

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
SAFETY TEST FOR SECURITY OFFICER PROGRAM**

School: _____ Industry Sector: Public Service

Class: _____ Date: _____

Teacher: _____ Room: _____
(Please Print)

Your Name: _____ Phone: _____
(Last) (First)

Date of Birth: _____ Age: _____ Email: _____

Address: _____
(Street) (City) (Zip)

In Case of Accident, Notify: _____ Phone: _____

To the Student:

These instructions are an important part of training in the Security Officer program. All members of the class must observe safety rules and precautions. Habits of carelessness or of failure to follow these rules are sufficient cause for dismissal from the class.

All students are required to learn these safety rules as part of the Security Officer program. Additional specific safety instructions are taught in the classroom about the various operation of machines and other workplace equipment.

All students will be required to pass this safety examination with 100% accuracy and to sign the back page of this examination indicating that you have received these instructions.

This test must be on file in the school records for 5 years.

Directions: Mark "T" for true if the following statements are completely true or "F" for false if any part of the statement is untrue. The first statement will serve as an example:

- | | |
|--|-----------------------------|
| 0. Most accidents in the classroom are due to unsafe acts by people. | <u> T </u> |
| 1. All classroom injuries and accidents must be reported to the teacher immediately. | <u> </u> |
| 2. The school elevator may be used during an emergency such as fire or earthquake. | <u> </u> |
| 3. It is permissible to store heavy items on top of file cabinets and bookcases as long as nothing is stored within 18" of the sprinkler system. | <u> </u> |
| 4. Objects or materials must be passed carefully to or at another student. | <u> </u> |
| 5. You may lift or carry heavy boxes or equipment in school less than 25 lbs. using proper lifting techniques. | <u> </u> |
| 6. Any frayed cord or even the slightest shock or spark from electrical wire or connections must be reported to the instructor immediately. | <u> </u> |
| 7. When broken tools or an unsafe classroom condition are found, or a machine needs repair, it is permissible to make the needed repair and then report the condition to the instructor. | <u> </u> |

- 8. Smoking on school campus is a violation of District rules and the Health Code. _____
- 9. Hands must be dry when handling any electrical equipment. _____
- 10. All four legs/wheels of the chair must be on the floor. Tilting back can cause the loss of balance. _____

Directions: Choose the best answer from the choices (a), (b), (c) or (d) to complete each statement. Write the letter of your choice on the line provided in the right margin.

SECURITY OFFICER GENERAL SAFETY

1. If you see something in the classroom or laboratory that is dangerous, tell the teacher...

- a) When you have time
- b) At once
- c) After class
- d) After school

2. Any spill on the floor can cause an accident. Always clean it up... _____

- a) At once
- b) During clean-up time
- c) When you have time
- d) At the end of the period

3. When you work in the laboratory, long hair must be... _____

- a) Cut off
- b) Held with both hands
- c) Kept out of the way
- d) Combed nicely

4. If you are hurt (cut, burned, etc.), tell the... _____

- a) Nurse at once
- b) Teacher at once
- c) Class at once
- d) Doctor after school

5. When in the laboratory, you should wear... _____

- e) Sandals
- f) Closed-toed shoes
- g) Open-toed shoes
- h) No shoes

6. If you think there is something wrong with a piece of equipment, stop, turn it off and tell... _____

- a) The class leader
 - b) The teacher
 - c) Another student
 - d) The custodian
- _____

