



## EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE QUIZ

Document No:

ESD 001B

### **Accidents/Incidents/Near Miss Knowledge Questionnaire**

In the event of accident, incident or near miss it important to understand the correct procedures to follow, complete the test below to test your knowledge on the procedure.

#### **Section 1: Multiple Choice Questions**

1. What should you do first when an accident, incident, or near miss occurs?
  - a. Continue working as normal
  - b. Report to your Supervisor immediately
  - c. Leave the scene
  - d. Wait for the SHEQ Officer to arrive
2. Who is responsible for reporting the incident to the SHEQ Officer?
  - a. The employee involved
  - b. The Supervisor
  - c. The witness
  - d. The SHEQ Officer
3. What must you avoid doing at the scene of an accident, incident, or near miss?
  - a. Taking photographs
  - b. Removing items or disturbing the scene
  - c. Reporting to your Supervisor
  - d. Waiting for the SHEQ Officer
4. Incidents must be reported:
  - a. Verbally only
  - b. In writing and submitted to the SHEQ Officer
  - c. Through a group chat
  - d. At the end of the workday

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#### **Section 2: True/False**

5. If the SHEQ Officer is delayed, you may leave the scene of the incident.  
True / False
6. All incidents, regardless of how minor, must be reported in writing.  
True / False
7. You are allowed to clean up the incident scene before the SHEQ Officer arrives if it is causing disruption.  
True / False



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### Section 3: Short Answer

8. Describe the steps you would take immediately after witnessing or being involved in an incident or near miss.

1. Stop immediately / 2. Report to your supervisor / 3. Supervisor to report to the SHEQ officer / 4. Wait for arrival of the SHEQ officer. Do not leave the scene / 5. Do not disturb the scene of the incident / 6. Do not remove anything from the scene / 7. Incidents to be reported in writing and submitted to the SHEQ officer

9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the scene can compromise physical evidence

Name: Tahlia

Date: 06/12/24

Signature: (Signature)

Assessed by: Layla

Date: 06/12/24

Signature: (Signature)



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#### Section 2: True/False

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 True /  False
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 True /  False
7. You are allowed to clean up the incident scene before the SHEQ Officer arrives if it is causing disruption.  
 True /  False

**Section 3: Short Answer**

8. Describe the steps you would take immediately after witnessing or being involved in an incident or near miss.

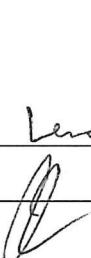
1. Stop immediately. 2. Report to your Supervisor. 3 Supervisor report to the Scene Officer. 4. Wait for arrival of the Scene Officer. Do not leave the Scene. 5. Do not disturb the Scene of the Incident. 6. Do not remove anything from the Scene. 7. Incidents to be reported in writing and submitted to the Scene Officer.

9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the Scene can compromise physical evidence.

Name: Musa

Date: 06/12/24

Signature: 

Assessed by: Leroy

Date: 06/12/2024

Signature: 



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#### **Section 2: True/False**

5. If the SHEQ Officer is delayed, you may leave the scene of the incident.  
True / ~~False~~
6. All incidents, regardless of how minor, must be reported in writing.  
True / False
7. You are allowed to clean up the incident scene before the SHEQ Officer arrives if it is causing disruption.  
True / ~~False~~



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### Section 3: Short Answer

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9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the scene can compromise physical evidence

Name: Good Friday

Date: 11/12/2024

Signature: Laney

Assessed by: Laney

Date: 11/12/2024

Signature: Laney



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#### **Section 2: True/False**

5. If the SHEQ Officer is delayed, you may leave the scene of the incident.  
True / False
6. All incidents, regardless of how minor, must be reported in writing.  
True / False
7. You are allowed to clean up the incident scene before the SHEQ Officer arrives if it is causing disruption.  
True / False

**Section 3: Short Answer**

8. Describe the steps you would take immediately after witnessing or being involved in an incident or near miss.

1) Stop immediately / 2) Report to your supervisor / 3) Supervisor to report to the SHEQ Officer / 4) Wait for arrival of the SHEQ Officer. Do not leave the scene. / 5) Do not disturb the scene of the incident. / 6) Do not remove anything from the scene. / 7) Incidents to be reported in writing and submitted to the SHEQ Officer.

9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the scene can compromise physical evidence.

Name: Fabian Pillay

Date: 06/12/2024

Signature: Pillay

Assessed by: Larry

Date: 06/12/2024

Signature: Larry



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#### **Section 2: True/False**

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True / False
6. All incidents, regardless of how minor, must be reported in writing.  
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True / False



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### Section 3: Short Answer

8. Describe the steps you would take immediately after witnessing or being involved in an incident or near miss.

① Stop immediately / ② Report to supervisor / ③ Supervisor to report to the SHEQ officer / ④ Wait for arrival of SHEQ officer, don't leave the scene / ⑤ Don't disturb the scene of the incident / ⑥ Don't remove anything from the scene / ⑦ Incidents to be reported in writing and submitted to SHEQ officer.

9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the scene can compromise physical evidence & hinder or delay the investigation process.

Name: Ghaheed Abbubakr

Date: 06/12/24

Signature: Ghaheed Abbubakr

Assessed by: Leroy

Date: 06/12/2024

Signature: Leroy



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#### **Section 2: True/False**

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9. Why is it important not to disturb or remove anything from the scene of an incident?

Disturbing or removing anything from the scene can compromise physical evidence

Name: Yaghen.

Date: 12/12/24

Signature: [Signature]

Assessed by: Leroy

Date: 12/12/2024

Signature: [Signature]



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Name: Aldimiso

Date: 12/12/2024

Signature: [Signature]

Assessed by: Veroy

Date: 12/12/2024

Signature: [Signature]