

# ACSA Principles of Health and Safety Management Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. Which of the following is not a typical SMART attribute?**
  - A. Specific**
  - B. Measurable**
  - C. Realistic**
  - D. Time-bound**
  
- 2. Which of the following is a listed way in which supervisors and workers participate in the HSMS?**
  - A. Site/worker orientations**
  - B. Employee appreciation events**
  - C. Corporate governance meetings**
  - D. Social media policy updates**
  
- 3. Which statement best describes ERP roles and responsibilities?**
  - A. Everyone has a role in an ERP, and some roles are highly specialized**
  - B. The role of most workers is to follow the procedures in an ERP**
  - C. Only designated workers have responsibilities in an ERP**
  - D. In an ERP, roles are fixed and do not change**
  
- 4. What is essential for HSMS to be truly effective?**
  - A. Top-down directives**
  - B. Two-way communication with timely responses**
  - C. Annual audits**
  - D. Safety signage**
  
- 5. Which step involves assigning responsibility and target dates for controls?**
  - A. Step 4**
  - B. Step 6**
  - C. Step 7**
  - D. Step 9**

- 6. Which is an obligation of the Owner under the OHS Act?**
- A. Ensure the land, infrastructure, and buildings are maintained**
  - B. Advise prime contractors of supplier contracts**
  - C. Provide free PPE to all workers**
  - D. Manage payroll for the site**
- 7. Describe the three factors that contribute to due diligence.**
- A. Foreseeability, preventability and control**
  - B. Foreseeability and control only**
  - C. Preventability only**
  - D. Control and compliance**
- 8. What does SMART stand for in this context?**
- A. Specific, Measurable, Attainable, Relevant, Timely**
  - B. Specific, Measurable, Achievable, Relevant, Timely**
  - C. Specific, Measurable, Achievable, Relevant, Time-bound**
  - D. Specific, Measurable, Achievable, Realistic, Time-bound**
- 9. What is the primary purpose of an action plan in HSMS?**
- A. To provide a plan to improve the HSMS over the upcoming year.**
  - B. To document all past incidents.**
  - C. To assign penalties to employees.**
  - D. To publish audit findings to the public.**
- 10. Which of the following is a Personal Protective Equipment (PPE) item?**
- A. Ventilation**
  - B. Hard hat**
  - C. Guard rails**
  - D. Lockout device**

## Answers

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1. C
2. A
3. A
4. B
5. B
6. A
7. A
8. C
9. A
10. B

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## **Explanations**

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**1. Which of the following is not a typical SMART attribute?**

- A. Specific**
- B. Measurable**
- C. Realistic**
- D. Time-bound**

SMART goals are built to be clear, doable, and time-framed. Specific describes exactly what will be accomplished, leaving no ambiguity. Measurable means progress can be tracked or quantified. Time-bound provides a deadline to focus efforts. The A in SMART stands for Achievable (also called Attainable), highlighting that the goal should be feasible given available resources and constraints. Realistic is a related idea, but in the classic SMART framework the attribute is named Achievable, not Realistic. So Realistic doesn't fit the standard SMART attribute set, making it the option that doesn't belong.

**2. Which of the following is a listed way in which supervisors and workers participate in the HSMS?**

- A. Site/worker orientations**
- B. Employee appreciation events**
- C. Corporate governance meetings**
- D. Social media policy updates**

Getting supervisors and workers engaged in the safety system starts with how they are brought into it. Site or worker orientations explicitly involve both groups by teaching hazards, safe work practices, roles and responsibilities, and how to report incidents or unsafe conditions. This onboarding sets the expectations and mechanisms for ongoing participation in the HSMS, so workers know how to contribute to hazard identification, risk control, and continual improvement from day one. The other options don't fit as core ways that supervisors and workers participate in the HSMS. Employee appreciation events focus on morale rather than safety participation in the system. Corporate governance meetings are higher-level discussions at the organizational level, not the day-to-day participation of workers and supervisors in safety processes. Social media policy updates are about communication rules and guidelines, not a structured mechanism for ongoing HSMS participation. So, site/worker orientations are the listed method that actively involves both supervisors and workers in the HSMS from the outset.

