



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. \_\_\_\_\_
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: Mark "T" for true if the following statements are completely true, "F" for false if any part of the statement is untrue.**

**CLASSROOM, LABORATORY, AND CLINICAL AREA SAFETY**

1. Using forceful hand exertions is called ergonomics. \_\_\_\_\_
2. There should always be enough light to enable you to work safely. \_\_\_\_\_
3. The section of federal government that oversees employee safety is OBRA. \_\_\_\_\_
4. You must always wear back support when lifting. \_\_\_\_\_
5. When lifting heavy objects, keep your feet close together. \_\_\_\_\_
6. Eating or drinking in the nursing lab is not allowed. \_\_\_\_\_
7. It is ok to run and play in the lab as long as no one gets hurt. \_\_\_\_\_
8. Noise and clutter is disturbing to most people. \_\_\_\_\_
9. Students are responsible for knowing and practicing fire drill procedures. \_\_\_\_\_
10. Fire extinguishers should be carried upright. \_\_\_\_\_
11. It is wise to use an elevator during a fire emergency. \_\_\_\_\_
12. You must check the MSDS before cleaning up a spill. \_\_\_\_\_
13. Shake glass thermometers away from hard objects. \_\_\_\_\_
14. Needed repairs should be reported immediately. \_\_\_\_\_
15. A TYPE A fire extinguisher will control any type of fire. \_\_\_\_\_

**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.**

17. Every student should know:
  - a. The school's fire procedures
  - b. The location of fire extinguishers
  - c. Evacuation routes from classrooms and buildings
  - d. All the above
 \_\_\_\_\_

18. Which of the following contributes to unsafe conditions in the classroom?  
a. Chemicals in locked cabinets  
b. Room temperature at 70 degrees  
c. Equipment sitting in aisles  
d. Practicing fire drills
19. One principle of good body mechanics is to:  
a. Bend from the waist when lifting  
b. Keep your feet close together when lifting  
c. Use the muscles of your arms and legs when lifting  
d. Keep the load far from your body when lifting
20. Bed cranks when not in use should be:  
a. In an upward position  
b. In the downward position  
c. In the forward position  
d. In any position as long as you are careful
21. You should not attempt to operate any bed unless:  
a. You are assisted by another student  
b. You are supervised by another student  
c. You have taken the test on bed making  
d. You have been thoroughly supervised by the instructor
22. Wheels on beds, wheelchairs, or stretchers are locked:  
a. To prevent equipment properly positioned  
b. To keep your body in alignment  
c. To prevent the person from moving about  
d. Before transferring the person
23. If you find a piece of equipment that is damaged, report it to the:  
a. Maintenance department  
b. Fire department  
c. Principal's office  
d. Instructor
24. When using electrical items, you:  
a. Should always use a three-pronged plug  
b. May touch the equipment even when you are wet  
c. Should unplug the equipment before turning it off  
d. May use water to put out an electrical fire

25. If you are shocked by electrical equipment you should:
- a. Report the shock at once
  - b. Try to see what is wrong with the equipment
  - c. Make sure it has a ground plug
  - d. Test the equipment in a different outlet
- 
26. Material safety data sheets (MSDS) are required to include information that:
- a. Explains whether you need personal protective equipment when using the product
  - b. Explains first aid measures to use if exposure occurs
  - c. Explains how to clean up and dispose of the product
  - d. All the above
- 
27. Warning labels may include all of the following *except*:
- a. Physical and health hazards
  - b. What protective equipment to wear
  - c. The phone number of your local emergency system
  - d. Storage and disposal information
- 
28. Where would you find the material safety data sheets for hazardous materials?
- a. Attached to the substance
  - b. In the administrator's office
  - c. In a binder in a certain place on each unit
  - d. On the internet
- 
29. You must check the MSDS:
- a. Before using a hazardous substance
  - b. After cleaning up a leak or spill
  - c. At the beginning of each class
  - d. At the end of each class
- 
30. The following are statements about a safe setting. Which is *incorrect*?
- a. Accidents and injury never occur
  - b. The person has minimal risks of illness or injury
  - c. The person is not afraid
  - d. The person feels safe and secure
- 
31. The following contributes to safe conditions in the laboratory *except*:
- a. Equipment sitting in the aisles
  - b. Chemicals in locked cupboards
  - c. Performing procedures as you were taught
  - d. Using equipment according to manufacturer's directions
-

