

The completion of this questionnaire will approve the understanding of the **OS4SMEs** educational video.

The highest grade is 24 points and 17?? is the minimum required to receive the certificate.

Every question refers to a different topic.

Hint: you can write your answers following this example → i) 1;3;5

Please read carefully and follow the instruction for each question.

Good Luck! 😊

a) **Responsibility**

Who is responsible for putting in place Health & Safety measures at your workplace?

(Choose one)

1. The responsible within your organization.
2. Your clients.
3. The authorities.
4. The fire department.
5. An inspector.

b) **Duties**

What are your duties and responsibilities at the workplace?

(Choose one or more)

1. To evacuate your colleagues in case of emergency.
2. To contribute towards maintaining the health and safety of your colleagues and customers.
3. To buy your PPE (personal protective equipment) and keep it in a good state.
4. To use PPE where instructed and required.
5. To report risks to a person of authority.
6. To fight fires with provided equipment in an emergency.

c) **Act and/or report**

When to act or report a situation? (Choose one or more)

1. If you have been trained and shown what to do, you act.
2. If the situation does not pose a danger to yourself, you act
3. You do not report if the situation is under control and has been resolved.
4. You always report.

d) **Workplace**

Which **one** of these **must** be present at your workplace?

(Choose one or more)

1. Health and Safety representative.
2. Line Manager.
3. HR department.
4. Company doctor.

e) **Rules**

Why do companies have rules in place? (Choose one or more)

1. To standardize the behavior of employees.
2. To improve the company, profit.
3. To ensure that misbehaving employees can be punished.
4. To ensure all employees know what is expected of them.

f) **Diversity and equality**

Do different groups of people have the right to be treated in the same manner? (Choose one)

1. Yes.
2. No.
3. Depending on the situation.

g) **Training**

When is health and safety training required, when accessing a workplace? (Choose one or more):

1. Before accessing the workplace.
2. After an incident, only if someone died or was seriously injured.

h) **Organizational obligations**

Organizations must: (Choose one or more):

1. Make sure they operate within the law.
2. Ensure that the actions of their employees are consistent.
3. Ensure that their workers and customers are safe.
4. Leave health and safety policies to employees.

(End)

