Maintain Healthy, Safe and Secure Working Environment

1. What is the main purpose of first aid?
A) To provide immediate help to an injured person
B) To replace all medical treatment
C) To prevent people from working
D) To conduct a medical examination
2. What does PPE stand for?
A) Personal Prevention Exercise
B) Personal Protective Equipment
C) Public Protection Environment
D) Personal Protection Energy
3. Which is India's single emergency response number?
A) 1000
B) 112
C) 123
D) 200
4. Which problem can result from poor sitting posture?
A) Back pain
B) Improved eyesight
C) Better hearing
D) Stronger muscles automatically
5. Why is cleanliness important in the workplace?
A) It increases hazards
B) It helps prevent illness and accidents
C) It blocks airflow
D) It increases waste
6. Where should a computer monitor generally be positioned?
A) At a comfortable viewing distance, with the top at or around eye level
B) Directly on the floor
C) Behind the user
D) Extremely close to the eyes
7. What should you do during an evacuation?
A) Return to collect your bag
B) Use the lift during a fire
C) Follow marked exits calmly
D) Push other people
8. Which practice helps maintain safe drinking water?
A) Storing water in clean, covered containers
B) Using dirty containers
C) Leaving water exposed to contamination
D) Adding unknown chemicals
9. What is the purpose of a workplace safety policy?
A) To explain safety rules and responsibilities
B) To increase workplace hazards
C) To prevent reporting accidents
D) To remove emergency procedures

10. What should you do if a person receives an electric shock?
A) Touch them immediately
B) Pour water on them
C) Switch off the power if safe and call for help
D) Pull them away with bare hands
11. Which of these is a natural disaster?
A) Earthquake
B) Paper cut
C) Typing error
D) Broken pencil
12. What is the purpose of an emergency assembly point?
A) To store office furniture
B) To gather safely after evacuation
C) To repair electrical equipment
D) To hold computer classes
13. Which of the following is a safe office practice?
A) Overloading electrical sockets
B) Leaving cables across walkways
C) Keeping walkways clear
D) Blocking fire exits
14. Which is an example of a fire safety device?
A) Fire extinguisher
B) Paper shredder
C) Stapler
D) Printer
15. How can you reduce eye strain while using a computer?
A) Work in complete darkness
B) Take regular eye breaks and adjust the screen
C) Keep the screen extremely close
D) Avoid blinking
16. What should you do when you notice an emergency?
A) Panic
B) Ignore it
C) Alert others and emergency services as appropriate, if safe
D) Return to your desk
17. What is the purpose of air and water quality monitoring?
A) To identify contamination and health risks
B) To increase pollution
C) To make the workplace noisier
D) To reduce cleanliness
18. Which of the following is a common cause of workplace accidents?
A) Proper training
B) Clear walkways
C) Unsafe working conditions
D) Regular maintenance
19. What does a clean and organized workplace help reduce?
A) Safety awareness

B) Accidents and health risks
C) Proper ventilation
D) Employee awareness

Very Short Questions

1. What is workplace safety?
Answer: Workplace safety means protecting employees from accidents, injuries and health hazards at the workplace.

2. What is first aid?
Answer: First aid is the immediate help given to an injured or sick person before professional medical treatment.

3. What is an accident?
Answer: An accident is an unexpected event that causes injury, damage or loss.

4. Why is cleanliness important at the workplace?
Answer: Cleanliness helps prevent diseases, reduces accidents and provides a healthy working environment.

5. What is air quality monitoring?
Answer: Air quality monitoring is the process of checking the air for pollutants and harmful substances.

6. What is water quality monitoring?
Answer: Water quality monitoring is the process of checking water to ensure it is clean and safe for use.

7. What is PPE?
Answer: PPE stands for Personal Protective Equipment. It protects workers from workplace hazards.

Short Questions

1. Explain any three safety rules at the workplace.
Answer:

1. Keep the workplace clean and dry to prevent accidents.
2. Do not touch damaged electrical wires or equipment.
3. Keep emergency exits clear and follow safety instructions.

