

13 Workplace Safety



protective



medical cost



hazard



slip



fall

injury

Workplace Safety

All workers should know the following information about workplace safety.

Preventing Injuries From Occurring

Workplace injuries occur when employees do not follow proper safety procedures. Workers can prevent safety **hazards** by doing these things:

- Wear proper workplace footwear, so that they do not **slip** and **fall**
- Wear required **protective** gear at all times
- Avoid the **risk** of injury, by not carrying items that are too heavy
- Not working under the influence of drugs or alcohol

Filing An Injury Claim

If a worker is injured on the job, he or she must **file** an injury **claim** with an employer. Employees should submit claims as soon as possible. **Failure** to do so risks losing payment for injuries.

Workman's Comp

In most cases, employers are required to carry workman's comp. This type of insurance may **compensate** workers for **medical costs** and lost wages.

Workers should contact their employers to see if they provide these benefits.

Illness and Other Safety Hazards

Some workplace hazards, such as illness, are typically not covered by workman's comp. Workers who are ill should avoid the workplace to protect their coworkers' **health**.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some potential workplace hazards, and how can they be avoided?
- 2 What can a worker do if he or she is injured at work?

Reading

2 Read the poster. Then, mark the following statements as true (T) or false (F).

- 1 ___ Wearing improper footwear causes a safety hazard.
- 2 ___ Workers should wait at least two weeks to file an injury claim.
- 3 ___ Workman's comp does not cover for lost wages.

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|--------------|--------------------|
| 1 ___ injury | 5 ___ hazard |
| 2 ___ health | 6 ___ failure |
| 3 ___ file | 7 ___ protective |
| 4 ___ fall | 8 ___ medical cost |

- A a dangerous or risky venture
- B the absence of success
- C a damage or harm to a person
- D an expenditure associated with medical care
- E a person's state of wellbeing
- F to place a claim on record
- G when something is meant to keep something safe or undamaged
- H to move quickly downward and in an uncontrolled manner

- 4 Fill in the blanks with the correct words or phrases from the word bank.

Word BANK

compensate risk claim prevent
workplace safety workman's comp slip

- Some workers wear special shoes, so that they do not _____ at work.
- Many insurance policies _____ workers when they are injured.
- Employees follow safety procedures to _____ injuries.
- _____ is a priority for businesses, because it protects workers from injury.
- Injured workers must file a _____ to be considered for payment.
- Most businesses have _____, which pays for workers' medical costs.
- Employees should avoid any unnecessary safety _____ in the workplace.

- 5 Listen and read the poster again. What is one way to avoid workplace injuries?

Listening

- 6 Listen to a conversation between an HR rep and a manager. Choose the correct answers.

- What is the main idea of the conversation?
 - how the company is improving workplace safety
 - new changes to workman's comp
 - the penalties for workplace safety violations
 - a worker who was injured on the job
- What can prevent an employee from receiving workman's comp?
 - not waiting a week to file a claim
 - being injured in the head or neck
 - creating undue workplace hazards
 - being injured within a year of employment

- 7 Listen again and complete the conversation.

- HR Rep:** Hey Frank, I want to talk about an 1 _____ that happened in your department.
- Manager:** Oh. Sure, Theresa. Did an employee submit a 2 _____?
- HR Rep:** Yeah. The claim was 3 _____ today, actually.
- Manager:** Oh, okay. What happened?
- HR Rep:** Well, the injury claim is from a warehouse worker. He 4 _____ on some oil last week, and hit his head.
- Manager:** Ouch! Is he okay?
- HR Rep:** Yeah, he's alright. He didn't break anything, because he was wearing his 5 _____ helmet.
- Manager:** Great, that's good news. I was worried.
- HR Rep:** Me too. But the doctors expect his 6 _____ to return in a few weeks.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Did an employee submit ... ?

That's good news. / He was wearing his ...

Student A: You are an HR rep. Talk to Student B about:

- a worker who was injured
- an injured worker filing a claim
- the health status of an injured worker

Student B: You are a manager. Talk to Student A about workplace safety.

Writing

- 9 Use the poster and the conversation from Task 8 to write a statement about a workplace injury you received. Include: the cause of the injury, steps taken to prevent the injury, and requests for compensation.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What traits should someone have to pursue a career in HR?
- 2 What basic types of HR positions are available?



report to

unpredictability

Reading

2 Read the webpage. Then, mark the following statements as true (T) or false (F).

- 1 ___ The site recommends that specialists be versatile.
- 2 ___ According to the site, generalists deal with unpredictability.
- 3 ___ Specialists report to different executives than generalists.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|---------------|------------------------|
| 1 ___ support | 4 ___ Chief HR Officer |
| 2 ___ expert | 5 ___ report to |
| 3 ___ career | 6 ___ unpredictability |

- A to be managed and directed by
 B occupation, which a person is a part of for a long time
 C to provide assistance
 D the state or quality of being difficult to anticipate
 E an executive that controls and directs all human resources activities
 F a person who is very well-trained at something

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 specialist / generalist

- A A _____ deals with only one type of issue.
 B The department _____ can help with almost every kind of problem.

2 versatile / specific

- A We want you to focus only on one _____ problem.
 B The HR rep will deal with many issues, so he or she must be _____.



Chief HR Officer

career

WEB
CAREERS

What is Right for You?

Human Resources

If you enjoy working with others, consider a **career** in human resources. The field offers opportunities for many different types of people. If you like to do something different every day, consider becoming a **generalist**. You'll need to be **versatile**. Generalists have to deal with any problem that comes up.

