



## Managing Safely – Assessment 2

Total  
Marks

Name		Date	
Training provider			

1. Think about the three key reasons to manage safely. Put a ✓ opposite each reason you think is correct. (Select **three** answers only from the following.)

a) moral	
b) strategic	
c) financial	
d) legal	
e) social	

2. Think about a manager's responsibilities and accountabilities for safety in the workplace. Which statement is **correct**? (select **one** answer only from the following.)

a) a manager is not accountable for assessing and managing the risks the employee is exposed to	
b) a manager can delegate responsibility but cannot give away their accountability	
c) a manager is not responsible in making decisions about local safety practice	
d) a manager can delegate accountability but cannot give away their responsibility	



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3. What is meant by a hazardous event? (Select **one** answer only from the following.)

a) anything that has the potential to cause harm	
b) when someone or something interacts with the hazard and harm results	
c) the chance that something will happen	
d) the combination of likelihood and consequence	

4. Think about what a risk assessment is. Which statement is **correct**? (Put a ✓ opposite the statement you think is **correct**.)

a) It's when someone or something interacts with a hazard	
b) It's a careful examination of anything in the workplace that could cause injury or harm	
c) It's the outcome of an accident	
d) It's a company safety and health policy	

5. Insert in the spaces provided the most appropriate option from the **three** listed below:

Likelihood	Risk	Consequence
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\_\_\_\_\_ is the chance that a hazardous event will occur.

\_\_\_\_\_ is the outcome of the hazardous event.



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6. Rearrange the steps of risk assessment below into the order they should be considered:

evaluate the risk	
identify the hazards	
review your findings	
estimate the risk	
record your findings	

7. Think about what a risk assessment enables you to do. Which one of the following are **true**? (Put a ✓ opposite the statement you think is correct):

a) improve morale	
b) get information needed for insurance claims	
c) gather information about accidents and ill health	
d) demonstrate good business practice and improve business performance	

8. Think about reducing risks so far as is reasonably practicable. Which statement is **correct**? (select **one** answer only from the following.)

a) risk controls should always be implemented, regardless of the cost	
b) when weighing up the benefit of a risk control, you should only consider the amount of time and effort involved	
c) the benefits of a risk control should weigh up the cost in terms of time, effort, money or inconvenience	
d) if there are no benefits to the risk control, it should still be adopted	



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9. List **three** of the five controls from the hierarchy of risk control:


10. Insert in the space provided the most appropriate option from the **three** listed below:

discovered	determined	calculated
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A reasonably foreseeable risk is a risk that could be \_\_\_\_\_ by referring to the three knowledge tests.

11. Insert in the space provided the most appropriate option from the **three** listed below:

scientific	industry	public
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The three knowledge tests to apply to determine reasonably foreseeable risk are common knowledge, \_\_\_\_\_ knowledge and expert knowledge.

12. Think about the consequences of not working within the law. Put a ✓ opposite the possible outcomes that you think are **correct**. (Select **two** answers only from the following.)

