English for HRM (M1): Lesson 3 / TERM 2
Group 4 / 5

Mohamed Kheider University of Biskra
Faculty of Economics and Commercial
Sciences and Management Sciences
Department of Management Sciences

# health and safety in the workplace

## introduction

Under the Workplace (Health, Safety and Welfare) Regulations 1992, employers have a legal duty to ensure the health, safety and welfare of employees whilst at work. In busy workplaces like warehouses, factories, construction sites, and hospitals, employees can be put at risk for injury or illness just by doing their jobs. In addition, it is of great relevance for HR professionals to always have an in-depth understanding of how safe their workplaces are for guaranteed employee health. Most of HR professionals have aligned themselves along the normal traditional manpower management activities such as leave management, performance management, recruitment, training and development and forgot about the relevance of Occupational Health and Safety to the employment relationship.

**1)** Match the words in the first box with the words in the second box to make safety features that you should find in a place of work.

| emergency • fire • first aid • assembly • smoke |
|---|

| access • alarm • blanket • bucket • detector • door • escape exit • extinguisher • hose • kit / box • officer • point • post |
|---|

**2)** Answer these questions about health, safety and welfare.

**1.** Many employees experience tension or worry at work as a result of overwork, problems with managers, etc. What do we call this?

(a) strain  (b) struggle  (c) strife  (d) stress

**2.** RSI is a pain in the arm or other part of the body felt by somebody who does the same movement many times as part of their job (for example, when keyboarding). What does RSI stand for?

(a) regular stress incident  (b) repeated self intolerance
(c) repetitive strain injury  (d) repressive sickness ignorance

English for HRM (M1): Lesson 3 / TERM 2        Mohamed Kheider University of Biskra
   Group 4 / 5                               Faculty of Economics and Commercial
                                              Sciences and Management Sciences
                                              Department of Management Sciences

**3.** A lot of office equipment (for example, chairs, keyboards, etc) is designed to be more comfortable to use and so helps to prevent RSI. What is the adjective we use to describe objects like this?

(a) ergonomic            (b) erroneous            (c) eponymous            (c) equivocal

**4.** In some places of work, employees are often ill because of problems in the building itself (for example, blocked air-conditioning ducts, poor lighting, poor ventilation, etc) . What is the name of this problem?

(a) ill workplace phenomena                        (b) sick building syndrome
(c) unwell office experience                       (d) ailing industrial angst

**5.** Before a company has to do a dangerous job, it needs to consider how dangerous the job is, and what precautions it can take. What is this called?

(a) danger analysis                        (b) risk assessment

(c) hazard perception                      (d) troubleshooting

**6.** Safety officers inspect some places of work to make sure that they are safe, but in most cases companies have to make sure that health and safety procedures are being followed in the workplace. What is this called?

(a) self-control                           (b) self-satisfaction

(c) self-assessment                        (d) self-regulation

**7.** Employees have to follow company instructions on how to behave in the workplace, especially when they are working with dangerous equipment or substances. What are these rules called?

(a) rules of the house                     (b) codes of practice

(c) regulations of behaviour               (d) laws of the land

**8.** To some extent, a company is responsible for how its employees behave, and the risks they take, while they are at work. What is this called?

(a) vicarious liability      (b) risk liability      (c) limited liability      (d) behaviour liability

**9.** What do we call an accident which takes place at work?

(a) on-the-job accident                    (b) occupational accident

(c) working accident                       (d) environmental accident

**10.** A safety officer might decide that a workplace is too dangerous, and orders everyone to stop working. What is the name of this order?

(a) a cancellation notice    (b) a closure notice    (c) a prohibition notice    (d) a barring notice

English for HRM (M1): Lesson 3 / TERM 2
Group 4 / 5

Mohamed Kheider University of Biskra
Faculty of Economics and Commercial
Sciences and Management Sciences
Department of Management Sciences

**3)** Number the following workplace stress factors in order of importance ( 1 most stressful, 10 least stressful)

- ☐ interpersonal relationships at work (problems with co-workers)
- ☐ tight deadlines (pressure to get work done in time)
- ☐ intimidation from supervisors
- ☐ work environment/equipment (unsatisfactory working conditions)
- ☐ workload
- ☐ job security (fear of losing one's job)
- ☐ working hours
- ☐ low autonomy (working under constant supervision)
- ☐ repetitive work
- ☐ work/life balance (finding time for responsibilities at home)

**4)** Witch of the following health and safety measures do you think are typical of a) factories, b) offices and shops, c) any environment?

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | carry out fire drills | c | 6 | remove dangerous obstacles | ☐ |
| 2 | make sure furniture is properly adjusted | ☐ | 7 | provide safety equipment (hard hats, etc.) | ☐ |
| 3 | prevent exposure to harmful substances | ☐ | 8 | do risk assessments | ☐ |
| 4 | provide eye tests | ☐ | 9 | train first aiders | ☐ |
| 5 | post safety signs | ☐ | 10 | wear protective clothing | ☐ |