

QuestionNumber

Topic

SubTopic

Question

AnswerA

AnswerB

AnswerC

AnswerD

AnswerE

Correct Answer

11

OHS

Working at Heights

When looking to work at heights, I need to review:

Our Company's SOP - Working at Heights

Our Company's Privacy Policy

Our Chemical Safety Data Sheets

Our Company's Copyright Policy

Our Company's Purchasing Policy

1

12

Copyright

Client Copyright Materials

With copyright material from our client:

Only store in hard copy in a locked filing cabinet

Store such materials only on our secured network

Obfuscate it so as to make it difficult to interpret

Restrict viewing to only admin staff

Forward to other developers via email

2

13

Privacy

Staff Details

Personal staff details:

Should never be viewed by any staff at any level

Can only be viewed by Human Resources staff

Need to be managed in our company's secured database system

Should only ever be emailed

Should only be stored in hard copy in locked filing cabinets

3

41

OHS

Hazards

In the event you notice a potential hazard:

Note it for later consideration

Report it immediately to an OHS officer

Fill out a Safety Data Sheet

Add it to our Company's Purchasing Policy
Create a new SOP (Safe Operating Procedure)

2

42

Copyright

Purchasing Copyright Material

When purchasing copyright material from a third party source:

Request copyright ownership where appropriate and feasible to do so

Only purchase material where we can hold the copyright

Only purchase material where our clients can hold the copyright

Retain a copy of the privacy statement attached to the material purchased

Create a new purchasing policy specific to that purchase

1

56

OHS

Incidents

Should you be involved in or be witness to an OHS-related incident, you should:

Note it for later consideration

Fill out a Safety Data Sheet

Add it to our Company's Purchasing Policy

Report it immediately to an OHS or security officer

Create a new SOP (Safe Operating Procedure)

4

71

Copyright

Internal Copyright Materials

With our organisation's copyright material:

Obfuscate it so as to make it difficult to interpret

Restrict viewing to only admin staff

Only store in hard copy in a locked filing cabinet

Store such materials only on our secured network

Forward to other developers via email

4

72

OHS

Confined Space Work

When looking to work in a confined space, I need to review:

Our company's SOP - Working at Heights

Our company's SOP - Vehicle Parking

Our Chemical Safety Data Sheets

Our Company's Copyright Policy

Our company's SOP - Working in a Confined Space

5

82

Privacy

Client Details

With Commercial in Confidence Client Details, we are required to:

Store such details only on our secured network
Only store in hard copy in a locked filing cabinet
Obfuscate it so as to make it difficult to interpret
Can only be viewed by admin staff
Can be left unsecured

1

87

OHS

First Aid Kit

In relation to the First Aid Kits in the various departments:

Leave them wherever last used

Place them above the stovetops in the department kitchens

Ensure they are kept appropriately stocked

Only display appropriate signage when directed to do so

Fill out a Safety Data Sheet with each use

3