

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

School: _____ Industry Sector: Arts, Media & Entertainment

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 Desktop Publishing 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 Desktop Publishing 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 (a), (b), or (c) choices to complete each statement. Write the letter of your choice on the line provided in the right margin.

- 11. Compasses are to be used for:
 - a) Scratching marks
 - b) Drawing circles
 - c) Opening stuck jar lids or plastic bottles

- 12. If there is a pencil, brush, paint or chalk on the floor: _____
 - a) Roll it with your foot
 - b) Crush it on the floor
 - c) Pick it up

- 13. If you spill paint, water, or other liquid on the floor: _____
 - a) Wipe it up
 - b) Pretend you did not spill it
 - c) Try not to step on it

- 14. In any type of cutting, your free hand should be kept: _____
 - a) As close to the blade as possible
 - b) Away from the direction of cutting
 - c) Under the table or desk

- 15. When a razor blade is used for cutting, it must be: _____
 - a) Attached to a proper holder
 - b) Taped, if double edged
 - c) Sharpened to a fine cutting edge

- 16. Any knife, when not in use, should be stored: _____
 - a) In your pocket
 - b) In the desk
 - c) Point down in its proper container

- 17. Used blades such as razor or x-acto should be: _____
 - a) Thrown in the trash
 - b) Put in your desk draw
 - c) Carefully wrap it so the blade is covered with masking tape before disposing

- 18. Flammable materials are: _____
 - a) Fire hazards
 - b) Harmless
 - c) Fireproof

19. When carrying, or handling sharp objects, such as pencils, compasses or knives:
- a) Walk carefully and carry them with points down
 - b) Toss them into their container from a short distance
 - c) Carry them with points up
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20. When chemicals are being used:
- a) Smell them to make sure the strength is still okay
 - b) Work in a closed room or cupboard
 - c) Use a mask and avoid inhaling the fumes
-
21. When using the paper cutter:
- a) Bring the cutting blade down as close to your fingers as possible
 - b) Use as much force as possible
 - c) Keep fingers away from the blade
-
22. Scissors or any sharp object should be passed:
- a) Points first
 - b) Handles first
 - c) Open, or in any way that they were passed to you
-
23. When using a stapler:
- a) Staple as much material as possible at one time
 - b) Keep your fingers clear of the staple
 - c) Check the working order by inserting your finger into the stapler
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24. Pieces of broken jars or glass should be:
- a) Ignored as long as you are not working near them
 - b) Swept up carefully and put in a marked container
 - c) Picked up by hand and thrown into the waste basket
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25. When using spray adhesives:
- a) Put material on the floor and spray
 - b) Put material on the wall and spray
 - c) Put material in a container such as a cardboard box before spraying
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26. If you are sensitive to the smell of art materials such as markers:
- a) Work on the window side of the room
 - b) Wear a mask to keep from breathing in fumes
 - c) Ignore it
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27. Handle paper carefully because the:
- a) Surface may be grainy
 - b) Edges can cut the skin
 - c) Color may run
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Directions: Mark "T" for true if the following statements are completely true or "F" for false if any part of the statement is untrue.

- 28. A clean, well-organized workstation will help reduce the possibility of an accident. _____
- 29. It is okay to download applications on to the computers. _____
- 30. It is okay to play audio CDs in the computers. _____
- 31. Computers should be turned off at the end of the school day. _____
- 32. You may stand on a chair when a ladder isn't available. _____
- 33. Storage cabinet doors and file cabinet drawers may be kept open. _____

Student		Instructor	
THIS IS TO CERTIFY that I have received instructions on safety precautions in my Desktop Publishing class.		THIS IS TO CERTIFY that	
The instructor demonstrated to me how to operate hand tools, machines and equipment correctly and safely. I will observe all safety precautions, and if ever in doubt regarding any operations, I will obtain the necessary information from my instructor.		_____	
		has been given safety instructions and safety demonstrations on the use of tools, machines and equipment in this shop and has passed this written safety test with 100% accuracy.	
_____	_____	_____	_____
(Student Signature)	(Date)	(Instructor Signature)	(Date)