

Accident Causes and Prevention

Project 1

INSTRUCTIONS: Answer the following statements true or false by placing a T for true or an F for false in the space at the left.

- _____ 1. Most accidents are caused by being careful.
- _____ 2. "Clowning around" makes you more accident-prone.
- _____ 3. Hand tools should be properly stored.
- _____ 4. Spilled liquid should be spread evenly on the floor.
- _____ 5. Do not sit or lean on tables.
- _____ 6. To unplug electrical equipment, pull the cord.
- _____ 7. Do not overload electrical outlets.
- _____ 8. Keep all filing drawers or desk drawers opened when not in use.
- _____ 9. Check electrical cords for frayed, tangled, or damaged cords.
- _____ 10. Do not get involved in any horseplay.

Project 2

INSTRUCTIONS: Answer the following questions.

- 1. A fire of flammable liquid, such as gasoline or grease, is a class _____ fire.
- 2. A fire of ordinary combustibles, such as wood, is a class _____ fire.
- 3. A fire of electrical equipment, such as motors, is a class _____ fire.
- 4. List the five types of fire extinguishers.
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)

Project 3

INSTRUCTIONS: Match the terms on the right with definitions by filling in the blanks with the correct letter.

- | | | |
|-------|--|---------------|
| _____ | 1. A visit to work place to identify unsafe conditions. | A. OSHA |
| _____ | 2. A measure established by OSHA as an example of safe working conditions. | B. NIOSH |
| _____ | 3. Occupational Safety and Health Act | C. Inspection |
| _____ | 4. A notification by OSHA that a safety factor is not up to the set standards. | D. Penalty |
| _____ | 5. National Institute of Occupational Safety and Health | E. Citation |
| _____ | 6. Punishment for not following OSHA safety standards. | F. Standard |

Project 4

INSTRUCTIONS: Indicate the reasons citations are issued by OSHA by placing an X in front of the letter of the correct statements.

- | | |
|-------|--|
| _____ | A. Maintaining records |
| _____ | B. Failing to post OSHA standards |
| _____ | C. Giving false information |
| _____ | D. Reporting an accident or death |
| _____ | E. Fixing tools and equipment to meet safety standards |
| _____ | F. Failure to post a notice in an unsafe or dangerous area |

Project 5

INSTRUCTIONS: Place a T for True or F for False in front of each of the statements pertaining to taking proper care of equipment. Describe the correct procedure to use under each False statement.

- ___ 1. Always try to repair office equipment yourself.
- ___ 2. Clean up any equipment used.
- ___ 3. Yank the cord on the machine to turn it off.
- ___ 4. If a machine is malfunctioning, keep trying to make the machine work properly.
- ___ 5. Clean the equipment annually.

Project 6

INSTRUCTIONS: Identify and explain the following safety color code designations.

- 1. Yellow
- 2. Red
- 3. Orange
- 4. Blue
- 5. Black, white, or combination of black and white