

# Additional Duty Safety Course Practice Exam (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. What is the goal of a safety observation program?**
  - A. To increase production rates**
  - B. To identify unsafe behaviors and conditions**
  - C. To reduce employee turnover**
  - D. To enhance financial reporting**
- 2. What does effective workplace safety training aim to enhance?**
  - A. Employee awareness and hazard recognition**
  - B. Employee job performance only**
  - C. Company profit margins solely**
  - D. The complexity of procedures**
- 3. What is the first step in the risk management process?**
  - A. Assess hazards**
  - B. Identify hazards**
  - C. Implement controls**
  - D. Evaluate risks**
- 4. Which directive provides guidance for conducting risk management in the Army?**
  - A. AR 750-1**
  - B. AR 385-10**
  - C. AR 600-20**
  - D. AR 190-14**
- 5. A near-miss report is used to help understand what?**
  - A. The effectiveness of training programs**
  - B. The potential for future incidents**
  - C. The costs associated with accidents**
  - D. The suitability of safety gear**
- 6. What is the significance of workplace ergonomics?**
  - A. To inform workers of their rights**
  - B. To ensure tasks are designed for employees' capabilities**
  - C. To restrict access to hazardous materials**
  - D. To enhance company profit margins**

**7. Which of the following should be included in personal injury prevention strategies?**

- A. Training**
- B. Surveillance**
- C. Reward programs**
- D. Job promotion**

**8. What is the first step in the incident investigation process?**

- A. Documenting safety training**
- B. Reporting the incident**
- C. Reviewing the safety policies**
- D. Conducting interviews with witnesses**

**9. What is the role of leadership in promoting safety within the Army?**

- A. Enforcing punishments for violations**
- B. Creating a culture that prioritizes safety**
- C. Overseeing only financial aspects of safety programs**
- D. Delegating safety responsibilities to subordinates completely**

**10. What is one of the legal responsibilities of employers regarding workplace safety?**

- A. To train employees on job-specific tasks**
- B. To provide a safe working environment for employees**
- C. To regularly conduct performance evaluations**
- D. To ensure team-building activities are safe**

## **Answers**

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

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## **Explanations**

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## 1. What is the goal of a safety observation program?

- A. To increase production rates
- B. To identify unsafe behaviors and conditions**
- C. To reduce employee turnover
- D. To enhance financial reporting

The goal of a safety observation program is to identify unsafe behaviors and conditions. This proactive approach is essential in creating a safe work environment, as it allows organizations to pinpoint potential hazards before they result in accidents or injuries. By systematically observing and recording safety practices and behaviors, organizations can gain valuable insights into where improvements are needed. This identification process contributes to the development of targeted interventions aimed at correcting unsafe practices and addressing hazardous conditions. Ultimately, the success of a safety observation program lies in its ability to foster a culture of safety, where employees feel empowered to prioritize safety and contribute to a healthier workplace. While the other options may have valuable goals within an organization, such as increasing production rates or enhancing financial reporting, they do not align specifically with the core mission of a safety observation program, which is fundamentally focused on safety and risk reduction.

## 2. What does effective workplace safety training aim to enhance?

- A. Employee awareness and hazard recognition**
- B. Employee job performance only
- C. Company profit margins solely
- D. The complexity of procedures

Effective workplace safety training primarily aims to enhance employee awareness and hazard recognition, which are crucial components of a safe working environment. By improving awareness, employees can identify potential hazards before they lead to accidents or injuries, leading to a proactive approach to safety. This training equips employees with the knowledge and skills necessary to recognize various risks associated with their tasks and the work environment, fostering a culture of safety and responsibility. This training is not focused solely on improving job performance or profit margins; while those may be positive byproducts of a safer workplace, the primary goal is to ensure that employees are vigilant and informed about safety procedures and potential risks. Additionally, increasing the complexity of procedures does not contribute to effective safety training; rather, simplifying and clarifying procedures is more effective in ensuring that employees understand and can execute safety protocols efficiently. Thus, enhancing awareness and recognition of hazards is at the core of effective workplace safety training.

### 3. What is the first step in the risk management process?

- A. Assess hazards
- B. Identify hazards**
- C. Implement controls
- D. Evaluate risks

The first step in the risk management process is to identify hazards. This step is crucial because it involves recognizing any potential sources of harm or adverse effects that could affect individuals, property, or the environment. By identifying hazards early on, organizations can understand what risks they are dealing with. Identifying hazards sets the foundation for the subsequent steps in risk management. Once hazards are recognized, the next actions can be taken, such as assessing the level of risk associated with those hazards, implementing appropriate controls to mitigate them, and evaluating the effectiveness of those controls over time. This systematic approach helps ensure that safety measures are not only reactive but also proactive in preventing accidents and injuries. In summary, without the identification of hazards, the risk management process cannot proceed effectively, as it relies on a solid understanding of what risks need to be managed.

### 4. Which directive provides guidance for conducting risk management in the Army?

- A. AR 750-1
- B. AR 385-10**
- C. AR 600-20
- D. AR 190-14

The directive that provides guidance for conducting risk management in the Army is AR 385-10. This regulation outlines the Army's approach to managing risks associated with missions and operations. It emphasizes the importance of identifying hazards, assessing risks, and implementing control measures to mitigate those risks effectively. AR 385-10 serves as a foundational document for the Army's risk management process, which is integral to maintaining safety and ensuring mission success. It details the steps involved in risk management, including the assessment of both operational and environmental risks, which is vital in enabling soldiers and commanders to make informed decisions during planning and execution. Understanding the specifics of AR 385-10 is crucial for personnel involved in safety and operational planning, as it directly impacts the safety culture and operational effectiveness within the Army.

