Office Safety

Use this key to check answers and read the explanations.

1. A delivery leaves boxes in a marked exit route. Where should the team arrange for the boxes to go?
   A. An approved storage spot away from the exit route
   B. Against the wall of the marked stairway
   C. In front of a second exit used less often
   D. At the exit door until the next delivery
   Correct answer: A. An approved storage spot away from the exit route
   People must be able to use the exit route when they need it. An approved storage spot keeps the boxes out of the path.

2. Which item should be reported as a trip hazard along a shared office walkway?
   A. A secured notice board above the aisle
   B. A flat floor marking that identifies the aisle
   C. A carpet edge curling up into the walkway
   D. A closed cabinet outside the aisle
   Correct answer: C. A carpet edge curling up into the walkway
   A shoe can catch on the raised carpet edge. Repairing or securing the surface removes the tripping hazard.

3. An unplugged desk fan has a cord with a split outer jacket. What should the next user do?
   A. Use it only while someone else is in the room
   B. Keep the fan out of use and report it for proper repair or replacement
   C. Move it to a different outlet to see if it runs
   D. Keep it on the desk as a spare for the next shift
   Correct answer: B. Keep the fan out of use and report it for proper repair or replacement
   Visible cord damage is a reason to remove equipment from use until it is made safe.

4. At a shared desk, the chair is set for a comfortable keyboard height, but a worker’s feet dangle. Which adjustment adds support without changing that chair height?
   A. Lean against the edge of the desk
   B. Raise the chair another notch
   C. Move the keyboard farther away
   D. Use a stable footrest
   Correct answer: D. Use a stable footrest
   A footrest provides support where the floor is too low to reach from a comfortable working height.

5. The office plan directs evacuated staff to meet at the east lot for a head count. Where should the team go after leaving the building?

A. To individual cars so the entrance stays clear
B. To the east lot so the designated person can account for them
C. To whichever nearby door looks least busy
D. Back to the workstations as soon as the alarm stops

Correct answer: B. To the east lot so the designated person can account for them
The designated assembly location lets the team complete the head count and identify anyone whose location is unknown.

6. A meeting table is moved and its power cord now runs through a walkway. Which change addresses the trip hazard at its source?

A. Set up power so the cord stays out of the walking route
B. Leave the cord in place and mention it when the meeting begins
C. Use a cord of a more noticeable color along the same route
D. Place a chair beside the cord to remind people it is there

Correct answer: A. Set up power so the cord stays out of the walking route
A setup that keeps the cord out of the walking path removes the obstruction for everyone using the room.

7. A ream of paper sits just above easy reach. An approved step stool is nearby. What is the safer way to reach the ream?

A. Stand on a stack of unopened paper boxes
B. Stand on the seat of a rolling chair
C. Step on the lowest shelf to reach the higher one
D. Use the approved step stool as directed

Correct answer: D. Use the approved step stool as directed
The approved stool is intended as a climbing aid. Chairs, shelving and boxes may move or fail underfoot.

8. A worker repeatedly leans forward and to the side to reach the mouse. Which change directly addresses the reach?

A. Move the mouse farther away to free desk space
B. Raise the monitor while leaving the mouse in place
C. Move the mouse close to the keyboard where it is easy to use
D. Switch the colors used on the computer screen

Correct answer: C. Move the mouse close to the keyboard where it is easy to use
Keeping a frequently used control within easy reach helps the worker avoid repeated awkward reaching.

9. A visitor stumbles over a loose threshold strip and catches themself. Why is the incident worth reporting even though the visitor was unhurt?

A. The report gives the team a chance to find and fix what could injure someone later
B. The report establishes that the entrance is safe for visitors
C. Only reports that involve an injury can identify a hazard
D. The report replaces the need to inspect the threshold

Correct answer: A. The report gives the team a chance to find and fix what could injure someone later
A close call reveals an opportunity to remove a hazard before an injury occurs.

10. A walk-through shows most staff know only the main exit. Which follow-up helps staff prepare to follow the current evacuation plan if the main route is blocked?

A. Post the street address without reviewing routes
B. Tell staff to look for a shortcut when an alarm sounds
C. Rely on the main exit while its sign is visible
D. Review the designated alternate exit shown on the office plan

Correct answer: D. Review the designated alternate exit shown on the office plan
Reviewing designated alternate routes in advance helps people follow the site’s plan when the usual route is unavailable.

11. A leak wets a corridor and staff can’t fix it immediately. Facilities is on the way and an alternate route is open. What should the office arrange in the meantime?

A. Ask people to use the dry edge until the leak stops
B. Keep the corridor open and mention the leak at the next daily meeting
C. Keep people out of the affected stretch and direct them to the open route
D. Reopen the entire corridor as soon as someone calls facilities

Correct answer: C. Keep people out of the affected stretch and direct them to the open route
When the hazard can’t be corrected immediately, guarding it keeps people from using the unsafe surface until it is corrected.

12. At the assembly point, the host notices a visitor is absent from the head count. What should the host do under the evacuation plan?

A. Return to the building to check the meeting room alone
B. Tell the designated person the visitor’s name and last known location
C. Mark the visitor present because they were seen that morning
D. Wait until the group goes back inside before reporting it

Correct answer: B. Tell the designated person the visitor’s name and last known location
Reporting the name and last known location helps the person coordinating the response account for the visitor.

13. Staff mop up the same wet patch each morning. They find a leaking water dispenser nearby. Which next step addresses the recurring hazard?

A. Move the wet floor sign to the entrance and keep the route open
B. Add the spill to the cleaning schedule without checking the dispenser
C. Ask the team to avoid that spot whenever the floor looks shiny
D. Arrange to repair the leak and keep the walking surface safe until the repair is done

Correct answer: D. Arrange to repair the leak and keep the walking surface safe until the repair is done

Correcting the leak prevents the wet patch from returning. The old spill still needs to be managed until the source is fixed.

14. After a move, staff know where the new exit is, but three guests followed a sign pointing toward the old route. Which corrective action addresses the guests' problem?

A. Update the obsolete sign and verify the route is clear from a visitor's starting point
B. Repeat a staff training session without changing the sign
C. Tell meeting hosts to print more copies of the old floor plan
D. Use the old sign until the next scheduled office move

Correct answer: A. Update the obsolete sign and verify the route is clear from a visitor's starting point

A sign that directs guests to an obsolete route can mislead them even when the staff know where to go. Updating it and checking the route address that source of confusion.

15. A review found that a service cart blocked an exit route during a regular afternoon delivery. The office moves the cart's storage spot. Which check best tests whether the correction is working?

A. Ask whether the new storage spot looks better on the floor plan
B. Take one photo of the empty route before the office opens
C. Observe the route during several normal afternoon deliveries and check that it remains clear
D. Count how many people received the relocation email

Correct answer: C. Observe the route during several normal afternoon deliveries and check that it remains clear

The check observes the exact activity that led to the obstruction. A clear route before deliveries start does not show whether the change holds during the work.