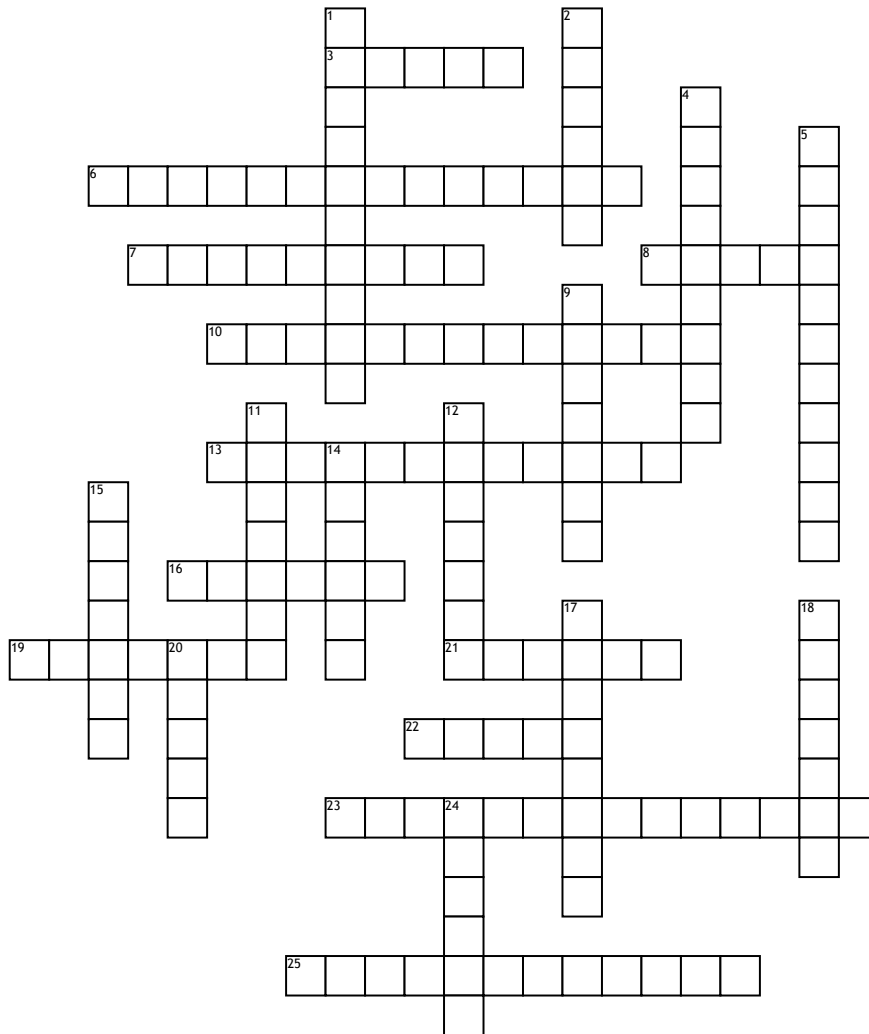


Name: _____

ADMIN SAFETY CHALLENGE



Across

- 3. Any hazards will create this when not eliminated.
- 6. This form must always be filled out when there is any injury in the workplace
- 7. One of the hazards when working in an office environment is _____ hazards.
- 8. Place where you manufacture toilet paper, napkins, paper towel.
- 10. Loose lying cables can cause: tripping, _____ and damage to equipment.
- 13. There are many hazards in an office such as incorrect workstation set-up, poor lighting, poor layout of furniture and equipment , poor _____ etc...
- 16. Hand protection needed when working with food, chemicals etc.
- 19. Head protection

- 21. Minor injury that could result from picking up heavy boxes
 - 22. Do not _____ fire escape passageways and fire fighting equipments.
 - 23. All _____ must be placed on sturdy wooden pallets and stored individually.
 - 25. During what time can an inspector enter a workplace?
- Down**
- 1. _____ is matching the job to the worker.
 - 2. The OSH Act 2004 makes it clear that everyone involved in the workplace has a responsibility to prevent _____.
 - 4. If a severe injury occurs then call the _____.
 - 5. Where staff meet when we have to evacuate the building

- 9. Some of the leading type of disabling office accidents are: falls and slips, _____ and over-exertion, struck by or striking or caught against an object.
- 11. This must be done to ensure employee safety when cleaning or repairing a piece of equipment
- 12. A biological hazard often found in hospitals
- 14. What does the S stand for in HSE?
- 15. Spilled liquids create _____ and need to be cleaned up/or identified immediately.
- 17. A disorder you get from sitting too long in an office
- 18. What you wear to protect your eyes from chemicals?
- 20. Store _____ items in lower drawers or on lower shelves.
- 24. All areas of the store are clear and free of _____.

Word Bank

- | | | | | |
|---------------|-----------------|---------------|-----------|-----------------|
| risks | injury | muster point | gloves | sprain |
| housekeeping | plant | electrocution | ambulance | cardboard boxes |
| hazards | ergonomics | backpain | equipment | strains |
| working hours | incident report | goggles | hardhat | needles |
| Safety | block | heavy | debris | lockout |