

## HEALTH AND SAFETY AT WORK

### READING ACTIVITY

**Exercise 1.** Read the following words and their meanings to be able to understand the reading below.

<b>Safety:</b>	<b>seguridad</b>
<b>Workplace:</b>	<b>lugar de trabajo</b>
<b>Employee:</b>	<b>empleado</b>
<b>To make sure:</b>	<b>asegurarse</b>
<b>Safety regulations:</b>	<b>Normas de seguridad</b>
<b>Keep calm:</b>	<b>Mantener la calma</b>
<b>To act quickly:</b>	<b>Actuar rápidamente</b>
<b>To evacuate:</b>	<b>Evacuar</b>
<b>To direct:</b>	<b>dirigir</b>
<b>Fire exit:</b>	<b>Salida de emergencia</b>
<b>To collect:</b>	<b>recoger</b>
<b>Personal items:</b>	<b>Artículos personales</b>
<b>Lift:</b>	<b>ascensor</b>
<b>Fire assembly point:</b>	<b>Punto de encuentro en caso de incendios</b>
<b>Fire brigade:</b>	<b>Cuerpo de bomberos</b>
<b>First-aid procedure:</b>	<b>Procedimiento de primeros auxilios</b>
<b>Employee handbook</b>	<b>Manual de empleado/a</b>
<b>Unconscious:</b>	<b>Inconsciente</b>
<b>To call an ambulance:</b>	<b>Llamar a una ambulancia</b>
<b>To stay:</b>	<b>quedarse</b>
<b>Sick:</b>	<b>enfermo/a</b>
<b>To report:</b>	<b>informar</b>
<b>Health and safety representative:</b>	<b>Representante de salud y seguridad</b>

# HEALTH AND SAFETY AT WORK

Keep up-to-date:

Mantener al día/actualizado/Mantenerse al tanto

**Exercise 2.** Read the health and safety procedures. Then write true (T) or false (F) next to each sentence below. Write the number of the procedure that helped you decide.

**HURLINGTON'S DEPARTMENT STORE**

## SAFETY IN THE WORKPLACE

Here at Hurlington's, the safety of our customers and employees is of the greatest importance to us. Please make sure you follow our company's health and safety regulations.

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**IN CASE OF FIRE:**

1. Keep calm and act quickly.
2. Sound the alarm and call 999 immediately.
3. Help customers evacuate the building and direct them to the nearest fire exit.
4. Do not stop to collect personal items.
5. Do not use the lifts.
6. Direct everyone to the fire assembly point.
7. Do not return to the shop until the fire brigade gives permission.

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**IN CASE OF AN ACCIDENT:**

8. Follow the first-aid procedures in your employee handbook.
9. If someone is unconscious, call an ambulance immediately.
10. Stay with the sick person until the ambulance arrives.
11. Report all incidents to the health and safety representative as soon as possible after the event.

**Keep up-to-date with your training.**

**TRUE/FALSE.** 1. Call your manager if there's a fire. \_\_\_\_\_

**TRUE/FALSE.** 2. Use the lift to get out of the building quickly. \_\_\_\_\_

**TRUE/FALSE.** 3. Always evacuate all the customers. \_\_\_\_\_

**TRUE/FALSE.** 4. On a cold day, take a coat with you. \_\_\_\_\_

**TRUE/FALSE.** 5. As soon as the fire is put out, you can return to the building. \_\_\_\_\_

**TRUE/FALSE.** 6. Help an unconscious person before calling for an ambulance. \_\_\_\_\_