

Look at these notes that a Personnel Manager wrote to explain company rules. Then use the notes to complete a briefing he gave to some new employees on their first day at work. Choose from *have to*, *don't have to*, *can*, *can't*, *should* or *shouldn't*.

Necessary:	sign letter about working hours, leave building during fire drill
Not necessary:	send holiday form to personnel immediately
Permitted:	volunteer to work extra hours, take 3 weeks holiday, smoke outside building
Prohibited:	make staff work long hours, take all holiday time together
Good idea:	Speak to head of department about excessive hours, give notice to head of dept. about holidays, read fire notices
Bad idea:	block fire exit

'Um. Excuse me. Good morning. Er, good morning. I've called you to this meeting to explain to you all some of the basic health and safety rules that we have here. Um, first of all, working hours: it's not our company policy to make staff work excessive hours – it makes people unproductive and can endanger health. Um, managers (1) can't make any of their staff work more than an average of 48 hours per week, although anyone (2) volunteer to work more than these hours, but they (3) sign a letter from the company to say that they want to do this. Any member of staff who is worried that they are working too many hours (4) speak to their head of department about it.

Um, all employees (5) take a minimum of three weeks' paid holiday per year, but you (6) take all this holiday off in one block. Staff (7) give their head of department as much notice as possible about their holidays, although they (8) send their holiday form off to personnel until a few weeks before they go.

Next, er, fire drills. We have a fire drill about once a month – don't ignore it. You (9) leave the building immediately that you hear the bell, and of course you (10) block the fire exits. Fire notices are posted throughout the building. Employees (11) read these notices regularly. In the case of a real fire, don't panic and follow the fire procedures.

And lastly, for you smokers, I'm afraid that smoking is not permitted anywhere inside the building, although you (12) smoke just outside the front door.