

HEALTH AND SAFETY AT WORK

READING ACTIVITY

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

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

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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.

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.

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. _____