

Reading:

Medium and large companies often have staff with special responsibilities for helping their employees stay safe and healthy in their workplace. What do you think these people are responsible for?

1. a first-aider
2. a fire warden
3. a health and safety coordinator

Look at the responsibilities below and choose the correct job title(1. First aider- 2. Fire warden- 3. Health and safety coordinator)

- a. Amakes sure that all staff and visitors leave the building immediately if the fire alarm sounds.
- b. Ahas to study accidents at work.
- c. A checks that electrical equipment is tested regularly.
- d. A takes care of workers with an illness or injury.
- e. A is responsible for checking that her/his part of the building is clear if there's a fire.
- f. A is in charge of ordering first aid equipment and supplies.
- g. A has to keep records of all first aid activity.
- h. A coordinator ensures that all employees know the company's safety policies and practices.

Note:

to be responsible for + ...ing

e.g. A fire warden is responsible for checking that her/his part of the building is clear if there's a fire alarm.

to be in charge of + ...ing

e.g. A first-aider is in charge of ordering first aid equipment and supplies.

to make sure that .../to ensure that ...

e.g. A health and safety coordinator makes sure / ensures that all employees know the company's safety policies and practices.

Word building:

This activity is about word building. When you know one word in English, it is often easy to make several new words from that one root word. For example, if you take the word safe, which is an adjective, you can also make the noun safety, the adverb safely, the opposite unsafe, etc.

Adjective	Opposite adjective	Adverb	Noun	Verb
safe	unsafe	safely	safety	-
healthy	unhealthy	healthily	health	-
coordinated	uncoordinated	-	a coordinator	to coordinate
responsible	irresponsible	responsibly	a responsibility	to be responsible for
immediate	-	immediately	-	-
sure	unsure	-	-	to make sure /to ensure
injured	uninjured	-	an injury	to injure
correct	incorrect	correctly	a correction	to correct
equipped	unequipped	-	equipment	to equip

What is in a first aid kit? Name the pictures. Choose the correct word:



Listening:

Listen and complete the form:

ACCIDENT REPORT	
1. DETAILS OF THE INJURED PERSON	
Name: <i>Afnan El Helawany</i>	
Nature of the injury: <i>Afnan cut her</i>	
Was first aid given? Yes / No	
If yes, give brief details: <i>The first aider cleaned the cut and put</i> <i>on it.</i>	
2. DETAILS OF THE ACCIDENT	
Date of accident: <i>30/08/14</i>	Time of accident: <i>09.30 am</i>
Where the accident happened: <i>on the ground floor.</i>	
Briefly describe what happened: <i>The cleaner washed the floor and didn't put up a caution sign. Afnan didn't see the water and slipped over.</i>	
2. DETAILS OF PERSON COMPLETING THE REPORT	
Name: <i>Mona Mohamed Mahmoud</i>	Position: <i>First-aider</i>
Signature: <i>Mona Mohamed Mahmoud</i>	Date: <i>30/08/14</i>

Grammar:

We use the **past simple** to talk about things that happened in the past, for example:

Mohamed reported the accident. He filled in an accident log.

The past simple is usually formed from the verb root and adding -ed.

Some verbs have an irregular past tense,

for example:

Nahla got a shock from the photocopier.

You make a negative by adding the word **didn't** before the verb, for example: Nahla didn't report the problem with the photocopier.

Q: Choose the correct form of the verb in the following sentences:

to fall	to put	to have	to go	to (not) see	to fill in	to cut	to clean
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- Yesterday Afnan an accident at work.
- She the water on the floor.
- She over and her arm.

- d. She to the first-aider.
- e. The first-aider the cut and a plaster on it.
- f. The first-aider an accident report form.

When we make a **question** with the past simple tense, we put did before the verb root. Look at the example.

Q. When did Afnan cut her arm?
Ans. Yesterday.

Use the prompts to write questions that match the following answers. Make sure you start the question with a capital letter and end with a question mark:

a. Q. Where/Afnan/fall?
Ans. In front of the lift on the ground floor.
.....

b. Q. How/she/fall?
Ans. She didn't see the water on the floor and slipped over.
.....

c. Q. What/the first-aider/do?
Ans. She cleaned the cut and put a plaster on it.
.....

Read the account of an accident that took place in Carrefour supermarket. Then complete the form:

Accident report

It was Monday 28th July, the first day of Eid el Fitr. The supermarket opened at 8.30 am. It was going to be a busy day!

Half an hour after opening time, Noura Moustapha arrived at the store to buy clothes for her niece who was going to visit that day. She went straight to the fashion department. She was so busy looking for clothes that she didn't see a bag on the floor. Noura tripped over the bag and fell on the floor. She cut her right foot.

A sales assistant working nearby saw what happened and rushed to help Noura. First of all she found a chair for her to sit on and then she called for a first-aider. The first-aider cleaned the wound and covered it with a bandage. Fortunately the cut was not deep. After giving the sales assistant details for the accident report form, Noura continued shopping.

Print and complete the accident report form as though you were the sales assistant who saw the accident. Bring the form with you to the tutorial.

ACCIDENT REPORT	
1. DETAILS OF THE INJURED PERSON	
Name:	
Nature of the injury:	
Was first aid given? Yes / No	
If yes, give brief details:	
2. DETAILS OF THE ACCIDENT	
Date of accident:	Time of accident:
Where the accident happened:	
Briefly describe what happened:	

Look at these signs about fire. Where might you see them? What do they mean?
Match the sentences with the pictures:

1. Meet here if there is a fire.
2. Press the button to sound the fire alarm.
3. Do not use water to put out the fire.
4. Use this exit if there is a fire.
5. There is a fire extinguisher in this cupboard.



Reading:

Do you know what to do if there is a fire at your college?

WHAT TO DO IF YOU HEAR THE FIRE ALARM

1. Keep calm and walk out of the building.
2. Leave the building by the nearest safe exit.
3. Do not use the lifts.
4. Close doors behind you.
5. Do not stop to collect your things.
6. Go the meeting point and wait there.
7. Stay outside until the person in charge tells you the building is safe.

Choose the answer you think is correct for each situation:

a. What should you do if the fire alarm sounds?

Leave the building. / Leave and go home. / Wait until someone tells you what to do.

b. Which of these things must you not do if the fire alarm sounds?

Use the stairs. / Use a fire exit. / Use the lifts.

c. Which of the following things should you always do if the fire alarm sounds?

Open doors and windows. / Run out of the building. / Close door behind you.

d. What things should you take with you when you leave the building?

Pack your bag with all your important things. / Leave immediately without taking anything.

e. Can you go back into the building if the fire alarm stops?

Yes, if it looks safe. / No, you must wait until the person in charge tells you it's safe.

f. Can you go home after you have left the building?

No, you must wait for further instructions. / Yes, if it's nearly time to finish work.

g. What kind of text is this?

A set of instructions. / A letter. / A report.