

## Unit 3

# Keep safety in mind

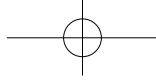


**After learning this unit, you will be able to:**

- talk about safety issues in the workplace;
- develop safety awareness;
- write some safety tips.

**Look at the picture and discuss:**

- 1 What happened to the man?
- 2 Could the accident be avoided?



## Unit 3

### Warming up

Look at the following picture and try to find as many office hazards as you can.



### Listening and Speaking

- 1 Listen to the dialogue among three colleagues. The following words, expressions and sentences may help you. 

trip over    shoelace    sample    keep... tidy

He had an accident—he tripped and fell.  
The cause of the accident was a sample box left on the floor.  
Store things properly and keep the office tidy.

2 Listen again and complete the Accident Report Form. 🎧

**Accident Report Form**

Date: 10 May, 2015 Time: 10 am

Location: Office of Marketing Department

Description of the accident: \_\_\_\_\_

Cause of the accident: \_\_\_\_\_

Injuries: A staff member broke his arm

How to avoid such accidents: \_\_\_\_\_

Manager: Paul

3 Work in pairs. Ask and answer the following questions.

1. Who left the sample box on the floor?
2. What did the manager say about that?

4 Read the following words, expressions and sentences. Then listen to the dialogue. 🎧

unfortunately    procedure    alarm  
fire exit    assembly point    keep...in mind

I would remind you of our health and safety procedures.  
We should walk calmly to our nearest fire exit, following the green signs, go outside and meet at the fire assembly point.  
Please do keep in mind our health and safety procedures.

**Tips**

health and safety procedures: 健康安全程序。每家企业都应制定健康安全程序，为员工提供工作场所的健康与安全实践指南。

5 Listen again and find out the safety issues mentioned by Paul. 🎧

- smoking     electricity     fire     chemicals

6 Work in pairs and write down what you should do if you see a fire.



7 Work in groups and have a fire drill.

## Reading and Vocabulary

- 1 Read the passage about workplace security. The following words and expressions may help you. 🎧

shortcut   intersection   deadly   operator  
 adhesive tape   give way   strike   permanent  
 prolonged   reaction   safeguard   well-maintained

### Safety—It’s your choice

Everyone takes a shortcut at one time or another. You cross the street between intersections instead of using the crosswalk or jump a fence instead of using the gate. But in many cases, shortcuts can involve danger. If you like to take dangerous shortcuts, break the habit—at work, it can be deadly.

Todd is 25 years old, married and has two wonderful children. Todd has been working as a machine operator since graduating from high school six years ago. One day Todd noticed a work stool in his area that had a broken leg. As a quick fix, Todd used some adhesive tape to “repair” the stool. Later that afternoon, as Todd sat down to perform his daily work, the “repaired” stool leg gave way under his weight, causing Todd to fall backwards onto the floor.

When Todd hit the floor, the stool struck into his back. This resulted in a permanent disability. At age 25 with only a high school education and six years of work experience, Todd is now unable to work at any job that requires prolonged sitting, standing, walking or climbing. How will he provide for his family, or even play with his children?



Todd’s reaction to the problem of the broken stool was not uncommon.

It is human nature to find the easiest and quickest solutions to problems that arise. However, are these shortcuts worth it?

It is surely not worth risking your health and safety. Wear appropriate personal protection to safeguard your body parts. Use proper, well-maintained equipment. Don't take the easy way to save time. Ladders, steps and walkways are built to ensure your safety, as well as for your convenience. The safest way isn't always the shortest way, but it's the surest way.

It is your choice whether you take that shortcut or do the job right. It is your choice whether you follow the safety rules or not. Often the end result is "not" your choice. If you choose to take that shortcut, you are giving up "your choice" to remain injury-free.

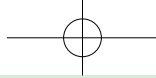
Make the "right" choice! Don't take shortcuts! Follow the safety procedures for each task, at home, at work, and at play.

**2 Read again and classify the following items into two columns— "Shortcuts" and "Proper Ways".**

1. Cross the street using the crosswalk.
2. Cross the street between intersections.
3. Jump a fence.
4. Use the gate.
5. Repair a stool with some adhesive tape.
6. Wear appropriate personal protection.
7. Use proper, well-maintained equipment.
8. Use ladders, steps and walkways when necessary.

Shortcuts

Proper Ways



## Unit 3

### 3 Fill in the blanks with proper prepositions.

1. A small hazard might result \_\_\_\_\_ serious injury.
2. Instead \_\_\_\_\_ rushing through life, I wanted something more meaningful.
3. He fell heavily, striking his head \_\_\_\_\_ the side of the table.
4. Jeff is \_\_\_\_\_ his hands and knees looking for his toy car.
5. Our instant reaction \_\_\_\_\_ a problem is to take a shortcut.

### 4 Work in pairs. Ask and answer the following questions.

1. What do you learn from Todd's story?
2. If you were Todd, what would you do to handle the situation?

## Grammar for Use


请同学们综合运用已学英语时态的各种知识，用括号中所给动词的适当形式填空。

Colleen was in a hurry. Her friend Simon \_\_\_\_\_ (criticise) her many times for not stopping at stop signs. "If the cops \_\_\_\_\_ (catch) you sliding through a stop sign," he said, "they \_\_\_\_\_ (give) you a ticket for that." "I know, but I never \_\_\_\_\_ (do) it when they're around," she replied. However, yesterday an accident happened. There \_\_\_\_\_ (be) a stop sign. One car was in front of her. Colleen \_\_\_\_\_ (look) to the right and to the left. No car \_\_\_\_\_ (come). It was safe, but she \_\_\_\_\_ (hit) the gas pedal. Bang! She \_\_\_\_\_ (crash) into the car in front of her.



