GET QUALIFIED

Tick the correct response. There could be more than one correct answer.

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<tbody>
<tr>
<td>1.</td>
<td>Rob is the apprentice at work. He thought it would be amusing to call the new work experience student a “girl” because he had long hair. Rob repeated this name calling every time he saw the student. This is an example of:</td>
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<td></td>
<td>• sexual harassment</td>
<td>• harassment.</td>
<td>• racist harassment</td>
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<td>• acceptable behaviour in the workplace</td>
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<td>2.</td>
<td>Amy had a work placement in a hotel because she was interested in hospitality as a career. The first 3 days were spent peeling onions all day – she was learning nothing. She should seek help from:</td>
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<td></td>
<td>• the chef</td>
<td>• workplace supervisor</td>
<td>• her teacher</td>
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<td>• any one of these people</td>
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<td>3.</td>
<td>Tony was feeling unwell on the third day of his work placement and decided to stay in bed. Tony’s mum agreed. He should call:</td>
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<td></td>
<td>• his school teacher</td>
<td>• his workplace supervisor</td>
<td>• both</td>
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<td>4.</td>
<td>Georgie decided that black and white clothing was a bit dull for the waitresses in the hotel dining room. She wore a pair of blue slacks and a great red shirt. The workplace supervisor would:</td>
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<td>• commend her initiative</td>
<td>• send her home</td>
<td>• ignore her</td>
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<td>• give her a bonus</td>
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<td>5.</td>
<td>Tran started work experience with a cabinet maker. From the first day he was uncomfortable with the persistent bad language and rude discussions in the factory. When he said he was uncomfortable, the problem became worse. Tran should:</td>
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<td>• get used to it</td>
<td>• join in and become a real worker</td>
<td>• get in touch with his teacher</td>
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<td>6.</td>
<td>Alex had the opportunity for work experience in the office of a large manufacturing company. On her first day she found an offensive screen saver on her computer. She removed it. Every time she returned to her desk she found a new and equally offensive replacement. What is her best option?</td>
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<td>• tell her mum tonight</td>
<td>• call her teacher ASAP</td>
<td>• tell her supervisor tomorrow</td>
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<td>• ignore it</td>
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<td>7.</td>
<td>Brad was enjoying his work experience in a garage. His supervisor was so impressed with his efforts and initiative that he offered Brad a free service on his car. Brad should:</td>
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<td>• accept the offer</td>
<td>• ask for cash instead</td>
<td>• say “No thank you”</td>
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<td>• give the service to his mate</td>
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<td>8.</td>
<td>Pia was enjoying her work experience with a sign writer. She was well accepted by the employees and the owner of the business. She easily joined in with the teasing of a Greek worker. Everyone called him Spiros, which he clearly did not like. Pia was:</td>
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<td>• acting unlawfully</td>
<td>• not acting unlawfully because she was not an employee</td>
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<td></td>
<td>• was just following the workplace example</td>
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### Induction Program for Student Work Placements

| 9. | Mike had to help organise next week’s shoe sale at the sports store. He knew that the details were secret until the brochure was published. Mike only told his best mate that a particular pair of shoes would be very cheap. Mike did the wrong thing because: | • a competitor could have found out the sale details  
• he broke confidentiality  
• he could have damaged the store’s financial advantage |
| --- | --- | --- |
| 10. | How many Australian workers are killed on the job each year? | • 5  
• 50  
• 500  
• 5000 |
| 11. | Which group of Australian workers are most at risk of injury? | • Older workers who get careless  
• Older workers who are too weak  
• Younger workers who are inexperienced workers in new jobs |
| 12. | Nicola really enjoyed her work placement in a law firm. She received an excellent report from the workplace supervisor. It is likely that the supervisor was impressed by her: | • interest in the business  
• punctuality  
• standard of dress  
• ability to ask questions  
• ability to use company procedures  
• grooming  
• interest in co-workers  
• ability to cooperate  
• responsibility  
• reliability |
| 13. | Nick was lucky to get a placement with a builder. On the second day Nick was asked to get onto the roof, lean over the edge and pass a large piece of timber through the upstairs window to the carpenter. A very scary job. Nick should: | • hang on tight  
• wear a hard hat  
• refuse the job  
• ask for a rope |
| 14. | Kristie had to travel a lot with the sales person for an Interior Decoration company. They called into a hotel for lunch each day where the sales person always had a few glasses of wine. The driving in the afternoon was always a bit faster and more aggressive. Kristie felt unsafe. She should: | • refuse to travel in the car  
• tell her teacher  
• ask the driver to slow down  
• make sure the seat belt is tight  
• offer to drive |
| 15. | If you are feeling uncomfortable in your workplace because of harassment, you should: | • not ignore the problem  
• not have to put up with it  
• not be so sensitive  
• not wait before seeking help  
• not feel it is your fault |
16. Harassment can include:

- repeated mimicng of accents
- graffiti
- isolation or exclusion of a person
- an invitation to a party
- unwelcome contact
- inappropriate emails
- persistent racist or rude jokes
- intrusive personal questions
- leering and staring

17. Trevor was angry about the bullying he was receiving during his work placement. His supervisor could not stop the persistent name calling. He made a formal complaint to the Commissioner for Equal Opportunity. He knew:

- complaints are confidential
- his school would offer support
- he could make all the decisions

18. John was working with a nail gun on a ladder when he slipped. The gun broke his tooth and then hit a passerby on the head before breaking the expensive glass bowls in the display. John was relieved that he had completed a Workplace Agreement form and was covered by:

- personal accident insurance
- family house and contents insurance
- school public liability insurance
- employer public liability insurance

19. Mary almost tripped on the worn carpet as she walked through the office carrying the box of mail to be posted. She should:

- walk a different way next time
- report a near miss to the supervisor
- wear sneakers instead of office shoes

20. Karina was shown the standard operating procedure for the industrial saw. After two days she decided that there was a faster way to cut the timber. Karina should:

- use the new way and impress the boss
- discuss the new way with her supervisor
- not use her initiative and use the standard method
21. When lifting/shifting an awkward or heavy load at work you should:

- ask someone to help
- use a mechanical aid
- keep your back straight
- hold your breath
- grunt loudly
- keep shoulders and hips square
- keep the load close to the body
- lift with your arms

22. Peter reported a missing guard on an industrial bandsaw to the workplace supervisor. He knew that the following members of the workplace had a responsibility for Occupational Health & Safety:

- supervisor
- business owner
- employee
- work placement student

23. Trevor commenced a work placement and was concerned that the supervisor did not discuss safety or emergency procedures. Trevor needs to take care of himself and:

- look for hazards
- do mental risk assessments
- be thankful there are no dangers
- look for exits
- read signs
- call his school contact
- ask for operating procedures

24. Rebecca spilled her coffee on the work shop floor and thought it was such a small spill she would ignore it. A customer slipped on the spill and fell heavily. Rebecca should have:

- been relieved it was only a member of the public
- cleaned up the spill to protect her fellow workers
- used a “wet floor” sign
- cleaned up the spill to protect everyone using the workplace

25. Richard’s workplace supervisor phoned the school. The supervisor asked the school to speak with Richard about his dirty jeans and unwashed hair. Richard was very upset to discover this had happened. Richard had failed to realise that in the retail industry he had a responsibility at work to:

- dress appropriately
- be well groomed
- reflect well on the business
- reflect well on his parents