32. You notice a frayed electrical cord on one of the beds in the lab, you should:
- a. Call someone to fix it
  - b. Report it to the instructor at once
  - c. Move to another bed
  - d. Report it at the end of class
- 
33. All of the following are needed for a fire *except*:
- a. Spark or flame
  - b. Electrical equipment
  - c. Materials that will burn
  - d. Oxygen
- 
34. If there is a disaster while at school, you should:
- a. Remain with your class and follow instructor's commands
  - b. Go to the nearest shelter
  - c. May go home to check on your family
  - d. Report to the office immediately
- 
35. Which of the following is the command given by the instructor during a simulated earthquake?
- a. "STOP AND DROP"
  - b. "STOP AND HOLD"
  - c. "DROP AND HOLD"
  - d. "DROP AND ROLL"
- 
36. You can help prevent workplace violence by doing the following *except*:
- a. Wearing long hair up and off the collar
  - b. Making sure shoes have good soles that do not slip
  - c. Wearing necklaces, bracelets and earrings
  - d. Wearing uniforms that fit well
- 
37. If you are uncomfortable or threatened in a school setting, you should:
- a. Report the matter to the instructor
  - b. Try to resolve the matter yourself
  - c. Call the police
  - d. Ignore the situation
- 
38. Risk management is responsible for:
- a. Accident and fire protection
  - b. Preventing workplace violence
  - c. Protecting patients, residents visitors and staff
  - d. All the above
-

39. Patient's may be at risk for incidents because they:
- a. Ambulate independently in the hallway for exercise
  - b. Use a wheelchair for long distances
  - c. Keep one side rail up for turning independently when in bed
  - d. Receive medications affecting balance, coordination, and medical status
- 
40. To assist the person who is experiencing a seizure, you should:
- a. Keep the person as active as possible
  - b. Restrain the person's movements
  - c. Keep the head straight
  - d. Maintain an airway and protect the person from injury
- 
41. First aid includes:
- a. Care given for nausea and vomiting
  - b. Care given only upon a physician's order
  - c. Immediate care for victims of injuries or sudden illness
  - d. Care given for cough, cold, or sore throat
- 
42. Falls can be prevented by:
- a. Encouraging patients to remain in bed
  - b. Using restraints when a patient is up
  - c. Keeping the side rails up at all times
  - d. Care for the patient's physical needs promptly
- 
43. A position used for patients' who have trouble breathing is:
- a. Orthopneic
  - b. Semi-prone
  - c. Lateral
  - d. Supine
- 
44. Alternatives to restraints include:
- a. Taking patients to the bathroom regularly
  - b. Giving medications to sedate the patient
  - c. Playing music throughout the day to calm the patient
  - d. Using side rails when in bed
- 
45. A transfer belt should never be used on patients who:
- a. Have a long-term medication pump
  - b. Have a colostomy
  - c. Can stand on their feet
  - d. Have an IV or catheter
-

46. The procedure to clear an obstructed airway on a conscious infant is to position the infant and:
- a. Deliver five (5) abdominal thrusts followed by five (5) back blows
  - b. Deliver five (5) back blows followed by five (5) chest thrusts
  - c. Perform a blind finger sweep
  - d. Perform two (2) ventilations followed by five (5) compressions
- 
47. The preferred treatment for external bleeding is to apply:
- a. Continuous, direct pressure
  - b. A tourniquet
  - c. Pressure to pulse points
  - d. A heat pack
- 
48. Place the following nursing priorities in correct sequence if a fire occurs in a health setting:
- a. Report the fire
  - b. Extinguish the fire
  - c. Protect the client
  - d. Contain the fire
- 
49. Because a hospitalized elderly female client, who ambulates with a walker, is receiving diuretics which results in frequent trips to the bathroom at night. The nurse should perform which of the following:
- a. Leave the bathroom light on
  - b. Withhold the client's diuretic medication
  - c. Provide a bedside commode
  - d. Keep the side rails up
- 
50. The first priority in an emergency is:
- a. Airway
  - b. Bleeding
  - c. Circulation
  - d. Level of consciousness
- 
51. The first action to take when an adult is choking and is conscious is to tell the person what you are going to do and then:
- a. Slap the person on the back
  - b. Give abdominal thrusts
  - c. Begin artificial respirations
  - d. Begin chest compressions
-

