

# Health and Safety – working in an office!



## A) Put the sentences in the correct order.

	Jon was strangled by the shredder.
	He told Jon to shred them.
	Jon's long tie got trapped in the shredder.
	Jon was at work in the offices of Smith and Smith on Friday 13 <sup>th</sup> May 2013 at 1300 pm.
	The boss, Mr Smith, gave him some old letters.
	Jon went to the shredding machine
	Jon's head was pulled towards the shredder.
	He could not shout because the tie choked him.

## Health and Safety – working in an office!

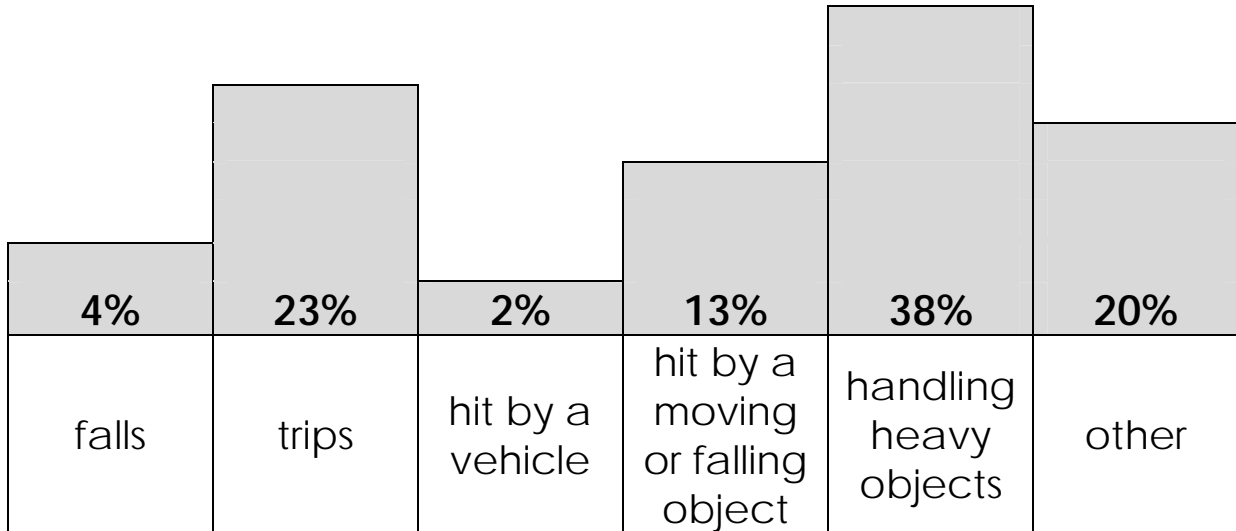
### B) Put the sentences in the correct order.

1	Jon was at work in the offices of Smith and Smith on Friday 13 <sup>th</sup> May 2013 at 1300 pm.
2	The boss, Mr Smith, gave him some old letters.
3	He told Jon to shred them.
4	Jon went to the shredding machine.
5	Jon's long tie got trapped in the shredder.
6	Jon's head was pulled towards the shredder.
7	He could not shout because the tie choked him.
8	Jon was strangled by the shredder.

# Health and Safety – manual handling

## Manual handling of heavy objects – the facts.

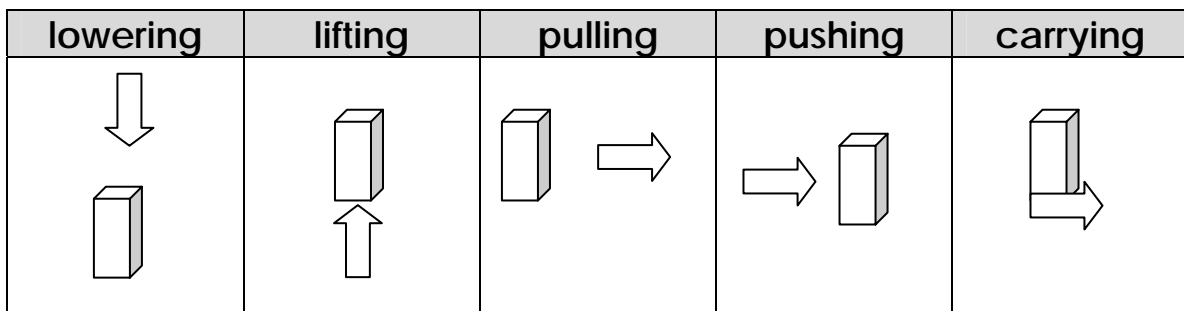
### Causes of accidents



1) Look at this graph.

What is the biggest cause of accidents? \_\_\_\_\_

### Manual handling includes these actions:



2) Look at the diagram above. Finish this sentence.

Many accidents are caused by \_\_\_\_\_, \_\_\_\_\_,  
 \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ heavy objects.

