mandatory |
| --- | --- |
| 1. Means Warning | 1. Means Emergency Escape |

1. Any sign with Blue symbols dictates a specific safety behavior such as wearing the proper personal protective equipment (PPE).

| 1. Means Danger Alarm/Prohibited | 1. Means Mandatory |
| --- | --- |
| 1. Means Warning | 1. Means Emergency Escape |

1. Anyone encountering a yellow symbol must take more precaution and be cautious as well as aware of the area or situation

| 1. Means Danger Alarm/Prohibited | 1. Means Mandatory |
| --- | --- |
| 1. Means Warning | 1. Means Emergency Escape |

1. It also indicates no danger and first aid

| 1. Means Danger Alarm/Prohibited | 1. Means Mandatory |
| --- | --- |
| 1. Means Warning | 1. Means Emergency Escape |

1. It is defined as the areas where customers or guests have access to

| 1. Back of House | 1. Front of House |
| --- | --- |
| 1. Inside of House | 1. Top of House |

1. It is the removal of all visible soil in an approved way with the use of mechanical and chemical action or both, so that all areas are cleaned and sanitized to a high standard.

| 1. Cleaning | 1. Cluttering |
| --- | --- |
| 1. Maintaining | 1. Organizing |

1. Maintenance is the upkeep of all furniture, fittings and equipment to an exacting standard within the property so that all areas look consistently new and pristine.

| 1. Cleaning | 1. Cluttering |
| --- | --- |
| 1. Maintaining | 1. Organizing |

1. It is defined as areas where the customer or guests do not have access to. It is usually the places where staff do their operational work

| 1. Back of House | 1. Front of House |
| --- | --- |
| 1. Inside of House | 1. Top of House |

1. Now that clutter has been eliminated with Sort, and the space has been organized with Set in Order, it’s time to sanitize or the Shine phase. Shine phase means in 5S:

| 1. Seiri | 1. Seiketsu |
| --- | --- |
| 1. Seiton | 1. Seiso |

1. These are tasks that need to be done at least once daily

| 1. Periodic Cleaning | 1. Daily Cleaning |
| --- | --- |
| 1. Team Cleaning | 1. Weekly Cleaning |

1. This means that there will be a team of people each with their own task working in the same area at once

| 1. Periodic Cleaning | 1. Daily Cleaning |
| --- | --- |
| 1. Team Cleaning | 1. Weekly Cleaning |

1. The supervisor may instruct you on a specific task of the day that requires extra attention e.g. you may be instructed today to clean all door frames and their surrounds whilst tomorrow you may need to pay special attention to all chair legs.

| 1. Periodic Cleaning | 1. Task of the day |
| --- | --- |
| 1. Team Cleaning | 1. Weekly Cleaning |

1. Tasks that are done on a regular periodic basis such as deep cleaning of carpets and upholstery, cleaning of chandeliers or windows.

| 1. Periodic Cleaning | 1. Task of the day |
| --- | --- |
| 1. Team Cleaning | 1. Weekly Cleaning |

1. These are areas or items that need to be cleaned weekly

| 1. Periodic Cleaning | 1. Task of the day |
| --- | --- |
| 1. Team Cleaning | 1. Weekly Cleaning |

1. This can be made of pure ostrich feathers which are very expensive or synthetic feathers. Other long handled dusters can be made of lambs’ wool. These are used for dusting high areas and can be bought with an extending handle to reach those areas.

| 1. Acid | 1. Abrasives |
| --- | --- |
| 1. Solvents | 1. Feather duster |

1. Is a substance that is soluble in water with a pH level of less than 7.

| 1. Acid | 1. Water |
| --- | --- |
| 1. Solvents | 1. Vinegar |

1. These are nylon or polyester pads similar in texture to floor pads but are thinner and are used by

hand to clean stubborn marks

| 1. Brush | 1. Scourers |
| --- | --- |
| 1. Broom | 1. Spray Bottle |

1. They are very good for cleaning heavily soiled pathways and walls.

| 1. Vacuum | 1. Polisher |
| --- | --- |
| 1. High Pressure Washer | 1. Floor Scrubbing machines |

1. These are a rubber blade on the end of a handle and are used for pushing water towards a floor drain or for cleaning windows

| 1. Squeegees | 1. Scourers |
| --- | --- |
| 1. Toilet Brush | 1. Broom |

1. It indicates the need to avoid or otherwise evacuate a premise or any dangerous behavior within an area.

| 1. red symbol | 1. blue symbol |
| --- | --- |
| 1. yellow symbol | 1. green symbol |

1. This color symbols dictates a specific safety behavior such as wearing the proper personal protective equipment (PPE).

| 1. red symbol | 1. blue symbol |
| --- | --- |
| 1. yellow symbol | 1. green symbol |

1. Anyone encountering this color symbol must take more precaution and be cautious as well as aware of the area or situation

| 1. red symbol | 1. blue symbol |
| --- | --- |
| 1. yellow symbol | 1. green symbol |