## 5. A near-miss report is used to help understand what?

- A. The effectiveness of training programs
- B. The potential for future incidents**
- C. The costs associated with accidents
- D. The suitability of safety gear

A near-miss report is vital in helping organizations identify and mitigate potential hazards before they result in actual incidents. By documenting and analyzing these near-miss situations, safety professionals can uncover patterns and contributing factors that may lead to accidents. This proactive approach allows for the implementation of preventive measures, ultimately enhancing safety in the workplace. Understanding the potential for future incidents is essential for creating a safer environment. By recognizing the circumstances that led to a near-miss, organizations can develop strategies and training to address these risks, thereby reducing the likelihood of similar or worse incidents occurring in the future. This aligns with the principles of effective risk management and continuous improvement in safety practices.

## 6. What is the significance of workplace ergonomics?

- A. To inform workers of their rights
- B. To ensure tasks are designed for employees' capabilities**
- C. To restrict access to hazardous materials
- D. To enhance company profit margins

Workplace ergonomics focuses on designing tasks, workspaces, and tools to fit the capabilities and limitations of employees. The significance lies in its ability to reduce the risk of musculoskeletal disorders and enhance overall worker well-being. By tailoring tasks to suit an employee's physical abilities, ergonomics can significantly improve comfort, efficiency, and productivity. This thoughtful design helps prevent injuries related to repetitive strain, awkward postures, and excessive force, thereby fostering a healthier work environment. Focusing on how work is structured and performed allows employees to engage in their roles effectively while minimizing physical stress. As a result, not only is employee health prioritized, but productivity often increases as workers are less likely to experience discomfort or fatigue during their tasks. This holistic approach reflects a growing understanding that well-designed work environments can lead to a more engaged and effective workforce, ultimately benefiting the organization as well.

**7. Which of the following should be included in personal injury prevention strategies?**

- A. Training**
- B. Surveillance**
- C. Reward programs**
- D. Job promotion**

Including training in personal injury prevention strategies is vital because it equips employees with the knowledge and skills to recognize hazards and implement safety measures effectively. Training programs can cover various topics, such as proper lifting techniques, the use of personal protective equipment (PPE), emergency response procedures, and general workplace safety protocols. By enhancing awareness and competence, training helps to create a culture of safety within the organization, ultimately reducing the risk of incidents and injuries. Surveillance, while important for monitoring safety compliance, primarily serves a different purpose. It focuses more on observing behaviors and conditions to identify potential risks rather than directly educating employees. Reward programs can encourage safe practices but may not address the fundamental need for knowledge and skills necessary to prevent injuries. Job promotion, in this context, does not directly relate to personal injury prevention as it pertains more to career advancement than safety training initiatives.

**8. What is the first step in the incident investigation process?**

- A. Documenting safety training**
- B. Reporting the incident**
- C. Reviewing the safety policies**
- D. Conducting interviews with witnesses**

The first step in the incident investigation process is reporting the incident. Reporting is crucial because it initiates the investigative process and allows for timely response actions to be taken. It ensures that the appropriate parties are alerted, which can subsequently lead to immediate measures being implemented to prevent further occurrences and protect individuals from harm. Accurate and prompt reporting enables investigators to collect relevant data while the details are still fresh in the minds of those involved, ensuring a more thorough and accurate investigation. Other steps mentioned, such as documenting safety training, reviewing safety policies, and conducting interviews with witnesses, are important in the overall process but occur after the incident has been reported. These actions help to inform the investigation and develop improved safety measures but do not serve as the initial trigger for the investigation. Hence, reporting the incident is the foundational first step in addressing and understanding what occurred.

## 9. What is the role of leadership in promoting safety within the Army?

- A. Enforcing punishments for violations**
- B. Creating a culture that prioritizes safety**
- C. Overseeing only financial aspects of safety programs**
- D. Delegating safety responsibilities to subordinates completely**

The role of leadership in promoting safety within the Army fundamentally revolves around creating a culture that prioritizes safety. This involves fostering an environment where safety is seen as a shared responsibility and a core value among all personnel. Leaders are tasked with setting the tone and demonstrating the importance of safety through their actions and decisions. By prioritizing safety, leaders encourage open communication about safety concerns, promote proactive measures, and support safety initiatives. This cultural shift empowers individuals at all levels to take ownership of safety, leading to better adherence to safety protocols and ultimately reducing the risk of accidents and injuries. In contrast, merely enforcing punishments for violations does not cultivate a proactive safety culture; it may lead to fear rather than cooperation. Overseeing only financial aspects of safety programs overlooks the comprehensive responsibilities leaders have in ensuring personnel are protected and that safe practices are embedded into every facet of operations. Delegating safety responsibilities completely to subordinates is also detrimental because effective leadership involves active engagement in promoting and modeling safety practices rather than abdicating that responsibility.

## 10. What is one of the legal responsibilities of employers regarding workplace safety?

- A. To train employees on job-specific tasks**
- B. To provide a safe working environment for employees**
- C. To regularly conduct performance evaluations**
- D. To ensure team-building activities are safe**

Providing a safe working environment for employees is one of the primary legal responsibilities of employers. This obligation is rooted in various occupational safety and health regulations, which mandate that employers take necessary steps to protect their workers from potential hazards. This includes maintaining equipment, ensuring proper safety protocols are in place, and identifying and mitigating risks that could lead to injury or illness. Employers are also required to comply with local, state, and federal safety regulations, which often specify standards for different industries. Fulfilling this responsibility not only helps protect employees but also promotes a positive workplace culture and enhances productivity. The focus on safety is foundational to the broader concept of occupational health and safety, which aims to reduce workplace incidents and foster overall well-being among employees.

# 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://additionaldutysafety.examzify.com>**

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

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