Of course, not everyone likes **unpredictability**. If that's you, consider becoming a **specialist**. These HR representatives become **experts** in **specific** area.

But generalists and specialists have some things in common. For one, they both provide **support** for staff and business operations. They both **report to** the **Chief HR Officer**.

- 5 Listen and read the webpage again. What are some of the qualities someone should have to work in human resources?

Listening

- 6 Listen to a conversation between two HR representatives. Choose the correct answers.

- What is the conversation mainly about?
 - becoming a Chief HR Officer
 - dealing with unpredictability
 - finding out whom to report to
 - changing careers to a specialist
- What does the woman recommend?
 - meeting with another specialist
 - studying health insurance issues
 - speaking to the Chief HR Officer
 - becoming an expert in payroll matters

- 7 Listen again and complete the conversation.

- HR Rep 1: Karen, can I talk to you 1 _____ ?
- HR Rep 2: Sure, what is it?
- HR Rep 1: Well, you're a 2 _____, right?
- HR Rep 2: Yes, I only work on health insurance issues.
- HR Rep 1: I'm thinking about doing the same. Sometimes I like being a 3 _____, but it's just too unpredictable.
- HR Rep 2: I see. Make sure you pick an area you like. You'll have to be an 4 _____.
- HR Rep 1: Right. I thought my 5 _____ area would be payroll.
- HR Rep 2: Hmm. That might too basic. Why don't you ask the 6 _____ for advice?
- HR Rep 1: That's a good idea, I will.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Can I talk ...?
 You're a ..., right?
 Why don't you ...?

Student A: You are an HR representative. Talk to Student B about:

- his or her position
- a change you are considering
- what you should do before the change

Student B: You are an HR representative. Talk to Student A about a career change.

Writing

- 9 Use the conversation from Task 8 to fill out the career guide.

What type of HR job is right for you?

Type 1: _____

This type of job focuses on one _____ area. You must be an _____ on that topic.

Type 2: _____

This type of job involves many different issues. You must be able to deal with _____, since you can't know what will come up every day. And that means you'll need to be _____ enough to address many problems.

Glossary

- absence rate** [N-UNCOUNT-U5] The **absence rate** is determined by comparing the number of workers with absences to the total salary and full-time wage employment.
- acquisition** [N-COUNT-U10] An **acquisition** is the purchase of one company by another.
- adopt** [V-T-U3] To **adopt** a course of action is to choose it or implement it.
- advance** [V-I-U8] To **advance** is to move forward or to improve.
- age** [N-UNCOUNT-U15] **Age** is the measurement of how long a person has been alive.
- age of majority** [N-UNCOUNT-U11] The **age of majority** is the age at which a person is legally considered an adult.
- anonymous** [ADJ-U6] If something is **anonymous**, it is not identified by name.
- anticipate** [V-T-U9] To **anticipate** something is to expect it to happen.
- appraise** [V-T-U1] To **appraise** something is to determine or judge its value.
- approach** [N-COUNT-U1] An **approach** is a way of doing something or considering something.
- approve** [V-T-U12] To **approve** something is to accept or agree to it.
- argument** [N-COUNT-U7] An **argument** is a disagreement.
- assess** [V-T-U6] To **assess** something is to determine or evaluate its nature or its worth.
- attract** [V-T-U9] To **attract** someone or something is to interest, draw, or invite it.
- bargain** [N-COUNT-U11] A **bargain** is a deal or arrangement reached between two or more parties.
- based upon** [PHRASE-U15] If something is **based upon** something else, it is caused by it or directly related to it.
- behavior** [N-COUNT-U3] A **behavior** is a way of acting.
- bench strength** [N-UNCOUNT-U8] **Bench strength** is the number and quality of employees available to fill positions, including leadership positions, that may become vacant.
- benefits cost** [N-UNCOUNT-U5] **Benefits cost** is the amount it costs for a company to provide benefits for its employees.
- bias** [N-COUNT-U15] A **bias** is a predisposition toward certain feelings or ideas, regardless of the facts.
- boycott** [V-T-U12] To **boycott** a company is to refuse to purchase goods or services from that company as a form of protest against that company's actions or policies.
- brightest** [ADJ-U4] If someone is the **brightest**, they are the most intelligent or most promising.
- bully** [V-T-U14] To **bully** someone is to use superior strength or power to force them to do something.
- buyout** [N-COUNT-U10] A **buyout** is the purchase of enough shares in a company to obtain a controlling interest.
- career development** [N-UNCOUNT-U1] **Career development** is the cultivation of opportunities for advancement or success in one's field of employment.
- change** [V-T-U3] To **change** something is to cause it to vary or become different in some way.
- change management** [N-UNCOUNT-U3] **Change management** is the process of controlling the effects of change on a business.
- child labor** [N-UNCOUNT-U11] **Child labor** is the employment of children.
- claim** [N-COUNT-U13] A **claim** is a request for payment in accordance with the terms of an insurance policy.
- coerce** [V-T-U14] To **coerce** someone is to persuade them to do something against their will using force or superior power.
- collective bargaining** [N-UNCOUNT-U12] **Collective bargaining** is the process of negotiation between a union and an employer.
- commitment** [N-COUNT-U3] **Commitment** is the act of dedicating or applying oneself or one's resources to something.
- compensate** [V-T-U13] To **compensate** someone is to pay them for work performed or to offer recompense for some injury, suffering, or loss.