2. Explain any three types of workplace hazards.
Answer:

1. Physical hazards: Slippery floors, excessive noise and poor lighting.
2. Chemical hazards: Harmful gases and dangerous chemicals.
3. Electrical hazards: Damaged wires and faulty electrical equipment.

3. Write three ways to prevent accidents at the workplace.
Answer:

1. Keep floors clean and free from obstacles.
2. Use electrical equipment carefully.
3. Follow safety rules and wear protective equipment when required.

4. Write any three health problems caused by prolonged computer use.
Answer:

1. **Eye strain:** Continuous screen use can cause tired or dry eyes.
2. **Back pain:** Poor sitting posture may cause back pain.
3. **Wrist pain:** Repeated keyboard and mouse use may cause wrist problems.

5. Explain three important steps during a fire emergency.

Answer:

1. Raise the fire alarm and inform others.
2. Use the nearest safe emergency exit instead of the lift.
3. Move to the assembly point and follow instructions.

6. Write three ways to maintain cleanliness at the workplace.

Answer:

1. Clean desks, floors and equipment regularly.
2. Dispose of waste in proper dustbins.
3. Keep toilets and drinking-water areas clean.

7. Explain the importance of first aid.

Answer:

1. It provides immediate care to an injured person.
2. It prevents injuries from becoming more serious.
3. It may save lives before medical help arrives.

8. Write three safety tips while working on a computer.

Answer:

1. Sit straight with proper back support.
2. Keep the monitor at a comfortable distance and height.
3. Take regular short breaks to reduce eye strain and tiredness.

9. Write any three causes of workplace accidents.

Answer:

1. Wet and slippery floors.
2. Faulty electrical equipment.
3. Carelessness and failure to follow safety rules.

Long Questions

1. Explain five important health and safety rules at the workplace.

Answer:

1. **Cleanliness:** Keep the workplace clean to prevent accidents and diseases.
2. **Electrical safety:** Avoid using damaged wires and faulty equipment.
3. **Fire safety:** Know the location of fire extinguishers and emergency exits.
4. **First aid:** Keep a first-aid kit available for emergencies.
5. **Proper training:** Employees should follow safety rules and emergency procedures.

2. Explain five ways to maintain a healthy computer workplace.

Answer:

1. **Correct posture:** Sit straight with proper back support.
2. **Monitor position:** Keep the screen at a comfortable viewing distance.
3. **Proper lighting:** Use suitable lighting to reduce eye strain.
4. **Regular breaks:** Take short breaks to relax the eyes and muscles.
5. **Clean environment:** Keep the computer and surrounding area clean.

3. Explain five types of workplace hazards with examples.

Answer:

1. **Physical hazards:** Noise, heat and slippery floors.
2. **Chemical hazards:** Harmful gases, cleaning chemicals and fumes.
3. **Biological hazards:** Bacteria, viruses and other microorganisms.
4. **Electrical hazards:** Electric shocks from damaged wires.
5. **Ergonomic hazards:** Poor posture and repetitive movements causing muscle pain.

4. Explain five ways to prevent workplace accidents.

Answer:

1. **Keep floors dry:** Clean spills immediately to prevent slipping.
2. **Maintain equipment:** Regularly inspect and repair damaged equipment.
3. **Use PPE:** Wear protective gloves, helmets or safety glasses when needed.
4. **Provide training:** Teach employees about workplace safety.
5. **Follow safety signs:** Obey warning signs and emergency instructions.

5. Explain five steps for handling accidents and emergencies at the workplace.

Answer:

1. **Stay calm:** Do not panic during an emergency.
2. **Assess danger:** Check whether the area is safe before approaching.
3. **Call for help:** Inform the supervisor or emergency services.
4. **Provide first aid:** Give appropriate first aid if trained and safe to do so.
5. **Report the accident:** Inform the responsible person and follow workplace procedures.