

Safety in the Workplace



Pre-reading

Questions:

- What rules of safety do you follow at work?
- How did you learn about the rules?

Definitions:

- Posted – to put up a notice; to announce
- First Aid – medical help given to a hurt or sick person while waiting for a doctor

Reading

Safety in the workplace is very important. Workplace safety means following basic rules. These rules can keep you from getting hurt or even killed on the job.

It is important to talk about the safety rules with your supervisor. Ask questions. Make sure you understand the safety rules. Workers at Woodstock Companies see these rules posted in the lunchroom, bathrooms, locker rooms, and work areas.

Safety at Woodstock Companies

Exits Keep all exits clear. Keep doors unlocked. Do not place boxes or trash in front of doors.

Gear All workers must wear earplugs and safety glasses on the work floor. Supervisors will hand out protective gear at the start of each shift. Workers must put on the gear before turning on machines.

First Aid There is an emergency first aid kit next to the main stairway on all floors.

Fire Safety There are fire extinguishers and alarm pulls at every exit and in the lunchroom. There is absolutely NO SMOKING on the manufacturing floor.

Ask about the safety rules at your job. Following the safety rules will keep you safe at work. They will help you from getting hurt at work. Tell your co-workers to follow the safety rules. Following the safety rules will help your co-workers from getting hurt at work.

Understanding

1. Where could you find a fire extinguisher at Woodstock Companies? _____

2. Who should you talk to if you do not understand the safety rules? _____

3. Where are the safety rules posted at Woodstock Companies? _____

4. What kinds of safety gear do workers at Woodstock Companies need to wear? _____

5. Where are the first-aid kits located? _____

6. When would you need to use a first-aid kit? _____

7. List one safety rule about exists at Woodstock Companies. _____

Writing

Option A: Think about the rules of safety at your workplace. List some of those safety rules. Why are those rules important to follow?

Option B: In your own words, summarize some of the safety rules at Woodstock Companies. Do you agree that is important to follow those rules? Why or why not?