52. Which of the following is a life-threatening situation requiring intervention. A person who:
- a. Broke a finger
  - b. Fell and bruised a knee
  - c. Is in shock
  - d. Is coughing
53. To assist a person who has fainted:
- a. Help the person walk to circulate the blood
  - b. Cover the person with several blankets
  - c. Loosen tight clothing
  - d. Position the person's head higher than the heart
54. How can someone usually tell if a person is choking?
- a. The choking victim will tell the person
  - b. The choking victim will ask for food
  - c. The choking victim will put his hands to his throat and cough
  - d. The choking victim will throw up
55. The purpose of restraints is:
- a. To discipline clients
  - b. To make the home health aide's job easier
  - c. To restrict voluntary movement or behavior
  - d. To allow ill clients to be left alone for longer periods of time
56. An example of a physical restraint is:
- a. A bed
  - b. A wheelchair
  - c. Medication
  - d. Side rails attached to a bed
57. The full sharps container should be discarded in the:
- a. Bio hazardous waste
  - b. Housekeeping closet
  - c. Utility room
  - d. Outside dumpster
58. Linen and supplies should be stored more than:
- a. Six (6) inches from the ceiling
  - b. Twelve (12) inches from the ceiling
  - c. Eighteen (18) inches from the ceiling
  - d. Thirty-six (36) inches from the ceiling



59. Side rails should be up and secure when:
- The bed is at the lowest horizontal height
  - The patient has a catheter
  - You must leave the bedside with the bed in the high position
  - The patient does not have an order for restraints
- 
60. The best room temperature is approximately
- 45 degree F
  - 65 degree F
  - 72 degree F
  - 88 degree F
- 
61. An incident is:
- An unexpected occurrence
  - An accident that causes injury
  - An environmental emergency
  - A natural disaster
- 
62. When a person suffers cardiac arrest:
- The heart has stopped beating and respirations have ceased
  - The respirations are less than twelve (12) per minute
  - Biological death has occurred
  - Unconsciousness occurs in about four (4) minutes
- 
63. You suspect that a patient is in shock because the:
- Blood pressure is elevated
  - Face is flushed
  - Skin is cold and clammy
  - Pulse is full and bounding
- 

**Matching:** Match each risk to the safety measure to prevent it.

**SAFETY MEASURES**

- |                        |              |                       |
|------------------------|--------------|-----------------------|
| A. Burns               | B. Poisoning | C. Equipment accident |
| D Hazardous substances | E. Fire      |                       |

**RISKS**

64. Do not allow persons to sleep with a heating pad.
- 
65. Smoke only in designated areas.
- 
66. Wear personal protective equipment to clean spills and leaks.
-

- 67. Do not touch a person who is experiencing electric shock.
- 68. Move all persons from the area if you smell smoke or gas.
- 69. Have water heaters set at 120 degrees or lower.
- 70. Never call drugs or vitamins "candy".
- 71. Store fuel and flammable liquids outside.

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**Fill in the blanks:** Use the spaces provided to complete the following.

- 72. Adapting the environment and using techniques to prevent bodily injury is

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- 73. Using the body correctly while you are working is

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- 74. The acronym PASS is important for fire control, the:

- a. P stands for \_\_\_\_\_
- b. A stands for \_\_\_\_\_
- c. S stands for \_\_\_\_\_
- d. S stands for \_\_\_\_\_

- 75. The acronym RACE is used to remember the sequence of critical actions in case of fire.

Describe the actions.

- a. R stands for \_\_\_\_\_
- b. A stands for \_\_\_\_\_
- c. C stands for \_\_\_\_\_
- d. E stands for \_\_\_\_\_

**AS PART OF THE TEAM, YOU CAN PROVIDE A SAFE SETTING BY CORRECTING SOMETHING THAT IS UNSAFE. What could you do if:**

- 76. You see a water spill.

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77. Food is left unattended in a microwave.

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78. An electrical cord is lying across a heat vent.

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79. The grab bar in the restroom is loose.

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80. You see another student throw something across the room.

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<b>Student</b>		<b>Instructor</b>	
THIS IS TO CERTIFY that I have received instructions on safety precautions in my Nursing Assistant & Home Health Aide class.		THIS IS TO CERTIFY that	
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.		_____ (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.	
_____	_____	_____	_____
(Student Signature)	(Date)	(Teacher Signature)	(Date)