

How to Administer Tests to Trainees

In this document, you will find a 20-question multiple-choice test that corresponds with a particular MCAA Safety Training Video.

1. Ensure that you have the test that corresponds with the planned video training.
2. Make one copy of the test for each trainee.
3. Give one test to each trainee. Remind them to put their name on each page of their copy in case pages become separated.
4. Collect all test papers after they are completed.
5. Grade the tests using the answer keys provided in the “Answer Keys” document at www.mcaa.org/private/videos.
6. Return the graded test papers to each trainee. Make sure they understand the correct answers to all of the test questions they answered incorrectly.
7. Collect **ALL** of the test papers and place them in a secure file.
8. Keep the completed test papers with your documentation for this video to show proof of worker training.

Your Undivided Attention: Avoiding Workplace Distractions Test



SAFETY EXCELLENCE INITIATIVE

Name: _____

Directions – Circle the letter corresponding to the best answer for each question.

1. Multi-tasking is _____.
 - a. required for most mechanical construction jobs.
 - b. okay when nobody else is in your immediate work area.
 - c. impossible for the human brain.
 - d. necessary for some applications.

2. Clutter on the dashboard, front seat, and vehicle floor is an example of a (an) _____ distraction.
 - a. driver
 - b. electronic
 - c. environmental
 - d. personal

3. Cell phone use should be avoided when _____.
 - a. you are the driver and the vehicle is in motion.
 - b. you are working in high hazard areas.
 - c. you are working anywhere on a jobsite.
 - d. all of the above.

4. Cell phones and _____ are considered electronic distractions.
 - a. loud power tools
 - b. headphones
 - c. computers
 - d. none of the above

5. Activities that always take your eyes off the road when you are driving include _____.
 - a. texting.
 - b. programming a GPS.
 - c. using a GPS or talking on a cell phone.
 - d. a and b above.

More...

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SAFETY EXCELLENCE INITIATIVE

Name: _____

6. You should always avoid distractions whenever you can, and _____ them when they can't be avoided.
 - a. elude
 - b. minimize
 - c. circumvent
 - d. evade

7. Emotional conversations are best left for times when you are _____.
 - a. off work.
 - b. safely off the road.
 - c. on break.
 - d. at lunch.

8. You should ask your supervisor to temporarily move you to a different work area when _____.
 - a. other trades are also working there.
 - b. an OSHA compliance officer or some other visitor appears.
 - c. noise levels are constant and excessively loud.
 - d. you are distracted by personal issues.

9. The best time to use your cell phone at work is when you are _____.
 - a. at lunch or on a break.
 - b. waiting for materials to be delivered.
 - c. in the parking lot.
 - d. in the trailer.

10. A cluttered, messy work area is an example of a (an) _____ distraction.
 - a. driver
 - b. electronic
 - c. environmental
 - d. personal

11. The distance you travel at high speeds factored in with the time it takes to _____ emphasizes how dangerous distracted driving can be for everyone.
 - a. stop
 - b. change the radio station
 - c. look up from a distraction
 - d. stop or engage in an evasive maneuver

More...

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SAFETY EXCELLENCE INITIATIVE

Name: _____

12. When you attempt to multi-task your brain is really _____.
 - a. performing more than one task simultaneously.
 - b. working faster than normal.
 - c. going back and forth between tasks.
 - d. working slower than normal.

13. The emotional attachment to _____ distractions makes them the most difficult distractions to avoid.
 - a. driver
 - b. electronic
 - c. environmental
 - d. personal

14. To help minimize distractions from extreme temperatures, regardless of whether it's too hot or too cold, you should _____.
 - a. stay well hydrated.
 - b. ask your supervisor to temporarily move you to a different location.
 - c. find a portable heater.
 - d. none of the above.

15. _____ helps to minimize distractions from extreme heat.
 - a. Eating healthy
 - b. Staying fit
 - c. Taking vitamin supplements
 - d. Using body cooling products

16. The category of distraction that occurs when times are tough at home is a (an) _____ distraction.
 - a. environmental
 - b. personnel
 - c. personal
 - d. family

17. When you drive somewhere, but don't remember how you got there, it is an example of _____ blindness.
 - a. attention
 - b. inattention
 - c. distraction
 - d. observation

More...

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SAFETY EXCELLENCE INITIATIVE

Name: _____

18. This type of blindness can occur _____
- only when you are in a moving vehicle.
 - only when you are driving.
 - only when you are multi-tasking.
 - anytime, regardless of whether or not you are in a vehicle.
19. When you have profound personal issues that are distracting to you, you should consider _____
- informing your supervisor that you are going through a tough time.
 - informing the other workers around you that you may be distracted.
 - keeping the issues to yourself so that nobody else gets distracted by them.
 - avoiding any potentially hazardous tasks.
20. When several trades are so stacked up that the work area is dangerously distracting, you should _____
- establish a barricade around your immediate work area.
 - ask your supervisor if he can temporarily move you to a different work area.
 - reorganize the entire work area.
 - have your materials delivered to an adjacent work area.