

## **RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace**

**Paper Number: Specimen**

**IMPORTANT – READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

- 1. This paper and your answer sheet must be left on your desk at the end of the examination**
- 2. You should enter your answers on the accompanying answer sheet**
- 3. Each question has only ONE correct answer**
- 4. You are allowed 90 minutes to complete the examination**
- 5. This exam paper consists of 45 questions**
- 6. You should answer all of the questions**
- 7. The Pass mark for this paper is 30/45**
- 8. The examination consists of TWO sections**
- 9. Your details and selected answers must be marked on the separate answer sheet provided with this paper**

## SECTION ONE

This section consists of 35 multiple-choice questions. You should answer every question.

- 1 Before allowing a member of staff to work outside with a ladder, a supervisor should first make sure that the:**

  - A work was planned properly
  - B ladder is CE marked
  - C employee is wearing a safety helmet
  - D work cannot be done without a ladder
  
- 2 The temperature of an office should legally be at least:**

  - A 10°C
  - B 12°C
  - C 14°C
  - D 16°C
  
- 3 If employees are convicted by a court of breaking the Health and Safety at Work etc. Act the court can:**

  - A sack them
  - B order retraining
  - C impose a fine
  - D order them to pay compensation
  
- 4 Which ONE of the following must exist for a prohibition notice to be issued?**

  - A a serious accident
  - B a serious breach of the law
  - C a serious failure of supervision
  - D a risk of serious injury
  
- 5 An inspector has the power to do all of the following, APART from:**

  - A make forcible entry into premises
  - B disable machinery
  - C give verbal advice
  - D interview members of staff
  
- 6 One of the specific responsibilities of employers for health and safety is to provide:**

  - A facilities for making hot drinks
  - B drinking water
  - C laundry facilities for work clothing
  - D liquid soap in the toilets
  
- 7 Every employee's legal responsibility is to:**

  - A take reasonable care for the health and safety of themselves and others affected by their actions
  - B carry out risk assessments for all activities they carry out regularly in their workplace
  - C regularly check the activities of other members of staff to ensure they are following good health and safety practices
  - D provide themselves with any suitable protective equipment which has been required by a risk assessment

- 8 Before awarding a contract, the suitability of the contractor should be assessed by all of the following APART from:**
- A asking the contractor to supply a method statement
  - B asking to see the contractor's insurance cover and agree safe systems of work
  - C examine the contractor's risk assessment and management systems
  - D checking that the contractor is working in accordance with an agreed method statement
- 9 Health and Safety Management Systems require all of the following EXCEPT:**
- A a competent Health and Safety person
  - B organisation, planning, monitoring, review and audit
  - C a comprehensive accident reporting system
  - D approval by enforcement officers
- 10 One of the intended outcomes of a safety management system is:**
- A higher insurance premiums
  - B less productive workforce
  - C better control of costs
  - D less chance of prosecution
- 11 A key element of health and safety management is:**
- A cost control
  - B personal protective equipment
  - C planning
  - D time management
- 12 Which ONE of the following best describes when employers should provide Health and Safety training?**
- A when first starting work and, when the job changes
  - B on initial induction, and throughout the first month
  - C only when the job or equipment changes
  - D without fail on a monthly basis
- 13 What training should an employer provide for the first day at work of a new member of staff?**
- A induction training
  - B first aid training
  - C fork lift training
  - D fire extinguisher training
- 14 The main purpose of H&S training of workers is to:**
- A improve morale
  - B protect people
  - C improve productivity
  - D increase their usefulness
- 15 Lifting Operations and Lifting Equipment Regulations require that:**
- A all equipment is inspected every 12 months for safety issues
  - B people should never be carried in a goods lift
  - C information about the safe working load for the equipment is kept with the machinery
  - D planning of lifting is not required if the load is within safety limits

- 16 Visitors to a factory should be given suitable health and safety information when:**
- A they are going into a production area
  - B they have never been in a factory before
  - C they report to reception
  - D fire alarms will be tested that day
- 17 A safety sign warning of a hazard is:**
- A circular with a red background
  - B circular with a blue background
  - C triangular with a yellow background
  - D triangular with a red background
- 18 'Wet floor' signs should be used:**
- A at the start of the working day
  - B if there has been a spillage of liquid
  - C only if the floors have been washed
  - D if there is heavy rain
- 19 The most likely hazard due to a conveyor belt is:**
- A contact
  - B entrapment
  - C ejection
  - D entanglement
- 20 The main fire hazard in a woodwork shop is:**
- A the build-up of wood shavings
  - B absence of a fire alarm system
  - C lack of smoke detectors
  - D incorrect fire extinguishers
- 21 In order to reduce eye strain when using Display Screen Equipment:**
- A the screen should be a suitable distance from the user
  - B the screen should be anti-glare
  - C seating at the work station should be adjustable
  - D the office should be air-conditioned
- 22 In the hierarchy of control what is normally regarded as a last resort?**
- A use of personal protective equipment
  - B substitution for a less hazardous material
  - C avoiding use of the material
  - D specialist training for staff
- 23 Local exhaust ventilation:**
- A introduces filtered air into the work place
  - B makes sure all doors and windows are open
  - C consists of a hood, filter and fan
  - D consists of a pump, gas mask and air-hose
- 24 Which one of the following is a legal requirement for all employers to provide in the work place?**
- A written risk assessments
  - B suitably sized canteen
  - C reasonably cool temperature
  - D safe system(s) of work