### 3. Which statement best describes ERP roles and responsibilities?

- A. Everyone has a role in an ERP, and some roles are highly specialized**
- B. The role of most workers is to follow the procedures in an ERP**
- C. Only designated workers have responsibilities in an ERP**
- D. In an ERP, roles are fixed and do not change**

In an ERP, roles and responsibilities are defined for people across the organization, not just a few. Everyone who uses the system has a part to play—whether it’s entering data, approving transactions, reviewing reports, or handling system administration. Some roles are highly specialized, focusing on specific tasks like master data stewardship, compliance checks, or security management, while others cover broader process steps. This broad distribution supports proper controls, accuracy, and accountability through clear duties and appropriate access. Why this fits best: it captures that ERP involvement isn’t passive—people actively perform duties and hold responsibilities in different parts of processes. It also reflects that roles can be specialized and that they evolve as processes and policies change, rather than being limited to a fixed group of “designated” workers or remaining unchanged.

### 4. What is essential for HSMS to be truly effective?

- A. Top-down directives**
- B. Two-way communication with timely responses**
- C. Annual audits**
- D. Safety signage**

Two-way communication with timely responses is essential because a health and safety management system works best when information flows in both directions and actions follow quickly on that information. When workers can openly report hazards, near-misses, and unsafe conditions, and when leaders acknowledge those reports, investigate, and implement timely fixes, the organization closes the safety loop. This ongoing dialogue builds trust, reinforces learning, and keeps safety practices relevant as conditions change. It also reinforces training and accountability, ensuring that what’s learned on the front line translates into real improvements. Top-down directives can mandate safety but often miss on-the-ground realities and fail to engage frontline workers. Annual audits provide a snapshot rather than continuous insight, so issues can linger between checks. Safety signage by itself is passive and relies on people noticing and acting without a feedback mechanism. None of these establish the active, responsive exchange that continuously improves safety performance; that’s why two-way communication with timely responses is the best approach.

**5. Which step involves assigning responsibility and target dates for controls?**

- A. Step 4
- B. Step 6**
- C. Step 7
- D. Step 9

Assigning responsibility and target dates for controls is about turning a risk-control plan into action by naming who will implement each control and by when it should be completed. This step creates accountability and a concrete timeline, which are essential for progress tracking and successful implementation. Without assigning owners and deadlines, controls may be designed or approved but never carried out, or progress may be unclear. Other stages in the process focus on identifying risks, evaluating and selecting controls, or measuring effectiveness, rather than assigning tasks and timing. Therefore, the step that establishes who is responsible for each control and sets target dates is the one that drives the practical execution of the plan.

**6. Which is an obligation of the Owner under the OHS Act?**

- A. Ensure the land, infrastructure, and buildings are maintained**
- B. Advise prime contractors of supplier contracts
- C. Provide free PPE to all workers
- D. Manage payroll for the site

The main idea here is that the Owner's duty under the OHS Act is to keep the workplace safe by looking after the physical environment in which people work. Maintaining land, infrastructure, and buildings directly supports a safe, functional, and compliant workplace because it prevents hazards like structural problems, unsafe access, and deteriorated facilities that could injure workers. This obligation focuses on the condition of the site itself, which is a fundamental safety responsibility for the person who controls the workplace. The other options don't capture that direct safety obligation. Advising prime contractors about supplier contracts is more about administrative coordination than about keeping the physical workplace safe. Providing PPE is typically a responsibility assigned to the employer or the person paying for the work, and while related to safety, it's not the Owner's primary duty described here. Managing payroll is unrelated to health and safety.

