**SUPERVISOR TRAINING: QUIZ**

**Supervisor Responsibility**

1. As a Supervisor, you have a responsibility to… (check all responses that apply).

**a. Always be onsite.**

**b. Help the team you are supervising to understand, follow and comply with Life Saving Rules and Nokia non-negotiable requirements**.

c. Monitor the high-risk activities every now and then.

1. Which of the following statements is true?
2. Life saving rules apply to only inexperienced team crews.
3. **Having a supervisor for high-risk work is a non-negotiable requirement.**
4. Nokia non-negotiables apply only to certain countries.
5. Once a supervisor is done reviewing the job and the risks with the team, they can leave and come back to check on them periodically.

**Nokia Essentials**

1. One of our Nokia Essentials is “Empowered”. Everyone is ‘empowered’ to do the right thing, everyone has a duty to intervene if they witness someone working or behaving in an unsafe manner. Which of these statements conveys this Nokia Essential?

a. A supervisor empowers his/her team to do work at whatever cost.

b. **We empower and respect every person’s right to refuse to do something we believe is dangerous**.

c. We can’t empower anyone’s decision to stop unsafe work.

d. Challenging our supervisor is not respecting his authority.

**Onsite Check**

1. As a Supervisor, you need to check if everyone has the following.

a. Everyone onsite is efficient and starts to job on time.

b. Everyone knows the job as they have done it many times before and can start working before you arrive.

c. **Everyone onsite is authorized, fit to do the job and properly trained**.

**Risks and Non-Negotiable Controls**

1. Identify the 3 biggest risks that we can face working at Nokia

**Working with electricity**

Manual handling

**Working at height**

Working in confined spaces

Using hazardous materials

Slips, trips and falls

Hazardous weather

Working with machinery

Atmospheric pollution

**Driving**

1. To ensure that everyone reaches the end of the journey safely there are three things that we need to control:

a. **Driver**

b. **Vehicle**

c. **Journey**

d. Other road users

e. Comfort of the seat

f. Use of Sat Navigation

1. What does FASTEN stand for?

a. **Fit to Work Arrangements Supervision Training Equipment Non-Negotiable.**

b. Fit to work and Safety Training Equipment Negotiable.

c. Faster working increases productivity.

d. Fasten your harness when working at height.

1. What do we mean by non-negotiable in Nokia when it comes to health and safety requirements:

a. Things that have been agreed with the customers.

b. Controls that are defined in legislation.

c. **Things that must be complied with when working for Nokia.**

d. Things that have been agreed with your manager.

**Life-Saving Rules**

1. What Life Saving Rules do the following images represent?

A blue and white circle with a tower in the middle

Description automatically generatedState the Icon Name: **Drop zone icon.**

- **Clearly mark a drop zone when working at height.**

**Stay out of exclusion zones beneath someone working at height.**

- Don’t use ladders.

- Always make sure ladders are footed.

1. Failing to follow the Nokia Life Saving Rules, can have personal disciplinary consequences in which of the following cases:

a. Only if there are laws in country to support them. Only if you are doing physical work e.g., climbing - they do not apply to Nokia staff working in an office-based role.

b. **In any country or part of the business, if you make decisions that affect people’s safety.**

c. In the case of a serious incident where someone has been hurt or killed.

**Making the Right Decisions**

1. Apply Life Saving Rules to this situation.

You have a conference call scheduled at a time when you need to be driving between a customer site and the office. What would you do?

a. Take the call on hands free.

b. Take the call, I don’t think there is a law in my country that says I cannot.

c. **Delay the start of your journey to take the call.**

d. Drive quickly to the office so you can take the call there.

1. You are comparing supplier quotes for a job that requires two drivers in the risk assessment, so as not to exceed Nokia’s defined non-negotiable distance and time for a single driver in a day. What should be your focus on?

a. Ensuring you have the best value for Nokia.

b. **Ensuring you have the right number of drivers, regardless of cost.**

c. Ensuring you go for the cheapest option.

d. Ensuring the work will get done quickly and efficiently.