



**WRITTEN QUIZ**  
Procedures Handbook 4300

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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	<b><u>POINTS</u></b>
1. Report all _____ / _____ / _____ to your supervisor immediately.	<u>20</u>
2. _____ employees are responsible for maintaining a safe work environment.	<u>10</u>
3. List 3 Department Safety Program objectives: _____ _____ _____	<u>25</u>
4. List 3 responsibilities of every employee. _____ _____	<u>25</u>
5. One of the Safety Program objectives is to protect the physical well being of _____ and the _____.	<u>10</u>
6. Know the _____ of facilities Illness and Injury Prevention Plan	<u>10</u>
	<b>POINTS POSSIBLE:</b> <u>100</u>
	<b>POINTS DEDUCTED:</b> _____
	<b>FINAL SCORE:</b> _____



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**KEY**

**POINTS**

1. Report all **HAZARDS/ACCIDENTS/INJURIES** to your supervisor immediately. 20  
Ref: TLP. pg. 6, sect. V, C & F

2. **ALL** employees are responsible for maintaining a safe work environment. 10  
Ref: TLP. pg. 5, sect. V, A, B, C, D, E, F & G

3. List 3 Department Safety Program objectives: 25  
**PROTECT PHYSICAL WELL BEING**  
**SAFE WORKING ENVIRONMENT**  
**SAFE EMPLOYEE BEHAVIOR**  
**ATTAIN PHYSICAL AND MENTAL FITNESS**  
**REDUCE LOSS OF PRODUCTIVITY**  
**REDUCE PROPERTY DAMAGE**  
**REDUCE COST**  
Ref: TLP. pg. 2, sect. I, A, B, C, D & E

4. List 3 responsibilities of every employee. 25  
**KEEP INFORMED**  
**USE SAFETY DEVICES**  
**PRACTICE SAFE WORKING HABITS**  
**CONSIDER SAFETY IN PLANNING ASSIGNMENTS**  
Ref: TLP. pg. 5, sect. V, A through G

One of the Safety Program objectives is to protect the physical well being of **Department Employees** and the **General Public**. 10  
Ref: TLP. pg. 2, sect. I, A-1. & 2.

6. Know the **LOCATION** of facilities Illness and Injury Prevention Plan 10  
Ref: TLP. pg. 4, sect. IV, A-2

**POINTS POSSIBLE:** 100

**POINTS DEDUCTED:** \_\_\_\_\_

**FINAL SCORE:** \_\_\_\_\_