

Check Your Progress

A. Multiple choice questions

1. Workplace safety is essential in organisation _____.
(a) to avoid the accident and injury
(b) to increase the productivity
(b) to improve the work environment
(d) All of the above
2. Which of the following is not mandatory to keep the good health of an employee?
(a) Cleanliness
(b) Food court
(c) Clean and fresh air
(d) Clean washroom
3. The security department is not responsible for _____.
(a) personal safety
(b) computer system and equipment safety
(c) electrical safety
(d) personal belongings
4. The proper security procedures will increase _____.
(a) liabilities
(b) insurance
(c) business revenue
(d) operational charges of the company
5. Which kind of hazards can occur in IT industry?
(a) Biological
(b) Chemical
(c) Physical
(d) Ergonomic

6. Which of the following can cause hazards while using computers?
 - (a) Poor sitting postures or excessive duration of sitting in one position
 - (b) Lifting heavy object
 - (c) Mishandling of tools and equipment
 - (d) Improper handling of office equipment
7. Which of the following statements is likely to result in an injury to the operator?
 - (a) Selecting the right tool for the job
 - (b) Wearing safety goggles or glasses
 - (c) Using a tool with loose handles
 - (d) Keeping cutting tools sharp
8. What are the potential cause of hazards at workplace?
 - (a) Poor ventilation
 - (b) Poor lighting
 - (c) Poor housekeeping
 - (d) All of the above

B. Fill in the blanks

1. Health of an employee is the state of the physical, mental and social well being.
2. The work places must be cleaned in the morning before the people start working.
3. A proper air conditioning provide clean and cool air at the workplace.
4. A fresh food cafeteria helps to maintain the health of the employee.
5. The work environment of the organisation must be safe and free from hazards and risk.
6. The proper security procedures will increase the business revenue and will reduce the operational charges of the company.
7. Injuries and illness of the employees is prevented through national policy on _____.
8. Physical hazards occurs due to _____.
9. Electrical hazards mostly caused due to coming in direct contact with live wires, or indirect contact through a conductors.
10. Hazards while using computers occurs due to _____ or excessive duration of sitting in one position.

7. occupational health and safety

8. Physical work environment

10. Poor sitting postures

MAINTAIN HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT

9 False

10 True

C. State whether the following statements are True or False

1. The employer and employees are responsible for workplace safety. **T**
2. Any injury at work should be reported to the supervisor immediately. **T**
3. No matter how big or small the injury; the injured person should receive medical attention. **T**
4. While working with machines and equipment, employees must follow the safety guidelines set by the company. **T**
5. Bright light sources behind the display screen can create contrast problems. **T**
6. Exposure to bright lights and toxic fumes and vapour could damage the mouth and ears. **T**
7. The use of personal protective clothing and equipment can control the hazards at workplace. **T**
8. Do not throw rubbish daily. **T**
9. Proper handling of office equipment can result in injuries. **T**
10. Stress at workplace can cause hazard in today's organisation. **T**

D. Short answer questions

1. Briefly explain the concept of health, safety and security at workplace.
2. State the most important reasons for health, safety and security programs in workplace
3. List out the various workplace safety hazards.
4. List out the potential sources of hazards in an organisation.
5. List some of the IT workplace hazards.
6. What are the examples of potential hazards?
7. Describe information technology workplace hazards.
8. What are the workplace safety rules?
9. List out different safety guidelines?
10. Describe type of emergency with example.

4.True

6.False