

1 Read the text about health and safety at work and answer the questions.

Attention must be paid to **safety** in order to ensure a safe working practice in factories. Workers must be aware of the dangers and risks that exist all around them: two out of every three industrial accidents are caused by individual **carelessness**. In order to avoid or reduce accidents, both protective and **precautionary** measures must be followed while working.

Each country has specific regulations concerning health and safety at work. For example, The Health and Safety at Work Act 1974 is a UK Act of Parliament that establishes the fundamental rules to enforce workplace health, safety and welfare within the United Kingdom.

The objectives of the Act are:

- to secure the health, safety and welfare of people at work;
- to protect people in the work place against risks to health or safety in connection to their work activities;
- to control the keeping and use of dangerous substances;
- to control the emission of dangerous gases into the atmosphere.

The Act defines general duties of **employers, employees, suppliers** of goods and substances for use at work, and people who manage and maintain work premises. In particular, every employer has to ensure the health, safety and welfare at work of all the employees, visitors, the general public and clients. Employers have to ensure the absence of risk to health in connection with the use, handling or storage of items and substances, as well as provide adequate facilities for a safe working environment. It is also very important to provide employees with proper instructions and training so that they will be able **to cope with** any problem that may occur at work.

Employees, on their part, should always behave responsibly at work and take care of themselves and other people who may be affected by their actions. Moreover, they should cooperate with employers to **enable** them to perform their duties or requirements under the Act.

- 1 Why is it important to ensure a safe working environment?
- 2 Which law regulates workers' welfare in the United Kingdom?
- 3 What does the Act define?
- 4 What are the duties of employers?
- 5 Why is it important to provide employees with adequate training?
- 6 How can employees contribute to a safe working environment?

2 Read the text again and match the words with their definitions.

- | | |
|-------------------------|--|
| 1 precautionary measure | a <input type="checkbox"/> a responsibility or task that you have to do as part of your job |
| 2 carelessness | b <input type="checkbox"/> to deal effectively with a difficult situation |
| 3 welfare | c <input type="checkbox"/> the buildings and land occupied by a business |
| 4 duty | d <input type="checkbox"/> poor attention to an activity, which results in harm or errors |
| 5 premises | e <input type="checkbox"/> action taken in order to prevent something dangerous from happening |
| 6 to cope with | f <input type="checkbox"/> the health, comfort and well-being of a person or group |



3 14 This is an example of safety rules established by the workers' safety committee in a factory in Adelaide, Australia. Read the text and complete it with the words in the box, then listen and check.

operate tidy fire gloves concentration first aid protection brush

SAFETY RULES

MACHINERY

- Be sure to understand how to (1) *operate* every machine you are going to use.
- Never use machinery when you are in a room alone.
- Use all the (2) _____ required in the place of work.
- Check that the safety devices are working. If they are not working, ask for them to be repaired immediately.
- Do not talk to anybody who is operating a machine. (3) _____ is important at all times.
- Turn off the electricity before cleaning a machine.

TOOLS

- Report any damage to the tools used at work.
- See that tools are correctly set.

DRESS

- Before starting work, wear protective clothing.
- Always wear safety glasses, (4) _____ and boots when using a machine.

WORKSHOP

- Keep the workshop (5) _____, do not leave rubbish around and do not throw cigarette ends or **ashes** into the rubbish bin.
- The area around machines must be kept clear to avoid falling.
- Tools and protective clothing should be put away when not in use.
- Clean machines after use with a (6) _____ not with your hands.

ACCIDENT PROCEDURES

- Make sure you know where to **assemble** in the event of (7) _____ and where the emergency stop buttons are located.
- Check where the **fire extinguishers** are in your workplace and how they work, in order to be able to use them in case of fire.
- Do not shout or run as this can lead to panic, and inform the supervisor immediately if any accident occurs.
- Never administer (8) _____ unless you have been trained to do so.

4 Read the text again and decide if the following rules are true (T) or false (F), then correct the false ones.

- Use machinery only when other people are in the workplace. _____
- People mustn't talk in the workplace. _____
- Turn off electricity after a machine has been cleaned. _____
- Wear safety boots before arriving in a workplace. _____
- Always wear sunglasses when using a machine. _____
- Damaged tools can be dangerous. _____
- Report to the supervisor about damaged equipment. _____
- In case of fire ask the supervisor where the emergency stop buttons are located. _____
- In case of fire shout to catch other people's attention. _____
- Anyone can give first aid in case of an accident. _____

5 Read the text about safety signs and colours and complete the table with the correct sign category.

Safety **signs** and colours are useful tools to help protect the health and safety of employees and workplace visitors. Safety signs are used to draw attention to health and safety **hazards**, to point out hazards which may not be obvious and to remind employees where personal protective equipment must be worn.

Colour attracts attention and can be used extensively for safety purposes. For example, colour can be used as an additional safety measure to identify the contents of pipes and the nature of the hazard.




Different combinations of colours are used to indicate the various types of hazards. For example, the colour red is used to indicate a definite hazard, while a potential hazard is communicated by the colour yellow.

When employees are aware of the hazards around them and take the necessary precautions, the possibility of an **injury**, illness or other loss is minimised.

As shown in the table below, there are three basic sign categories used in the workplace:

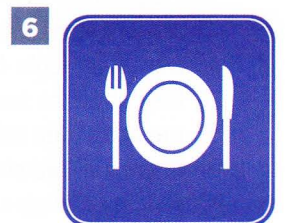
- warning, to indicate definite or potential hazards;
- regulatory, to indicate which actions are prohibited or mandatory;
- information, to provide general information and directions.

