Klarstig

Volunteer Management Government & Public Administration Safety Quiz

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

Your name or contact reference *

Email for a reply if needed

Information for this document

Learner name or reference *

When instructions are unclear what should you do first *

- ☐ Skip the task without telling anyone
- ☐ Ask the responsible person for clarification
- ☐ Assume the usual approach is acceptable

What is the best way to document a completed task *

- ☐ Record the result date and relevant evidence
- ☐ Mark complete before checking the result
- ☐ Rely only on memory

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

- ☐ Continue until the scheduled break
- ☐ Assume another person will report it
- ☐ Pause the affected task and follow the site reporting and safety procedure

When should required instructions and equipment be checked *

- ☐ Only when someone asks
- ☐ Before starting the task and when conditions change
- ☐ Only after an incident

How will you apply these principles to your work *

Specific details

Work area task or safety procedure concerned

Complete when relevant to this request.

Observed hazards existing safeguards and escalation contact

Operating context

Public body service and case reference

Complete when relevant to this request.

Published procedure deadline and authorized receiving team

Team specific details

Volunteer role coordinator and planned activity

Complete when relevant to this request.

Availability orientation supervision support and hours recording

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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