1. It also indicates no danger and first aid.

| 1. red symbol | 1. blue symbol |
| --- | --- |
| 1. yellow symbol | 1. green symbol |

1. Strong Magnetic Field

| 1. red symbol | 1. blue symbol |
| --- | --- |
| 1. yellow symbol | 1. green symbol |

1. Ensure that you are dressed appropriately for your working conditions and that all safety equipment is up to date.

| 1. Proper Uniforms | 1. Open Discussions |
| --- | --- |
| 1. Designate Proper Emergency Exits | 1. Proofing The Building |

1. Communicate the emergency plan and make sure exits routes are properly designated.

| 1. Proper Uniforms | 1. Open Discussions |
| --- | --- |
| 1. Designate Proper Emergency Exits | 1. Proofing The Building |

1. Discuss safety rules and general working practices. Getting regular feedback will ensure a safe and healthy work environment.

| 1. Proper Uniforms | 1. Open Discussions |
| --- | --- |
| 1. Designate Proper Emergency Exits | 1. Proofing The Building |

1. Promote health codes and standards by educating your employees on the importance of health safety and cleanliness.

| 1. Promote Health Codes | 1. Open Discussions |
| --- | --- |
| 1. Designate Proper Emergency Exits | 1. Proofing The Building |

1. Inspect your working area and building. Ensure that walking paths are clear, stairs, and railing are secure and slip-proof.

| 1. Proper Uniforms | 1. Open Discussions |
| --- | --- |
| 1. Designate Proper Emergency Exits | 1. Proofing The Building |

1. By standardizing the most efficient way to perform processes, standardized work reduces variations in the output. Work becomes predictable: quality, costs, required inventory, and delivery times can be anticipated.

| 1. Reduces variability | 1. Increases safety |
| --- | --- |
| 1. Helps your people | 1. Job cycle charts |

1. It ensures that new employees are given all the information needed to perform equally to other operators

| 1. Reduces variability | 1. Increases safety |
| --- | --- |
| 1. Helps your people | 1. Job cycle charts |

1. Standardized work, by definition, establishes the safest method to go perform tasks.

| 1. Reduces variability | 1. Increases safety |
| --- | --- |
| 1. Helps your people | 1. Job cycle charts |

1. It also provides a simple auditing tool to check progress later on.

| 1. 5S Checklist | 1. Procedure labels and signs |
| --- | --- |
| 1. Job cycle chart | 1. Standard work |

1. Identify each task to be performed in a work area, and decide on a schedule or frequency for each of those tasks.

| 1. 5S Checklist | 1. Procedure labels and signs |
| --- | --- |
| 1. Job cycle chart | 1. Standard work |

1. A sound state of body and mind of the worker, which enable him to perform his job normally, in a state of well-being

| 1. Health | 1. Work Accident |
| --- | --- |
| 1. Safe or Safety | 1. Work Injury |

1. Refer to the physical or environmental conditions of work or employment, which substantially comply with the provisions of the standards.

| 1. Health | 1. Work Accident |
| --- | --- |
| 1. Safe or Safety | 1. Work Injury |

1. Unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof, which arises out of and in the course of employment.

| 1. Health | 1. Work Accident |
| --- | --- |
| 1. Safe or Safety | 1. Work Injury |

1. Any injury or occupational illness suffered by a person, which arises out of or in the course of his employment

| 1. Health | 1. Work Accident |
| --- | --- |
| 1. Safe or Safety | 1. Work Injury |

1. Any person hired, permitted or suffered to work by an employer.

| 1. Employee | 1. Industrial Enterprise |
| --- | --- |
| 1. Employer | 1. Stockholder |

1. It is usually carried out within three to seven days of the critical incident, when workers have had enough time to take in the experience.

| 1. Demobilization | 1. Follow up support |
| --- | --- |
| 1. Debriefing | 1. Defusing |

1. This step is a way of calming workers following a critical incident and ensuring that their immediate needs are met.

| 1. Demobilization | 1. Follow up support |
| --- | --- |
| 1. Debriefing | 1. Defusing |

1. Defusing (immediate small group support) is conducted by a trained staff member and is designed to bring the experience of the incident to a conclusion and provide immediate personal support.

| 1. Demobilization | 1. Follow up support |
| --- | --- |
| 1. Debriefing | 1. Defusing |

1. Short-term counselling may be required to prevent further difficulties

| 1. Demobilization | 1. Follow up support |
| --- | --- |
| 1. Debriefing | 1. Defusing |

1. This step should take place within 12 hours of the incident

| 1. Demobilization | 1. Follow up support |
| --- | --- |
| 1. Debriefing | 1. Defusing |

1. The first basic rule of any company would be that employee reach office on time

| 1. Don’t Blast Music: | 1. Cleanliness on the Desk |
| --- | --- |
| 1. Be punctual | 1. Speak In a Low Voice |

1. You may be jobless or in a very good mood to enjoy music, but may not be the same for your

colleagues.

| 1. Don’t Blast Music: | 1. Cleanliness on the Desk |
| --- | --- |
| 1. Be punctual | 1. Speak In a Low Voice |