**259617 Summative Assessment**

**KNOWLEDGE TEST**

**INSTRUCTIONS**

* This Knowledge Test must be completed by the learner once training has been attended.
* Complete all the questions using black ink.
* Read the questions carefully and then fill in the answer in your answer sheet that your assessor will provide you with.
* Write legibly in the language agreed – namely English.
* Label drawings clearly (if applicable).
* You may ask the assessor for clarity, should you not understand the questions being asked
* The required mark to be declared competent is 75%

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| **Q#** | **SO** | **Criteria** | **Mark** |
| **Q1** | SO1 | What legislative procedures does your organisation need to subscribe in order to ensure the safety of staff and customers? | 15 |
| **Q2** | SO1 | Explain necessary preventative measures to avoid accidents from occurring in the workplace. | 20 |
| **Q3** | SO2 | Why do we need accident and incident reporting? | 5 |
| **Q4** | SO2 | What types of inspections are conducted? | 10 |
| **Q5** | SO3 | When conducting post-investigation activities, What forms / documents must be used and why? Who must the completed forms be submitted to? | 5 |

1. What legislative procedures does your organisation need to subscribe in order to ensure the safety of staff and customers? **SO 1 (15)**

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1. Explain necessary preventative measures to avoid accidents from occurring in the workplace. **SO 1 (20)**

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1. Why do we need accident and incident reporting? **SO 2 (5)**

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1. What types of inspections are conducted? **SO 2 (10)**

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1. When conducting post-investigation activities, what forms / documents must be used and why? Who must the completed forms be submitted to? **SO 3 (5)**

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**Total: 55 Marks**