- 25 Who should be involved in a risk assessment?**  
A all of the workforce  
B only the directors  
C those directly involved  
D only safety representatives
- 26 The main purpose of a risk assessment is to:**  
A comply with the legislation  
B reduce the likelihood of accidents  
C make sure that the paper work is in order  
D reduce insurance costs
- 27 Which of the following is part of the process for monitoring health and safety?**  
A putting up warning signs  
B a risk assessment programme  
C a review of the management system  
D systematic planned inspection
- 28 The chief aim of accident investigation is to:**  
A reduce compensation payments  
B prevent accidents happening again  
C speed up insurance claims  
D assist disciplinary proceedings
- 29 For which ONE of the following jobs is health surveillance most likely to be used?**  
A fork lift truck driver  
B brick layer  
C coal miner  
D computer operator
- 30 How could a supervisor best make sure that risk assessments are being followed?**  
A ask the safety committee  
B closely observe working methods  
C monitor accident records  
D ask the HSE Inspector
- 31 To make sure that electrical work is carried out safely, the Electricity at Work Regulations state:**  
A electrical equipment should be subject to regular safety inspections  
B employees should be stopped from carrying out hazardous electrical operations  
C the amount of electricity that may be used at any one time in a given area  
D electrical equipment should be replaced every 12 months
- 32 Health and safety monitoring has identified the following faults, which of these should be dealt with first?**  
A fire extinguishers have not been examined for a year  
B a fuse box is hot to the touch  
C a floor has become uneven  
D staff training needs updating

- 33 There is a legal requirement to report to the authorities:**
- A** all accidents
  - B** all accidents and near misses
  - C** all accidents resulting in a major injury
  - D** all accidents resulting in time off work
- 34 A significant annual increase of accidents and incidents over previous years is most likely because:**
- A** the company is just having a run of bad luck
  - B** workers are becoming careless
  - C** there are teething troubles with a new production line
  - D** controls may not be adequate
- 35 The main reason for using risk assessments in an accident investigation is:**
- A** to make sure all risks were covered before the accident happened
  - B** to establish who is to blame for the accident
  - C** so a report about the accident can be sent to the insurer
  - D** to check if all appropriate steps were taken to try to avoid the accident

## SECTION TWO

This section (questions 36-45) consists of two scenarios. Each scenario has five questions.

Scenario One:

The Best Pub and Club Supply Company has a large warehouse and offices.

The company employs over 20 staff in the office, warehouse and as delivery drivers. They supply pubs and restaurants with all their needs and have a variety of fork lift trucks and ladders in the warehouse. Half of the warehouse is fitted with fixed racking and they have a drive in delivery bay.

A Local Authority enforcement officer arrives to carry out a routine health and safety inspection and is concerned about the movement of fork lift trucks, vehicles and pedestrians in the loading bay area of the warehouse.

- 36 Which of the following is the best way of controlling the risk of injury from vehicles or forklift trucks?**
- A provide well marked and protected pedestrian walk ways
  - B reduce the number of fork lift trucks in operation in the warehouse speed that fork lift trucks can travel at
  - C make sure that all fork lift truck and vehicle drivers are regularly tested
  - D train staff to look out for vehicles in the loading bay
- 37 The company provides COSHH Data Sheets to all the customers that it supplies chemicals to, and has been asked by some customers to provide COSHH assessments. The company decides not to do this because:**
- A it has no legal obligation to carry out COSHH assessments
  - B the company has no control over how the chemicals are used
  - C the company has no one available to carry out assessments
  - D the undertaking of such work would be too expensive
- 38 The inspector is of the opinion that the workplace is too noisy and that this is a possible risk to health. Which of the following would be the best way for the manager and supervisor to start to deal with problems due to noise?**
- A carry out a noise survey of the factory
  - B carry out noisiest activities before staff arrive for work
  - C provide all staff with ear protection
  - D line the warehouse walls with sound absorbing material
- 39 What should the supervisor do to monitor the safe use of step ladders?**
- A create a ladder check-list and ask staff to complete
  - B observe staff using the ladders whenever possible
  - C obtain statistics from accident records
  - D train staff in the safe use of ladders
- 40 The supervisor is asked to develop a training programme for manual handling. The first thing that should be covered is:**
- A structure and function of the back
  - B the use and care of mechanical aids
  - C importance of body shape and size
  - D correct manual handling techniques

Scenario Two:

A construction company has a depot where twenty people are employed in the office and three people in a small joinery shop attached to the rear of the office. The company is changing its business which will result in a large expansion of the joinery shop. More workers will be employed and additional machinery installed. When the changes are complete there will be 20 people employed in the office and forty in the joinery shop, which will make wooden door and window frames.

- 41 Regulations dealing with work equipment (PUWER) apply to:**
- A the office only
  - B the joinery shop only
  - C both the office and joinery shop
  - D neither the office nor joinery shop
- 42 How can the company make sure that the extra joinery shop staff can do their jobs safely?**
- A only recruit staff who have previously worked in a joinery shop
  - B give all new staff a basic induction course
  - C give them a joinery task and see how well they do it
  - D employ an experienced instructor to deliver training
- 43 The main hazard of using the joinery equipment is likely to be:**
- A entanglement
  - B impact
  - C cutting
  - D crushing
- 44 Which is the best way of reducing the risk of a fire starting in the joinery shop?**
- A a fire alarm system with smoke detection
  - B installation of a sprinkler system
  - C regular clearance of wood shavings and sawdust
  - D provision of portable fire extinguishers
- 45 Monitoring of health and safety standards is needed because:**
- A the joinery shop is a more dangerous place to work than the office
  - B the number of people working in the joinery will be increased substantially
  - C it is an important part of measuring the company's health and safety performance
  - D the enforcement officer will expect it to be done before the next visit