Klarstig

# Procurement Events Safety Quiz

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Use this short knowledge check to discuss sound working practices. Choose one answer for each scenario and explain how you would apply the guidance in your role.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Learner name or reference ***

Alex Rivera

**When instructions are unclear what should you do first ***

Assume the usual approach is acceptable

**What is the best way to document a completed task ***

Record the result date and relevant evidence

**You notice a condition that could make a task unsafe what should you do ***

Pause the affected task and follow the site reporting and safety procedure

**When should required instructions and equipment be checked ***

Only when someone asks

**How will you apply these principles to your work ***

(Free-text answer - not filled in for this example)

## Specific details

**Work area task or safety procedure concerned**

Complete when relevant to this request.

(Short answer - not filled in for this example)

**Observed hazards existing safeguards and escalation contact**

(Free-text answer - not filled in for this example)

## Operating context

### Event venue and organizing team

Complete when relevant to this request.

Maple Street Community Center

### Setup schedule guest access supplier coordination and deadlines

(Free-text answer - not filled in for this example)

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

### Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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