

## NDSU On-line Supervisor Safety Quiz

Name: \_\_\_\_\_ EmpID: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete and sign*

- True False 1. It is the responsibility of every NDSU employee to follow all the safety rules and to attend all mandatory safety training.
- True False 2. NDSU and ND Risk Management require all incidents to be reported within a 24-hour period by having the employee and his/her supervisor complete an **Incident Report** and the **Supervisor's Investigation Report** and send it to the University Police and Safety Office (UP&SO)
- True False 3. You must contact the Claims Specialist at NDSU immediately (24 hrs), if your employee is going to receive medical treatment because of a work related injury.
- True False 4. The Indirect costs of an injury claim do not impact the total cost of a claim.
- True False 5. As an employee of an employer who has selected a designated medical provider – You and your employees may 1) Choose to be treated by a different provider, 2) Must notify your employer **in writing prior** to the occurrence of an injury, 3) You must also provide the name of the medical provider
- True False 6. Workforce Safety & Insurance is an employer funded insurance system that does not cover workplace injuries.
- True False 7. It is the Supervisor's responsibility to enforce policies and procedures and to hold employees accountable for following the rules.
- True False 8. It is permissible to state, "N/A or not applicable" as a corrective action on the Supervisor's Report
- True False 9. The Supervisor must complete an "actual investigation" for every incident to identify the primary and contributing causes.
- True False 10. Corrective Action ( Remove, Repair, Replace, Retrain or Review) must be taken on every incident to prevent the occurrence of similar or like events.
- True False 11. The Supervisor is responsible for modifying job duties to accommodate medical restrictions for work related injuries.
- True False 12. You are required to periodically update employee Job Position Descriptions to include physical requirements.
- True False 13. NDSU has a program that eliminates or minimizes hazards by addressing the prevention of musculoskeletal injuries caused by exertions, repetitive motions, sustained or awkward posture.
- True False 14. If your employee is involved in an incident where he or she has sustained an injury to their back, it is permissible to send that employee to another provider other than their DMP
- True False 15. You are responsible for enforcing the use of Personal Protective Equipment by your employees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Campus Mail–UP&SO, ANPC Building, NDSU Campus. US Mail: UP&SO, Dept 3300, PO Box 6050, Fargo, ND 58108