

TOMPKINS COUNTY 2015 MANDATORY TRAINING

Print Name _____ Division _____

2015 **Standard** Mandatory Training Answer Sheet and **Confidentiality Statement**

Circle best choice or fill in responses to the questions

- Q1. What are an employees' responsibilities for fire safety?**
- a. Be familiar with your department/building's written Emergency Evacuation Plan**
 - b. Use torn or frayed cords on electrical equipment**
 - c. Keep work area clutter free**
 - d. Both a and c**
- Q2. I know where to locate the fire extinguishers and pull boxes in my work area.**
- True or False**
- Q3. If I receive a bomb threat on the TCHD phone I should use my cell phone to call 911.**
- True or False**
- Q4. If a caller threatens a bomb I should ask them where the bomb is located.**
- True or False**
- Q5. An employee can report any activities that are potentially in violation of federal, state, or local laws by**
- a. In person**
 - b. Toll-free telephone number**
 - c. By mail**
 - d. All of the above**
- Q6. Under RTK law you can refuse to work with or be exposed to a toxic substance if information requests are not responded to within 72 hours.**
- True or False**
- Q7. When an accident happens, how soon should you complete an accident/incident report?**
- a. 1 week**
 - b. 1 hour**
 - c. 24 business hours or immediately if personal injury involved**
 - d. 12 hours**

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Q8. What are common causes of incidents in many county departments?

- a. Staff slips, trips and falls**
- b. Unsupervised children who slip, trip or fall when running**
- c. Ergonomic-related health concerns**
- d. All of the above**

Q9. Ways to defuse a threatening situation include –

- a. Listening, using a calm, quiet voice and maintaining eye contact**
- b. Telling the person they shouldn't get upset and angry**
- c. Giving false information**
- d. All of the above**

Q10. If you feel your safety or the safety of others is threatened, you should –

- a. Call 911**
- b. Not bother the police because they are busy with real emergencies**
- c. Notify other staff scheduled to visit the client.**
- d. Both a and c.**

Q11. How can you reduce your risk to UV exposure?

- a. Wear protective clothing**
- b. Use baby oil, cocoa butter or skin oils**
- c. Use a sunscreen with a SPF of less than 15**
- d. None of the above**

Q12. What are some protective measures in cold weather?

- a. Warm drinks and regular breaks**
- b. Understand the wind-chill factor**
- c. High caloric foods**
- d. All of the above**

CONFIDENTIALITY STATEMENT

"I understand and agree that in the performance of my duties as a (n) employee, contractor, student, or volunteer (circle the appropriate category) of Tompkins County, I must hold protected personal and health information in confidence. I understand that any violation of the confidentiality of protected personal and health information may result in disciplinary action and/or civil penalties."

Signature _____

Date _____

The above named person has successfully completed the mandatory annual in-service training. This answer sheet/signed document will be placed in the employee/contract/student/volunteer personnel file as proof of completion of annual training.