

# Annual Basic Safety Test (Unofficial for Students and Guests Only)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following questions are designed to test your understanding of Basic Safety.  
*This test is Not for UMaine Employee's and is not acceptable for annual certification.*

---

## Question 1: What phone number do you call in case of emergency?

- a. SEM
- b. Your supervisor
- c. Facilities Management
- d. Your emergency number

## Question 2: You must be trained BEFORE you are permitted to work with any hazardous chemicals.

- a. True
- b. False

## Question 3: Fire doors may be propped open:

- a. for delivery of multiple packages or moving
- b. when additional ventilation is needed
- c. only while the building is occupied
- d. never

## Question 4: Which response below is true regarding labeling?

- a. Only chemicals having a hazard level 3 or 4 must be labeled.
- b. Hazardous chemical labels are required if the chemical has a physical or health hazard.
- c. Only for opaque containers that obscure the contents
- d. Hazardous chemical labels are not required if the chemical is to be used within 30 days

**Question 5: At your computer workstation, how should the mouse be positioned?**

- a. On the same level and as close to the keyboard as possible
- b. Slightly above the keyboard, but keeping at least 4 inches away
- c. On the wrist rest, but keeping at least 4 inches away from the monitor
- d. On the same level and as close to the computer monitor as possible

**Question 6: The minimum egress (aisle space) required is:**

- a. 36 inches
- b. 18 inches
- c. 48 inches
- d. 28 inches

**Question 7: Which of the following should be done prior to using any tool?**

- a. obtain appropriate training
- b. select the proper tool
- c. inspect the tool
- d. all of the above

**Question 8: If you come across a pipe with the insulation wrap peeling off you should:**

- a. remove the broken insulation wrap and throw it away
- b. call your local emergency number
- c. notify your supervisor
- d. tape it with duct tape

**Question 9: Which of the following statements is NOT correct regarding ladders?**

- a. Do not use metal ladders while working on electricity.
- b. The top step may be used for sitting or standing.
- c. Keep your body centered between the rungs.
- d. Conduct a pre-use inspection prior to using the ladder.

**Question 10: If a device you need to use is connected to an electrical panel that has been labeled with a lockout/tagout device you may remove the lockout/tagout device and power up.**

- a. true
- b. false

**Question 11: A MSDS (Material Safety Data Sheet) contains which of the following information:**

- a. an emergency number to call for information
- b. the hazardous chemicals found in the product
- c. personal protective equipment that should be employed when using the product
- d. all of the above

**Question 12: Flexible cords (extensions cords) may be:**

- a. used in place of fixed/permanent wiring where needed
- b. used temporarily, not to exceed 90 days
- c. plugged into another extension cord
- d. temporarily plugged into a power strip, not to exceed 30 days

**Question 13: When ordering chemicals it is best to:**

- a. buy large quantities so that you get the best price
- b. look for less toxic alternatives before ordering and order the minimum quantity needed
- c. always buy the extra-strength, concentrated, industrial version
- d. buy the newest product available from a local contracted source

**Question 14: If you see blood or other bodily fluids you should report the incident to your supervisor.**

- a. true
- b. false

**Question 15: Upon hearing an evacuation alarm (or signal) you should:**

- a. immediately leave the building and report to your rally point
- b. wait for further evacuation instructions
- c. investigate the source of the alarm
- d. all of the above

**Question 16: If asked to sign for a package containing hazardous chemicals or a diamond shaped label on it, you should:**

- a. store the package in your office
- b. place the package in the corner of the hallway so no one trips over it
- c. take the package to a public area in your department where it can be monitored
- d. examine it for leaks and put it in an appropriate hazardous material storage area

**Question 17: All of the following are hazardous waste EXCEPT:**

- a. mercury thermometers
- b. lead-acid batteries
- c. fluorescent bulbs
- d. toner cartridges

**Question 18: Which of the following is not a "route of entry" for chemicals into your body?**

- a. ingesting
- b. absorbing
- c. inhaling
- d. poisoning

**Question 19: The sign or label that indicates the highest level of concern is?**

- a. red-danger
- b. yellow-caution
- c. blue-notice
- d. orange-warning

**Question 20: Which of the following might be considered an ergonomic concern?**

- a. Poorly designed handtools
- b. Working in an awkward position
- c. Working a limb forcefully or repeatedly
- d. All of the above

---

**Please print if you need documentation.**