Each category is distinguished by its shape and can be divided into subcategories having different colours.

Category	Subcategory	Colour
 1 _____ A circle indicates that an order is in force.	- Prohibition: it forbids an action. - Mandatory: it requires an action.	Red and black on white White on black
 2 _____ A triangle indicates caution or danger.	- Caution: it indicates a potential hazard. - Danger: it indicates a definite hazard.	Black on yellow White on red
 3 _____ A square indicates information.	- Emergency: it indicates first aid, health, fire protection and emergency equipment. - General information: it indicates permission or public information.	White on green White on blue

6 Match each sign with its meaning and write the correct subcategory for each of them.

- a slippery when wet
 b high voltage
 c first aid station
 d head protection must be worn
 e cafeteria
 f no smoking area



7 Read the texts about safety equipment and match the words in the box with the correct description.

hearing protection hard hats respirator safety glasses face shield **overall**

(1) _____ are the most important piece of safety equipment. There are many styles of these, but all share the same features, that is to say impact resistant **lenses** and side screens to protect against dust.



(2) _____ should be worn when working with **loud** power tools and machinery, in order to protect you from long-term hearing loss.



(3) _____ are predominantly used in workplace environments such as **building sites**. They protect the head from injury by falling objects, impact with other objects, **debris**, bad weather and electric shock.



When working with chemicals or machinery which makes dust, it is advisable to wear a face mask, to keep these fine particles away from the face. When spraying **varnish** or paint, a (4) _____ is a better choice, to protect you from any **harmful** effects of using these **chemicals**.



(5) A _____ must be worn when using machinery which gives off **sparks** or little parts. It is comfortable, can be **flipped up** when not needed, and will keep most of the flying chips away from your face.



When working, you should always wear proper clothing, like an (6) _____. Comfortable, **long-sleeved** shirts and long trousers combined with good safety boots will each provide a layer of protection.



8 15 Listen to the dialogues and complete the table with the equipment and the hazard mentioned.

Dialogue	Equipment	Hazard
1		
2		
3		
4		

9 Read the text about fire safety procedures and put the actions in the correct order.

A fire safety plan is required in all public buildings, from schools, hospitals, supermarkets to workplaces. Generally, the owner of the building is responsible for the preparation of a fire safety plan. Once the plan has been approved by the Chief Fire Official, the owner is responsible for training all staff in their duties.

Evacuation drills are a very important part of the staff training associated with emergency evacuation procedures. Drills should be carried out in all buildings at least once a year. The drill should be checked, recording the time required to complete the evacuation, and noting any problems and deficiencies. After each drill a meeting should be held to evaluate the success of the drill and to solve any problems that may have arisen.

What to do in case of fire...

- If you see fire or smoke, do not panic. Remain calm and move quickly, but do not run.
- Alert the responsible staff and telephone the correct national emergency number. Have someone meet the **firefighters** to tell them where the fire is. They can lose valuable minutes if they have to find it themselves.
- Rescue any people in immediate danger only if it is safe to do so.
- If practicable, close all doors and windows to contain the fire.
- Try to extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.
- Follow the instructions of your supervisor and prepare to evacuate if necessary.
- Save **records** if possible.
- Evacuate your area and check all rooms, especially changing rooms, toilets, storage areas, etc.
- Do a head count of all staff and report any people unaccounted for to the supervisor.



- a Close all doors and windows.
- b Do a head count of all staff and visitors.
- c Evacuate your area and check all rooms.
- d Meet the firefighters and give them details about the fire.
- e Save records.
- f Prepare to evacuate.
- g Remain calm and move quickly.
- h Report any people unaccounted for to the supervisor.
- i Rescue any people in immediate danger.
- j Telephone the correct national emergency number.
- k Try to extinguish the fire using appropriate firefighting equipment.

MY GLOSSARY

ash /æʃ/ _____
 to assemble /tu: ə'sembəl/ _____
 building site /'bɪldɪŋ saɪt/ _____
 carelessness /keərləs'nəs/ _____
 chemicals /kemɪkəlz/ _____
 to cope with /tə kəʊp wɪð/ _____
 debris /deɪrɪ/ _____
 employee /ɪm'plɔɪi/ _____
 employer /ɪm'plɔɪə(r)/ _____
 to enable /tu: ɪ'neɪbəl/ _____
 evacuation drill /ɪvækju'eɪʃn drɪl/ _____
 fire extinguisher /'faɪə(r) ɪk'stɪŋgwɪʃə(r)/ _____
 fire fighter /'faɪə(r) faɪtə(r)/ _____
 to flip up /tə flɪp ʌp/ _____

harmful /'hɑ:mfəl/ _____
 hazard /'hæzəd/ _____
 injury /ɪn'dʒəri/ _____
 lens /lenz/ _____
 long-sleeved /lɒŋsli:vəd/ _____
 loud /laʊd/ _____
 overall /əʊvə'ɔ:l/ _____
 precautionary /prɪ'kɔ:ʃnəri/ _____
 record /rɪkɔ:d/ _____
 safety /seɪfti/ _____
 sign /saɪn/ _____
 spark /spɑ:k/ _____
 supplier /sə'plɑɪə(r)/ _____
 varnish /vɑ:nɪʃ/ _____