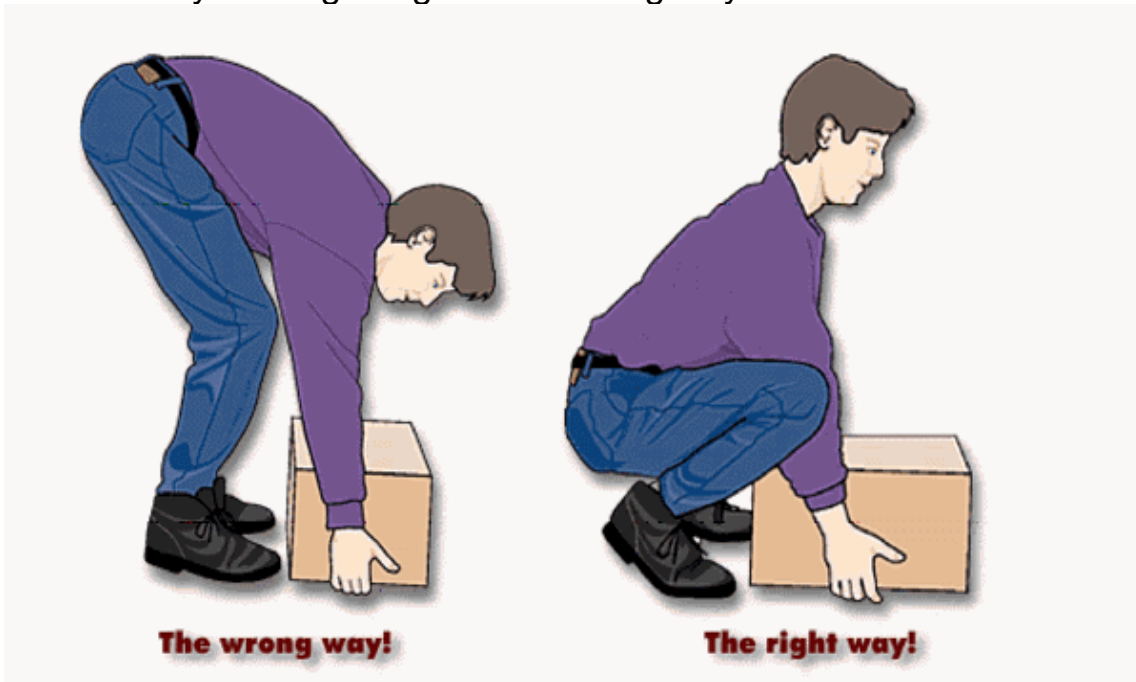
# Health and Safety – manual handling

## Manual Handling Rules

The first rule is **don't use manual handling** if you can avoid it. Your work place must give you the equipment you need.

If you do have to use manual handling, you must do a safety check first.

If you lift the wrong way you can hurt your back, but you can also hurt hands, feet and arms by moving things in the wrong way.



A

B

Tick the right answer.

### 3) What is the first rule of manual handling?

- a. Don't use manual handling, use the correct equipment.
- b. Make sure you are strong before you lift anything.

### 4) What must you do before manual handling?

- a. Work out how heavy the object is.
- b. Do a safety check.

### 5) Which picture show the best way to lift if you have to?

- a. Picture A
- b. Picture B

# Health and Safety – a story!

## Take care!

Bill worked for a health and safety company. He looked round the office and blinked. He was tired. Last night he had been to the cinema. The picture was very long. He had missed the last bus home and had to walk 7 miles home. It was 2.00 am when he got home.

He turned on his computer, and then got a pen from his bag. He went to get a drink of water.



"Apparently, he leaned over to read a 'safety notice' and fell out of the window."

Bill sat down and looked out of the window. He looked down the street at the cars and buses. He saw big posters. He saw a red shape on a poster way down the road. It was too far to see, so he opened the window. The red shape was still not clear. He leaned out of the window a little. Then he leaned out a little more.

He saw the words "Take care. Don't lean out of windows" and .....

The doctor looked down at Bill. Why did he fall?

## Questions

Where did Bill work?

Why was he tired?

Why did he fall?

What advice would you give him?

## Health and Safety – young workers

### Young workers 'not safety aware'

**The British Safety Council (BSC) have been finding out about young people and their safety at work. The report is called *Get Skilled for Work*. It finds that thousands of young people are at risk.**

It found that:

- *One young worker is badly hurt every 40 minutes in a UK workplace.*
- *58% of young workers had no idea about safety in the workplace.*
- *66 under-19s were killed at work during the last 10 years.*



Brian Nimick, from the BSC, told of a 15-year-old who was crushed to death last year while at work on a building site. He said:

“He was asked to knock down a brick wall, but he had no training or safety gear. This led him to his death. We need to do something now. The government must get the schools to teach safety.”

The BSC is asking the government to make schools show children how to be safe at work. The BSC want all 14 to 19-year-olds to gain a new Entry Level Award in Workplace Hazard Awareness.

**“Training the next generation of our workforce must be a priority, and that priority must begin at school.”**

*Brian Nimick*

*British Safety Council*

# Health and Safety – young workers

## **Answer the questions.**

1. Who has made a report on safety?
2. How many under-19s have been killed at work in the last 10 years?
3. What does the BSC want schools to do?
4. What happened to the 15 year old boy on the building site?
5. BSC is an abbreviation for what organisation?
6. What does “hazard awareness” mean?
7. Do you think your workplace is safe for young people?