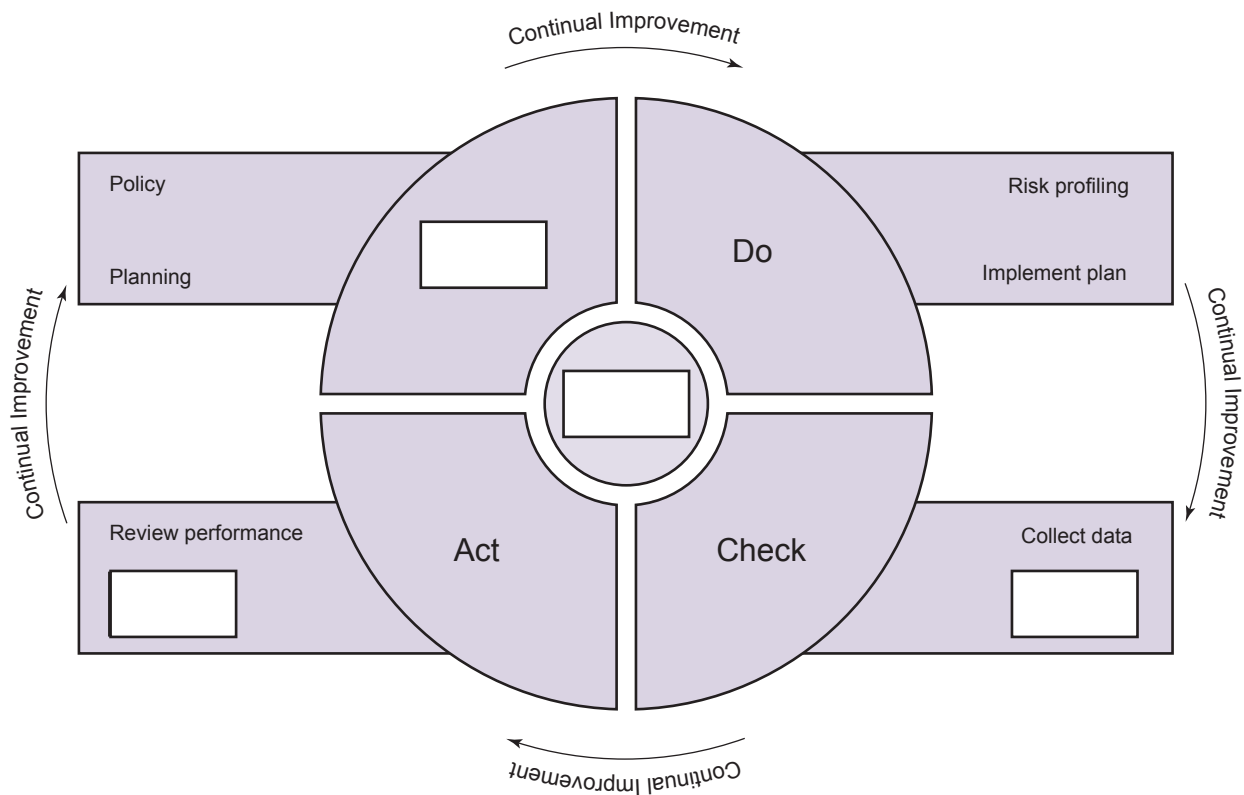
a) paying worker compensation	
b) being audited	
c) imprisonment	
d) no action taken on a first offence	



## Managing Safely – Assessment 2

13. Look at the incomplete diagram of the health and safety management system (shown below). Insert into each of the **four** spaces the **number** of the most appropriate label from the **four** listed.

1. Plan	2. Measure Performance	3. Learn Lessons	4. Leadership
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14. Think about the key benefits for you and your organisation of introducing a health and safety management system. Which **two** of the following are **true**? (Put a ✓ opposite the **two** statements you think are **correct**.)

a) it enables improved management of health and safety risks in the organisation	
b) it means that your organisation won't need to write a health and safety policy	
c) it helps an organisation to comply with any legal requirements	
d) it gives you, as a manager, less health and safety responsibility	



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15. Think about common workplace hazards. Which statement is **correct**? (select **one** answer only from the following.)

a) physical hazards are those substances or conditions that may harm a person's physical safety	
b) examples of biological hazards are paints, varnishes, bleaches and diesel	
c) physical hazards are associated with behaviour, workload, time constraints and deadlines	
d) examples of mechanical hazards are fires, electricity, vibration and poor housekeeping	

16. Think about common workplace hazards. Which statement is **correct**? (select **one** answer only from the following.)

a) stress is only caused by excessive work demands	
b) artificial light is the best form of lighting and should be provided wherever reasonably practicable	
c) slips and trips are not the most common cause of major injuries at work	
d) the main type of harm from electricity is electric shock, caused by coming into direct contact with an electrical conductor	

17. Think about common workplace hazards. Which statement is **correct**? (select **one** answer only from the following.)

a) chemicals can only get into the body by deliberate or accidental injection	
b) physical attacks are more common than verbal abuse	
c) natural light is the best form of lighting	
d) generally, the temperature in workrooms should be at least 20 degrees Celsius	



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18. Insert in the spaces provided the most appropriate option from the **three** listed below:

accident	event	condition
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An incident can be described as an undesired \_\_\_\_\_ that has caused or could have caused damage, death, injury or ill health.

