

Productivity and Academic Performance

Accident Causes and Prevention

INSTRUCTIONS: Answer the following statements true or false by placing a T for true or an F for false in the space at the left.

- ___ 1. Most accidents are caused by being careful.
- ___ 2. "Clowning around" makes you more accident-prone.
- ___ 3. Hand tools should be properly stored.
- ___ 4. Spilled liquid should be spread evenly on the floor.
- ___ 5. Do not sit or lean on tables.
- ___ 6. To unplug electrical equipment, pull the cord.
- ___ 7. Do not overload electrical outlets.
- ___ 8. Keep all filing drawers or desk drawers opened when not in use.
- ___ 9. Check electrical cords for frayed, tangled, or damaged cords.
- ___ 10. Do not get involved in any horseplay.

INSTRUCTIONS: Place a **T** for True or **F** for False in front of each of the statements pertaining to taking proper care of equipment. Describe the correct procedure to use under each **False** statement.

- ___ 1. Always try to repair office equipment yourself.
- ___ 2. Clean up any equipment used.
- ___ 3. Yank the cord on the machine to turn it off.
- ___ 4. If a machine is malfunctioning, keep trying to make the machine work properly.

Soft Skills @ Work