## 7. Describe the three factors that contribute to due diligence.

**A. Foreseeability, preventability and control**

**B. Foreseeability and control only**

**C. Preventability only**

**D. Control and compliance**

The main idea here is that due diligence involves a proactive safety mindset built on three interrelated factors: foreseeability, preventability, and control. Foreseeability is about recognizing hazards and risks before they cause harm, so there's a duty to act when a risk could reasonably be anticipated. Preventability focuses on whether harm can be avoided through specific actions—eliminating the hazard, substituting with something safer, or applying safeguards. Control covers the ongoing implementation and maintenance of those safety measures—policies, procedures, training, supervision, and monitoring—to ensure the risk remains managed over time. All three work together to form a complete approach: you must identify what could go wrong (foreseeability), put in place measures to prevent harm (preventability), and keep those measures effective through ongoing control. If any one of these is missing, due diligence isn't fully addressed. Foreseeability without preventability or control means risks might be spotted but not stopped or maintained; preventability without foreseeability leaves you acting on unknown risks; control without foreseeability or preventability means plans exist without proper identification or preventive action. The option that includes all three best describes due diligence.

## 8. What does SMART stand for in this context?

**A. Specific, Measurable, Attainable, Relevant, Timely**

**B. Specific, Measurable, Achievable, Relevant, Timely**

**C. Specific, Measurable, Achievable, Relevant, Time-bound**

**D. Specific, Measurable, Achievable, Realistic, Time-bound**

SMART goals help safety efforts be clear, actionable, and trackable. Specific means the goal states exactly what will be accomplished. Measurable ensures there is a way to quantify progress and know when the goal is reached. Achievable (or attainable) checks that the goal is realistic given available resources and constraints. Relevant makes sure the goal ties to broader health and safety objectives, so the effort supports overall priorities. Time-bound adds a deadline, turning the goal into a schedule with milestones and checkpoints for review. In this context, Time-bound is the precise way to express the deadline aspect, which is essential for accountability and timely follow-up. The other wording variants—like Timely, Realistic, or using Attainable instead of Achievable—either don't emphasize the deadline as clearly or reflect slightly different emphasis that isn't as standard in the SMART framework. An example would be: reduce lost-workday injuries by 20% within 12 months through targeted safety training and enhanced incident reporting. This shows a clear, measurable, feasible, and time-limited target aligned with safety goals.

**9. What is the primary purpose of an action plan in HSMS?**

- A. To provide a plan to improve the HSMS over the upcoming year.**
- B. To document all past incidents.**
- C. To assign penalties to employees.**
- D. To publish audit findings to the public.**

Turning assessment results into a concrete path for improvement in a health and safety management system is the key idea. An action plan takes audit findings, risk assessments, and management decisions and turns them into a coordinated set of corrective and preventive actions. It specifies who is responsible, what resources are needed, and when each action will be completed. This structured approach makes the plan a practical roadmap for progress, aligning with the Plan-Do-Check-Act cycle and enabling ongoing, measurable improvements over a defined period, typically the coming year. By focusing on what will be done, by whom, and by when, the action plan drives accountability and ensures that safety improvements are implemented and verified. Documenting past incidents, assigning penalties, or publishing audit findings are separate activities and do not capture the primary purpose of guiding future improvements through actionable steps.

**10. Which of the following is a Personal Protective Equipment (PPE) item?**

- A. Ventilation**
- B. Hard hat**
- C. Guard rails**
- D. Lockout device**

PPE is worn to create a barrier between hazards and the worker. A hard hat is PPE because it is worn on the head to protect against impacts, falling objects, and penetration hazards, and it can provide electrical insulation in some settings. Ventilation is an environmental control that improves air quality by moving or removing contaminants, not something worn. Guard rails are fixed safety barriers that prevent falls or restrict access, another form of hazard control rather than a wearable. A lockout device is used in energy-control procedures to prevent machinery from starting unexpectedly, not worn for protection.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://acsapprincipleshealthsafetymgmt.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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