

Test Administration Instructions



SAFETY EXCELLENCE INITIATIVE

How to Administer Tests to Trainees

In this document, you will find a 20-question multiple-choice test that corresponds with a particular MCAA Safety Training Video.

1. Ensure that you have the test that corresponds with the planned video training.
2. Make one copy of the test for each trainee.
3. Give one test to each trainee. Remind them to put their name on each page of their copy in case pages become separated.
4. Collect all test papers after they are completed.
5. Grade the tests using the answer keys provided in the "Answer Keys" document at www.mcaa.org/private/videos.
6. Return the graded test papers to each trainee. Make sure they understand the correct answers to all of the test questions they answered incorrectly.
7. Collect **ALL** of the test papers and place them in a secure file.
8. Keep the completed test papers with your documentation for this video to show proof of worker training.

Controlling Energy Sources: Lockout/Tagout and Other Precautions Test



SAFETY EXCELLENCE INITIATIVE

Name: _____

Directions – Circle the letter corresponding to the best answer for each question.

1. Some types of tools and equipment can be hazardous even when they're _____.
 - a. carefully inspected.
 - b. shut down or turned off.
 - c. brand new.
 - d. discarded.

2. One potential stored energy hazard involves _____.
 - a. gravity.
 - b. welding sparks.
 - c. wire rope not under tension.
 - d. all of the above.

3. Another type of stored energy hazard involves _____.
 - a. sparks or flames.
 - b. steam lines and boilers.
 - c. stored rigging equipment.
 - d. all of the above.

4. Electrical energy hazards in our industry include _____.
 - a. stored electricity.
 - b. electrical equipment being turned on unexpectedly.
 - c. electrical tools becoming energized.
 - d. both a and b.

5. Once the electrical power to an HVAC unit is shut off _____.
 - a. there is no longer an electrical hazard.
 - b. there may still be stored electricity in the unit.
 - c. there is no hazard as long as it is locked out.
 - d. personal protective equipment is no longer needed.

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6. A load of pipe stacked on a flatbed truck is what type of potential energy hazard?
 - a. mechanical
 - b. pressure
 - c. friction
 - d. all of the above
7. Some of the high pressure hazards in our industry involve _____.
 - a. pneumatic tools.
 - b. pressure testing piping systems.
 - c. gas cylinders.
 - d. all of the above.
8. Controlling energy hazards involves _____.
 - a. identifying the hazards.
 - b. using safe work practices.
 - c. lockout/tagout.
 - d. all of the above.
9. The primary purpose of lockout/tagout is to _____.
 - a. inform other workers that you are working in the area.
 - b. prevent the accidental release of energy from tools or equipment.
 - c. keep other trades from using your company's equipment.
 - d. all of the above.
10. When practicing lockout/tagout procedures, tags should be used by themselves _____.
 - a. only when the hazard is electrical.
 - b. only when it is impossible to use a lockout device.
 - c. in place of locks.
 - d. a and b.
11. The primary purpose of a lockout device is to _____.
 - a. physically prevent tools and equipment from becoming energized.
 - b. warn others that work is being done on the tools or equipment.
 - c. prevent vandalism on the tools or equipment.
 - d. a and c.

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12. Locks used for lockout procedures should be _____
- a. brass.
 - b. case hardened.
 - c. weatherproof.
 - d. the combination type.
13. Hazardous mechanical energy can be generated from _____
- a. operational steam lines.
 - b. objects such as metal bands under tension.
 - c. electrical current from mechanical units.
 - d. stored pressure in a compressor.
14. Many times _____ devices can prevent injuries from mechanical energy sources.
- a. blocking
 - b. restraining
 - c. guarding
 - d. limiting
15. Some types of equipment associated with hydraulic energy hazards are _____
- a. Roust-a-bouts.
 - b. cable hoists.
 - c. many types of jacks.
 - d. ratchet-type hoisting devices.
16. After shutting off the power to an HVAC unit the _____ may still be energized and therefore hazardous.
- a. motor
 - b. switch
 - c. fan
 - d. capacitors

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17. Before working on an HVAC unit that doesn't have to be energized during repairs, _____
- a. shut off the power first, test it to ensure it's not energized, and then lock it out.
 - b. shut off the power first, tag it out, and then test it to ensure it's not energized.
 - c. shut off power first, lock it out, and then test it to ensure it's not energized.
 - d. lockout the unit first, shut off the power, and then test it to ensure it's not energized.
18. Before breaking into an operational steam line _____
- a. shut off the valve first, and then bleed the line.
 - b. lockout the valve first, and then bleed the line.
 - c. shut off the valve first, attach a tagout device, and then bleed the line.
 - d. shut off the valve first, lock it out, and then bleed the line.
19. Pneumatic tools can store hazardous energy _____
- a. in the hose.
 - b. in the tool itself.
 - c. in the air compressor.
 - d. all of the above.
20. Before disconnecting a pneumatic tool from the hose _____
- a. lock it out.
 - b. tag it out.
 - c. shut off the compressor and bleed the line.
 - d. shut off the compressor and disconnect the hose from it.