

Name: _____

Date: _____

Test Questions:

1. The length of a safety meeting should be:
 - A) 10-12 minutes
 - B) As long as humanly possible
 - C) Long enough to cover the subject, and short enough to keep it interesting
 - D) Roughly equivalent to the gestation period of an elephant

2. Which of the following need not be included in a typical Safety Meeting notice?
 - A) A headline that says it's a safety meeting
 - B) The division, departments or groups affected
 - C) Who is responsible for the meeting
 - D) The name of the current Secretary of Labor
 - E) The topic or topics
 - F) The place, time and length of the meeting
 - G) Who should attend: and who else may attend

3. The traditional classroom lay out is the most effective room setup to encourage participation.
 True
 False

4. You should customize the topic to your specific audience.
 True
 False

5. The person responsible for the meeting should make notes on any important concerns mentioned by participants and follow up at the next meeting.
 True
 False

Signature