**Event:** Technical Meeting

**Time required:** 45 - 60 minutes

**Materials:** Copies of the **ANSI / ASSE A1264.1 – 2017 standard**, index cards, pens, flipchart or whiteboard and markers, (optional) prizes

**Learning Objectives:**
After participating in the ANSI / ASSE A1264.1 - 2017 Open Book Quiz Activity, attendees will be able to:
- Demonstrate a basic understanding of the standard.
- Utilize the standard to answer common safety questions.

**Facilitation:**

**Phase I: standard survey (10 minutes)**

1. Ensure that each attendee has access to a copy of the ANSI / ASSE A1264.1 – 2017 standard. Explain that the standard can be used to address many questions that arise in relation to walking / working surface safety.

2. Distribute 10 index cards to each attendee.

3. Tell attendees that they have 10 minutes to survey the document. During this time, they should review the standard and learn its structure. They do not have to read about any specific topic in detail or memorize any information. However, they should be familiar with the organization of the standard so they know where they can find answers to questions in the standard.

4. As part of their survey, each attendee should write **at least 5 and not more than 10 questions** that can be answered by referring to the standard. These questions should not be “trick” questions but should represent the types of questions that someone may have in the future. Attendees should write each question on one side of an index card and provide a page reference on the back of the card. Let attendees know that the more questions they generate, the better chance they will have to get a high score later in the game.

5. Start the timer and give attendees 10 minutes to complete their survey and questions.

**Phase II: question selection**

6. At the end of 10 minutes, ask participants to stop their survey and organize themselves into teams of 4 – 6 people (or smaller groups if your meeting is smaller).

Activity adapted from Sivasailam “Thiagi” Thiagarajan [www.thiagi.com](http://www.thiagi.com)
7. Ask the members of each team to share their question cards, remove duplicate questions, and select the five best questions. Teams have 5 minutes to complete this task.

8. After 5 minutes, collect the 5 question cards from each team. Let attendees know that you will conduct a quiz show using the questions they generated. (You may also want to come prepared with about 10 questions that you have written yourself.) This will be an open-book quiz and whichever team locates the correct information first will give the answer, reading from the document or paraphrasing the information.

9. Prepare for the quiz show by reading the questions generated by attendees. From those questions (and any you may have generated on your own), select 10 good questions that will refer to different sections of the standard. Make sure that these questions represent the types of questions that are likely to come up in the workplace.

Phase III: quiz show

10. Briefly explain the quiz show procedure:

   a. I will read a question.
   b. Teams can refer to the standard.
   c. The first participant to stand up will give the answer.
   d. (Optional) for some questions, the standard may not include any relevant information. In this case, the first person to stand up and proclaim the answer cannot be found in the standard wins the points.
   e. If the answer appears to be incorrect, any participant from another team may challenge by giving the correct answer.
   f. If there is no challenge and the answer is correct, the team gets 2 points. If the answer is incorrect, no one receives any points.
   g. If there is a challenge and the challenger is correct, the challenger’s team gets 2 points and the incorrect team loses 1 point.
   h. If there is an invalid challenge (the original response was correct), the original team gets 2 points and the challenging team loses 1 point.

11. Conduct the quiz show. Read the first question. Identify the person who stood up first. Listen to any challenges. Award score points and record on flipchart or white board. If necessary, discuss the answer and clarify any misconceptions. Repeat the procedure for the next 10 questions or about 10 minutes.

12. Identify the winning team. Congratulations members of the team with the highest score and present them with small prizes. (Prizes optional.)