

Health and safety at work.

Before you read the text, answer the following questions.

1. What is health and safety at work?
2. Why is it important to ensure a safe working environment?
3. What are the duties of employers?
4. How can employees contribute to a safe working environment?

Read the text and do the exercises below.

A safe working environment is based on how well the people adhere to safety standards. Here are the **Top Workplace Safety Rules** to create a workplace safety environment based on shared responsibility:

1. _____

This step requires knowing the particular hazards of your job or workplace. Once you've learned these risks, you are able to keep clear of potential hazardous areas, and potential hazardous situations. Also, always be alert of machinery.

2. _____

If you work at a desk, keep your shoulders in line with your hips to avoid back problems. If you're picking things up, use correct form so your back doesn't get hurt. Avoid stooping and twisting. If possible, always use ergonomic designed furniture and safety equipment_so everything you need is within easy reach.

3. _____

So many work-related injuries and illnesses occur because a worker is tired, burned out and not alert to their surroundings. Taking regular breaks helps you stay fresh on the job. One trick to staying alert is to schedule the most difficult tasks when your concentration is best, like first thing in the morning.

4. _____

Take the proper precautions when using tools, and never take shortcuts. Taking shortcuts is one of the leading cause of workplace injury. It's a huge safety risk to use scaffolding as a ladder or one tool in place of another for a specific job. Using tools the right way greatly reduces the chance of workplace injury.

5. _____

In case of an emergency, you'll need quick, easy access to the exits. It's also recommended to keep clear access to equipment shutoffs in case you need to quickly stop them from functioning.

6. _____

Your supervisor needs to be informed about any workplace safety hazards or risks. They are legally obligated to ensure their employees have a safe working environment and will take care of the unsafe conditions and make them safe for you and your coworkers.

7. _____

Instead of attempting to carry or lift something that's really heavy in an attempt to save a sliver of time during your workday, take the extra minute to use a wheelbarrow, conveyor belt, crank or forklift. Too many injury risks are involved with trying to lift something that weighs too much.

8. _____

Around three percent of workplace fatalities occur due to alcohol and drugs. When a worker's ability to exercise judgment, coordination, motor control, concentration or alertness is compromised, this leads to any number of risks for workplace injury and fatalities.

9. _____

Stress can lead to depression and concentration problems. Common causes of workplace stress include long hours, heavy workload, job insecurity and conflicts with coworkers or managers. Take your concerns about workplace stress to your supervisor to see how they might help you address them.

10. _____

If you're not wearing the correct safety equipment for a task, you may get injured. Depending on the job, equipment like earplugs, earmuffs, hard hats, safety goggles, gloves or a full-face mask greatly reduce the risk of workplace injury.

11. _____

Immediately take steps to dry water or other liquids that may gather on floor areas due to weather, spills, leaks, or other causes. In situations where it's not possible to dry wet floors immediately, clearly mark with appropriate signage. Do not walk on flooring areas that are not dry.

12. _____

Eliminate clutter. Keep walkways and stairs tidy and clear. Make sure they stay free from clutter and other trip hazards, such as power cords, file boxes, etc. Keep desk and filing cabinets drawers closed at all times they are not being used. Careful furniture & equipment positioning - Situate furniture, office equipment and other workplace items to avoid interrupting the natural flow of traffic in the workplace. If you see items in the floor that pose a risk, pick them up and move them - even if you are not the person who placed them there.

13. _____

Use furniture for intended purposes only - chairs, desks and other workplace furnishings aren't meant to function as ladders. Using them in this way can be a quick path to a serious injury. Use proper equipment. When you need to reach something overhead, properly use a step ladder or stool designed for climbing to access the item(s).

14. _____

Don't substitute extension cords for permanent wiring or use extension cords beyond their rated capabilities, even temporarily. Don't daisy chain. Avoid linking together multiple extension cords to power a device, an unsafe (and all-too-common) practice known as creating a daisy-chain.

Exercise I

Match the following headings to the paragraphs.

