Test Administration Instructions

Mechanical Contractors Association MCAA of America

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.

From Start to Finish: Mechanical Service Safety Test

Mechanical Contractors Association MCAA of America

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Name: _____

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

1. Before you start out to the first jobsite, carefully consider what _____ you'll need to perform each of the day's jobs safely.
   a. tools
   b. materials
   c. personal protective equipment
   d. all of the above

2. Whether you are the driver or a passenger, always wear your _____ regardless of how short or long the distance is that you have to travel.
   a. sunglasses
   b. seatbelt
   c. driving gloves
   d. driving glasses

3. Always pre-program _____ before you start to drive.
   a. radio stations
   b. frequently used cell phone numbers
   c. emergency police and rescue phone numbers
   d. a and b

4. Whenever possible, park your vehicle so that _____
   a. you won't have to back up when you leave.
   b. you won't have to walk far to your work area.
   c. the rear door is closest to the curb.
   d. materials and equipment can be easily accessed.

5. When road conditions are good, allow at least _____ seconds between your service van and the vehicle in front of it.
   a. 2
   b. 3
   c. 4
   d. 5

More…

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6. Increase the minimum safe distance between your service vehicle and the vehicle in front of it whenever
   a. your ladder extends out beyond the end of the hood.
   b. you have a full, heavy load of equipment.
   c. someone is tailgating you.
   d. all of the above.

7. Never _____ any further than you absolutely have to when operating a service vehicle.
   a. back up
   b. turn
   c. drive
   d. move forward

8. Try to avoid _____ when driving.
   a. eating
   b. using a cell phone
   c. smoking
   d. listening to the radio

9. When traveling 75 mph in a 65 mph zone, you'll save less than _____ over ten miles.
   a. 30 seconds
   b. 1 minute
   c. 3 minutes
   d. 5 minutes

10. One of the most common mechanical service vehicle accidents is
    a. crashing into the vehicle in front while tailgating.
    b. crashing into another vehicle while spinning out on wet or icy roads.
    c. materials or equipment striking another vehicle after flying off a ladder rack.
    d. striking another vehicle while crossing the center line.

11. As soon as you arrive on the jobsite, you should always
    a. inspect the equipment you'll use on that job.
    b. unload the ladder.
    c. check in with the dispatcher, supervisor or building manager.
    d. all of the above.

More…

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12. When climbing up or down a ladder, always maintain
    a. at least a two point contact with the ladder.
    b. at least a three point contact with the ladder.
    c. at least one hand and two feet or two hands and one foot on the ladder.
    d. b and c.

13. One of the most common causes of falls from a ladder in mechanical service is
    a. reaching out too far.
    b. ice on the ladder rungs.
    c. a defective ladder.
    d. none of the above.

14. You must use fall prevention or protection whenever you could fall _____ feet or more to a lower level.
    a. 3
    b. 4
    c. 6
    d. 10

15. When servicing rooftop units, _____ are a commonly overlooked fall hazard.
    a. skylights
    b. leading edges
    c. access hatches
    d. ladders to access tall units

16. When working on energized units with exposed live parts, the designated protection boundaries are designed to protect you from
    a. electrical shock.
    b. arc flash.
    c. electrical shock and arc flash.
    d. moving parts.

More…

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17. For qualified mechanical service technicians working on units pushing 480 volts or less _____ is the more protective of the two required protection boundaries, and therefore, the correct choice.
    a. 3 feet
    b. 4 feet
    c. 6 feet
    d. 8 feet

18. When troubleshooting units with exposed live parts pushing 480 volts or less you must wear at a minimum
    a. FR clothing, a Class E hardhat with an 8 calorie arc flash face shield, class 00 rubber gloves, leather gloves, earplugs, and safety glasses.
    b. FR clothing, a face shield, rubber gloves, earplugs and safety glasses.
    c. FR clothing, a double layer switching hood, class 0 rubber gloves, leather gloves, safety glasses and earplugs.
    d. FR clothing, a Class E hardhat with an 8 calorie arc flash face shield, class 0 rubber gloves, leather gloves, ear plugs and safety glasses.

19. If a unit pushing 480 volts or less has a built-in interlocking disconnect, you must
    a. turn off the power and lock it out before starting to work.
    b. treat the unit exactly the same way you would a unit without the interlocking disconnect.
    c. wear all of your protective equipment the whole time you are working.
    d. none of the above.

20. When working on units pushing more than 480 volts, find out from your supervisor whether you will need
    a. personal protective clothing and equipment that is more protective than that used for work on units pushing 480 volts or less.
    b. assistance from a qualified electrician.
    c. a and b.
    d. none of the above.