

# SAFETY TEST CONTENT

## Critical Work Function: Maintain a Safe and Productive Work Area.

<b>Key Activities</b> <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	<b>Performance Indicators</b> <i>Performance Indicators correlate to the key activities. The performance indicators provide information on how to determine when someone is performing each key activity competently.</i>
Perform environmental and safety inspections.	Potential hazards in the work are identified, reported, monitored. Corrective action is taken to correct potential hazards. Health, safety, and environmental documentation and policies are thoroughly and regularly reviewed. Inspections meet all relevant health, safety and environmental laws and regulations. Inspections are done according to company schedule and procedures. Inspections are documented. Inspection records are stored correctly.
Perform emergency drills and participate in emergency response teams.	Training and certification on relevant emergency and first aid procedures is complete and up-to-date. Emergency response complies with company and regulatory policies and procedures. Emergency drills and incidents are documented promptly according to company and regulatory procedures.
Identify unsafe conditions and take corrective action.	Conditions that present a threat to health, safety and the environment are identified, reported and documented properly. Correction actions are identified. Appropriate parties are consulted about corrective actions. Corrective actions are taken promptly according to company procedures. Ongoing safety concerns are tracked and reported until corrective action is taken.
Provide safety orientation for other employees.	Orientation covers all topics and procedures needed to facilitate employee safety. Orientation makes clear the need and processes for employees to raise safety concerns, ask questions, and receive additional training. Orientation is documented according to company requirements. Orientation meets all relevant laws, policies, and regulations. Safety training is delivered regularly.

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## Critical Work Function: Communicate with Co-Workers and/or External Customers to Ensure Production Meets Business Requirements

<b>Key Activities</b> <i>Key Activities are the duties and tasks involved in carrying out a critical work function.</i>	<b>Performance Indicators</b> <i>Performance Indicators correlate to the key activities. The performance indicators provide information on how to determine when someone is performing each key activity competently.</i>
Communicate safety, training and job-specific needs.	Communication is sufficient to ensure that safety issues are understood and safety practices used. On-the-job issues and concerns are discussed and quickly resolved. Current and future training issues are identified in a timely way. Communication demonstrates knowledge of customer and business needs. Communication is clear and relevant to the situation. Communication is made in a timely and accurate manner to the correct parties. Issues are evaluated, tracked and reported back to original communicator. Communications are tracked and documented, as appropriate.
Communicate material specifications and delivery schedules.	Communication reflects knowledge of material specifications. Delivery schedules are clearly communicated. Communication demonstrates knowledge of customer and business needs. Communication is clear and relevant to material and delivery issues. Communication is made in a timely and accurate manner to the correct parties. Material and delivery issues are evaluated, tracked and reported back to original communicator. Communications are tracked and documented, as appropriate.
Communicate quality requirements, issues and training.	Communication reflects knowledge of quality requirements. Quality issues are raised in a timely way. Quality issues are addressed in a timely way. Communication demonstrates knowledge of customer and business needs. Communication is clear and relevant to quality. Communication is made in a timely and accurate manner to the correct parties. Quality issues are recorded, tracked and reported back to original communicator. Communications are tracked and documented, as appropriate.
Communicate production requirements and product specifications.	Communication reflects knowledge of production requirements, levels, and product specifications. Communication is initiated cross-functionally as required to meet production requirements, product specifications, or other customer or business needs. All parties are notified of production issues and problems in a timely way. Communication demonstrates knowledge of customer and business needs. Communication is clear and relevant to production and products. Issues are evaluated, tracked and reported back to original communicator. Communications are tracked and documented, as appropriate.

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## Critical Work Function: Ensure Safe Use of Equipment in the Workplace

<b>Key Activities</b> <b>Key Activities</b> are the duties and tasks involved in carrying out a critical work function.	<b>Performance Indicators</b> <b>Performance Indicators</b> correlate to the key activities. The performance indicators provide information on how to determine when someone is performing each key activity competently.
Train others to use equipment safely.	New operators are given a complete orientation to the equipment. All important information regarding equipment safety is communicated clearly and effectively. Maintenance workers obtain certification to train others in technical skills and knowledge, where applicable. Suggestions regarding training materials and content are made to correct parties. Evaluations and feedback are utilized to improve training materials and methods. During training, trainee has the correct tools to do the job. Post-training evaluation indicates that workers can operate equipment safely. Training and facilitation techniques used are appropriate for the audience. Quality and effectiveness of training are documented appropriately.
Suggest process and procedures that support safety and effectiveness of work environment.	Health and safety representatives are consulted in the development of suggestions. Operator feedback is solicited and used in suggestions on how to create a safer, more effective work environment. Suggestions are made to correct parties, according to company procedure. Suggestions are properly documented. Content of suggestions appropriately responds to safety, quality and productivity issues.
Fulfill safety and health requirements for maintenance, installation and repair.	Communication regarding safety is made regularly to all employees. Job safety analyses are reviewed regularly according to company policy. Hazardous materials procedures and policies, such as Material Safety Data Sheets and "Right-to-Know" are accurately followed. Environmental testing of workplace is performed on a regular basis as required by company policy or regulation. Equipment is audited to ensure there are no by-passes of safety guards. All regulatory and company safety procedures are followed including lock-out and tag-out, confined space and ergonomics. Good housekeeping procedures are followed. Safety and personal protective equipment is available, performs correctly, and has current certification.
Monitor equipment and operator performance	Monitoring is performed regularly. Out-of-compliance or unsafe conditions are reported immediately. Corrective action is taken on out-of-compliance or unsafe conditions. Equipment is checked to ensure it/ is operating according to specifications. Tools are checked to ensure they are in compliance with specifications. Accident and injury data is forwarded to appropriate personnel for inclusion in OSHA recordables. Information on the equipment use is gathered from operators to reveal existing or potential

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	<p>All monitoring data is accurately documented.</p>
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