## Practical Reading

### 1 Read the following tips on Internet safety.



### INTERNET SAFETY

- Never send out or post anything you wouldn't say in real life.
- Never give out personal information, such as your address, phone number, school name, etc.—unless it's officially required by a trusted website.
- Never post photos or videos online unless you want them to possibly go around the world.
- Do not share your passwords with friends.
- Never agree to meet someone you've known online alone.
- If you find anything online that makes you feel uncomfortable, talk to your parents or teachers.

### 2 Read again and share with your partner your behaviours when using the Internet.

- Have you ever given out your personal information to someone you've known online?
- Have you ever met any net friends?
- ...

## Unit 3

# Practical Writing

1 Review the picture in Warming up. Have you found all the hazards?



2 Write a “Don’t do” list of workplace safety according to the above task.

## WORKPLACE SAFETY

- Don't play with your chair.
- 
- 
- 
- 
-



# Project

**1** Work in groups of four and choose one situation from below.

## Situation A: Heavy boxes

Kevin works in a warehouse. One day, when he was loading some 40-pound boxes into the truck, he suddenly felt a sharp pain in his lower back. He had to stay off work for a week to recover, and his back still hurts sometimes. He is worried about re-injuring his back, and tries to be careful, but he wants to know more about lifting safely and other ways to prevent back injuries.

## Situation B: Noise at work

Simon has been working in a factory for about a year. He spends a lot of the workday using a power saw. His ears usually ring for a while in the evening, but this seems to clear up by morning. He is a little worried about whether it's damaging his hearing. He wants to find some information on how much noise is bad for him, and what he can do to prevent this harm.

## Situation C: Night shift

Sarah works at a convenience store. She and other employees take turns working night shifts. It makes her nervous to be at the store by herself late at night, but she knows if she refuses the night shifts, the owner will just look for someone else for the job. She wants to find out what can be done so that she will feel safer.

**2** Do some research and work with your group members to answer the following questions.

- How could this problem affect workers' health right away and over time?
- What are some possible ways to reduce or eliminate workers' exposure to this problem?

**3** A representative of each group makes a brief report to the class.

# Around the World 🎧

## The crazy world of health and safety rules

These days it seems even the safest occupations hide a minefield of hazards. No job goes without a long list of rules and regulations. Here are some examples of health and safety getting in the way of common sense.



### Head Fear

Graduating students at Anglia Ruskin University in Cambridge were told not to pose for pictures throwing their hats in the air in case someone was injured by a falling hat. The justification was that someone had been hurt by a falling hat a few years previously. Students said university bosses might as well ban the whole ceremony in case someone crashed their car on the way there!

### Swimming Ring

A swimming pool is one place where strict safety rules are needed, but even there it seems possible to get your priorities wrong.

Pools in Bournemouth were told to stop lending swimming rings to families who hadn't brought their own, as they couldn't guarantee they'd be free of bacteria.



### Precautions

The offices of the Health and Safety Executive should be the ideal place to stay out of danger. But even there, bosses have taken some puzzling precautions, including banning staff from moving chairs around in case they hurt themselves. Anyone wanting to move furniture was told to book a porter to do it, and give them 48 hours' notice.

# My Progress Check

## Listening Comprehension

### 1 Listen to the dialogue and choose the information you hear. 🎧

- Smoking is allowed during the lunch break.
- The woman doesn't like the smell of smoking.
- Smoking is against the company policy.
- Mr Ingle won't put out his cigarette.

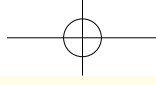
### 2 What are the bad effects of smoking in the workplace?

1. Unpleasant smell.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Vocabulary and Structure

### 1 Complete the sentences with the proper form of the given verbs.

1. What were you doing when the fire \_\_\_\_\_ (break) out?
2. You won't know whether the coat fits you until you \_\_\_\_\_ (try) it on.
3. When I saw Tom, he \_\_\_\_\_ (play) football.
4. I believe I \_\_\_\_\_ (receive) a letter from her soon.
5. John stopped to have a rest because he \_\_\_\_\_ (work) for three hours.
6. Could you tell me something about the accident that \_\_\_\_\_ (happen) this morning?



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### 2 Complete the sentences with the proper form of the given words or expressions.

convenient    permanent    proper    react    keep...in mind    instead of

1. Our first \_\_\_\_\_ when someone causes us pain is to strike back.
2. You must always \_\_\_\_\_ the safety \_\_\_\_\_ when working.
3. A new general store has been built for the \_\_\_\_\_ of the residents.
4. Try to walk to your phone \_\_\_\_\_ rolling on the chair.
5. She's too ill to be nursed at home; she needs \_\_\_\_\_ medical attention at a hospital.
6. Heavy drinking can cause \_\_\_\_\_ damage to the brain.

### Translation

#### Translate the sentences into English using the given words or expressions.

1. 有些人过马路时不走人行横道，而是横穿马路。(instead of)
2. 托德无法从事任何要求长时间坐着、站立、行走或者攀爬的工作。(require)
3. 寻找最简便、最快捷的方法解决问题，这是人类的天性。(human nature)
4. 冒着安全和健康的风险走捷径肯定是不值得的。(worth doing sth)

### Reading and Writing

#### Read the paragraph and complete the following tasks.

It is your choice whether you take that shortcut or do the job right. It is your choice whether you follow the safety rules or not. Often the end result is "not" your choice. *If you choose to take that shortcut, you are giving up "your choice" to remain injury-free.*

1. Translate the underlined sentences into Chinese.
2. Write down your understanding of the italicised part in about 80 words.