- a) Stay Sober
- b) Report Unsafe Conditions To Your Supervisor
- c) Take Regular Breaks
- d) Use Tools And Machines Properly
- e) Be Aware Of Your Surroundings
- f) Don't Overload Extension Cords
- g) Keep Emergency Exits Easily Accessible
- h) Wear The Correct Safety Equipment
- i) Reduce Workplace Stress
- j) Use Mechanical Aids Whenever Possible
- l) Keep Walkways Clear
- m) Stay Slip-Free
- n) Don't Stand or Climb on Furniture
- o) Keep Correct Posture To Protect Your Back

Exercise II

Pronunciation. Make sure you know how to pronounce the following words.

schedule /'ʃedʒul/

signage /'saɪnɪdʒ/

obligated /'ɒblɪgeɪtɪd/

judgement /'dʒʌdʒmənt/

sliver /'slɪvə(r)/

hazardous /'hæzə(r)dəs/

hazard /'hæzə(r)d/

precaution /prɪ'kəʃ(ə)n/

appropriate /əpr'ɒpriət/

Exercise III

Match the halves of the following expressions. Translate them into your language and use them in sentences.

1. take	a. a daisy-chain
2. stay	b. precautions
3. schedule	c. clutter
4. take	d. breaks
5. take	e. the chance
6. create	f. fresh
7. save	g. alert
8. stay	h. concerns
9. take	i. tasks

10. reduce	j. shortcuts
11. eliminate	k. a sliver of time

Exercise IV

Complete prepositions. Translate them into your language and use them in sentences.

adhere	obligated
alert	lead
alert	due
pick	free
depend	take care

Exercise V

Translate into your language.

1. appropriate signage
2. heavy workload
3. scaffolding
4. hazardous situations
5. proper precautions
6. equipment shutoffs
7. daisy-chain

Exercise VI

Answer the questions concerning the text.

1. What position should you take when you're sitting at the desk?
2. How can you stimulate your concentration?
3. What equipment can you use to carry heavy objects?
4. What equipment can you use to reduce the risk of workplace injury?
5. Why can clutter pose danger to employees?

Exercise VII

Prepare rules and safety procedures for the following types of work:

1. pharmaceutical company
2. bakery
3. construction site
4. car manufacturer

Exercise VIII

What kind of clothing and equipment is necessary for the following types of work:

1. builder
2. shop assistant at a butcher's
3. plumber
4. dentist
5. laboratory assistant

6. welder

Useful vocabulary

acid – kwas
back support – ochraniacz na kręgosłup
biohazard – zagrożenie biologiczne
electric arc – łuk elektryczny
electrical hazard – zagrożenie porażeniem prądem
emergency exit – wyjście ewakuacyjne
first-aid kit – apteczka pierwszej pomocy
flammable – łatwopalny
flying chips – latające odłamki
glare – oślepiające światło
hazardous – niebezpieczny
irritate one's skin – podrażniać skórę
poisonous – trujący
radioactive – radioaktywny
scaffolding – rusztowanie
sparks – iskry
warning – ostrzeżenie
welding – spawanie
safety notice – informacje dot. bezpieczeństwa
hazard – niebezpieczeństwo, ryzyko
operate – obsługiwać (np. urządzenie)
report – zgłosić
tools – narzędzia
undertake – podjąć się czegoś
fire extinguisher – gaśnica

Protective clothing

earplugs – zatyczki do uszu
face shield – osłona na twarz
hairnet – siatka na włosy
hard hat – kask ochronny
latex gloves – lateksowe rękawiczki
safety boots – buty ochronne
safety earmuffs – nauszники ochronne
safety glasses – okulary ochronne
safety vest – kamizelka ochronna
respirator – maska przeciwgazowa
toe guard – ochraniacz palców (nóg)

Useful expressions.

Watch out! It's dangerous.
This material is particularly toxic.
Be careful. The floor is wet / slippery.
Smoking is prohibited in this area.
Please put on your hard hat.
It will protect you from irritation of your skin.
Thanks for reminding me.
That's very irresponsible of you!

I hope it won't happen again
Just think before you start work – know the hazards
Make sure you know how to operate the machine you must use at work
Report any damage to the tools you normally use to your supervisor
Wear protective clothing if it's necessary in your workplace
It's important to keep the workshop clean and tidy
Don't undertake work for which you aren't trained.

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