7. If you break a piece of glassware or other equipment, tell the teacher...
a) The next period
b) At clean-up time
c) At once
d) Never _____
8. All floors and aisles should be kept clear of...
a) Teachers and students
b) Lab equipment
c) Chemicals
d) Both b and c _____
9. If you see a fire in an apparatus, or a burning liquid, it is best to put it out with...
a) The fire blanket
b) Water from the sink
c) Your coat
d) The fire extinguisher _____
10. To put out a fire in a person's hair or clothes, use...
a) The fire blanket
b) A handy chemical
c) The wind from running
d) The fire extinguisher _____
11. The correct way to move around the laboratory is to...
a) Run
b) Walk
c) Hurry
d) Skip _____
12. Helping to clean up the laboratory or classroom is the job of...
a) New students
b) Everyone
c) Each student
d) The teacher _____
13. When you use the laboratory, you should give the procedure all of your...
a) Interest
b) Attention
c) Effort
d) All the above _____
14. Chemicals, small parts, and stirring rods are not to be...
a) Held in your hand
b) Put in your mouth
c) Put on the bench
d) Taken from boxes _____

15. You must wear your goggles in the laboratory...
- a) To improve your vision
 - b) Sometimes
 - c) To avoid myopia
 - d) When instructed to do so
-
16. Disturbing other students while they are working in the laboratory is...
- a) Helpful
 - b) Poor manners
 - c) Dangerous
 - d) The quickest way to do the job
-
17. You should prepare for each laboratory activity by reading all the instructions...
- a) After school
 - b) While you are working
 - c) Before you start
 - d) Next week
-
18. When heating substances in a test tube, be sure the open-end points toward...
- a) Yourself
 - b) No other person
 - c) Your teacher
 - d) A classmate
-
19. Never heat a test tube...
- a) In the lab
 - b) That is closed
 - c) Over a flame
 - d) All the above
-
20. To prevent accidents during laboratory activities, you should...
- a) Use short cuts
 - b) Follow directions
 - c) Hurry ahead of others
 - d) Ask someone else to do the work
-
21. Playing in the laboratory or bothering another person is...
- a) Always against the rules
 - b) Alright
 - c) Not dangerous
 - d) Alright if you are not working
-

22. Before you touch an electric plug, switch or outlet...
- a) Your hands should be dry
 - b) Ask the custodian
 - c) Your hand must be clean
 - d) Ask the nurse
-
23. To be able to put out a fire safely, you should know...
- a) How to use the extinguisher
 - b) Where the extinguisher is located
 - c) How to use a fire blanket
 - d) All the above
-
24. Laboratory aprons are for...
- a) The protection of you and your clothing
 - b) Others to put away
 - c) When you are wearing your best clothes
 - d) Wiping your hands
-
25. In case of fire in the laboratory, notify the teacher at once and then prepare to...
- a) Evacuate the building
 - b) Remove flammable materials
 - c) Open the doors
 - d) Clean the laboratory
-
26. When smelling a liquid...
- a) Inhale deeply
 - b) Use the fume hood
 - c) Waft it toward you
 - d) Pour it on the table
-
27. Make sure equipment is clean...
- a) Before you use it
 - b) After you use it
 - c) Both a and b
-
28. If you are not sure what to do...
- a) Guess
 - b) Ask the teacher
 - c) Sit quietly
 - d) Change partners
-
29. The most important thing in laboratory experiments is...
- a) Getting the answer right
 - b) Finishing first
 - c) Safety
 - d) Penmanship
-

Student

THIS IS TO CERTIFY that I have received instructions on safety precautions in my Security Officer class.

The teacher demonstrated to me how to use tools, equipment and chemicals safely and correctly. I will observe all safety precautions. If ever in doubt regarding any operations, I will obtain the necessary information from my teacher.

(Student Signature)

(Date)

Instructor

THIS IS TO CERTIFY that

(name of student)

has been given safety instructions in my class.

I demonstrated the proper use of tools, equipment and chemicals in the class and this student passed this written safety test with 100% accuracy.

(Teacher Signature)

(Date)

**SECURITY OFFICER SAFETY TEST
ANSWER KEY**

TRUE/FALSE	GENERAL		
1. T	1.	11.	21.
2. F	2.	12.	22.
3. F	3.	13.	23.
4. T	4.	14.	24.
5. T	5.	15.	25.
6. T	6.	16.	26.
7. T	7.	17.	27.
8. F	8.	18.	28.
9. T	9.	19.	29.
10. T	10.	20.	