19. Which of the following statements describe what is meant by the term 'accident'.  
(Select **one** answer from the following.)

a) an incident that results in injury to someone or damage to property	
b) an incident that is reasonably foreseeable in the workplace	
c) an incident that results in no injury or damage, but had the potential to do so	
d) an incident that is always caused by lack of training	

20. Insert in the space provided the most appropriate option from the **three** listed below:

Leadership	Planning	Reviewing
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\_\_\_\_\_ is an essential part of a health and safety management system because attitudes to safety and health are determined by top management.



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21. Insert the most appropriate word from those above into each of the **three** statements below:

Root	Minimal	Underlying	Immediate	Serious
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\_\_\_\_\_ causes are unsafe actions or lack of action and unsafe conditions.

\_\_\_\_\_ causes are factors that allow the unsafe actions and conditions to happen.

\_\_\_\_\_ causes are factors that may cause conditions that could result in an undesirable event.

22. Think about reasons for investigating incidents. Which statement is **correct**?  
(select **one** answer only from the following.)

a) it removes the need for legal compliance	
b) it helps you to focus on reactive measurement	
c) it helps to identify the cause of the incident to stop it happening again	
d) it helps you to find out who is to blame	

23. Number the six actions listed below in the order they should be carried out following an accident:

assemble the investigation team	
report the accident	
handle external relations	
investigate using a structured approach	
preserve the scene of the accident	
make sure the injured person is looked after	





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24. When an incident occurs which of the following **two** statements are **true**? (Put a ✓ opposite the **two** statements you think are correct.)

a) you may need to tell the organisations insurance company	
b) you must report every incident to a safety and health enforcement authority	
c) you should tell the injured person's line manager	
d) you must inform the clients and customers of the organisation about the incident	

25. Think about the first three stages in a structured approach to incident investigation.  
Which of the following is **correct**? (Put a ✓ opposite the statement you think is correct.)

a) The first three stages are reviewing risk control measures; action planning; then sharing and communicating	
b) The first three stages are gathering information; analysing; and reviewing risk control measures	
c) The first three stages are gathering information; reviewing risk control measures; and sharing and communicating	
d) The first three stages are analysing; action planning; and sharing and communicating	



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- 26.** Think about the three essential principles for good safety and health performance.  
Put a ✓ opposite each statement you think is **correct**. (Select **three** answers only from the following.)

a) worker involvement is a principle	
b) planning to increase profits is a principle	
c) strong and active leadership from the top is a principle	
d) assessment and review is a principle	
e) reviewing from the top is a principle	

- 27.** Which of the following are characteristics of a good performance indicator?  
(Put a ✓ opposite the **two** statements you think are **correct**.)

a) they should be objective and easy to measure	
b) they should be relevant to any organisation or group	
c) they should include information from other organisations	
d) they should be cost-effective in terms of the effort needed to gather the information	



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28. Identify which type of indicator applies to each of the following **four** statements  
(Put a ✓ in the correct column opposite each statement.)

	Proactive	Reactive
measuring how much training your staff are getting		
collecting information on the number of days without an incident		
measuring the number of completed workplace inspections against the number planned		
collecting information on the number of incidents		

29. Insert in the spaces provided, the most appropriate option from the **five** listed below:

existing	systems	auditing	objective	policy
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\_\_\_\_\_ aims to find \_\_\_\_\_ evidence for whether the correct way of managing health and safety meets the organisation's health and safety \_\_\_\_\_ and aims.

30. Insert in the space provided the most appropriate option from the **three** listed below:

External	Internal	Compulsory
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\_\_\_\_\_ auditing is performed by staff within the organisation in order to evaluate the effectiveness of the current system.