

English for Informatics 1 by Atiqah Nurul Asri (ATQ)

Topic: Workstation Health and Safety
Meeting 16



Topic:

Work health and safety problems and their solutions.

Learning Objectives:

By the end of the lesson, the students are expected to be able to use appropriate English to:

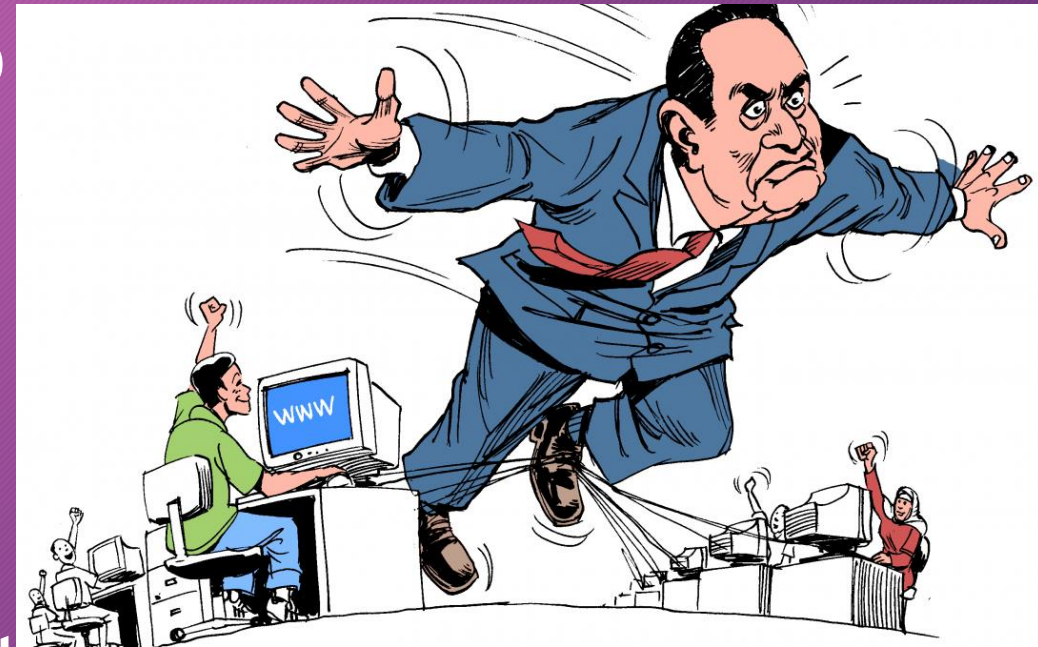
- identify work health and safety problems and provide their solutions.
- identify and make rules for using company computer and computer laboratory.
- write a set of rules or procedures for using computer at computer laboratory.
- use appropriate modals for giving advice to the work health and safety issues.
- create a poster with slogan campaigning about work health and safety issues.

Material: Module Unit 8, page 81-90

Think about these:

3

1. Why do you think it is important to pay attention to the workstation health and safety?
2. What are possible hazards employees face at workplaces? Give examples.
3. What must employee do and do not do at workplaces? Mention them.



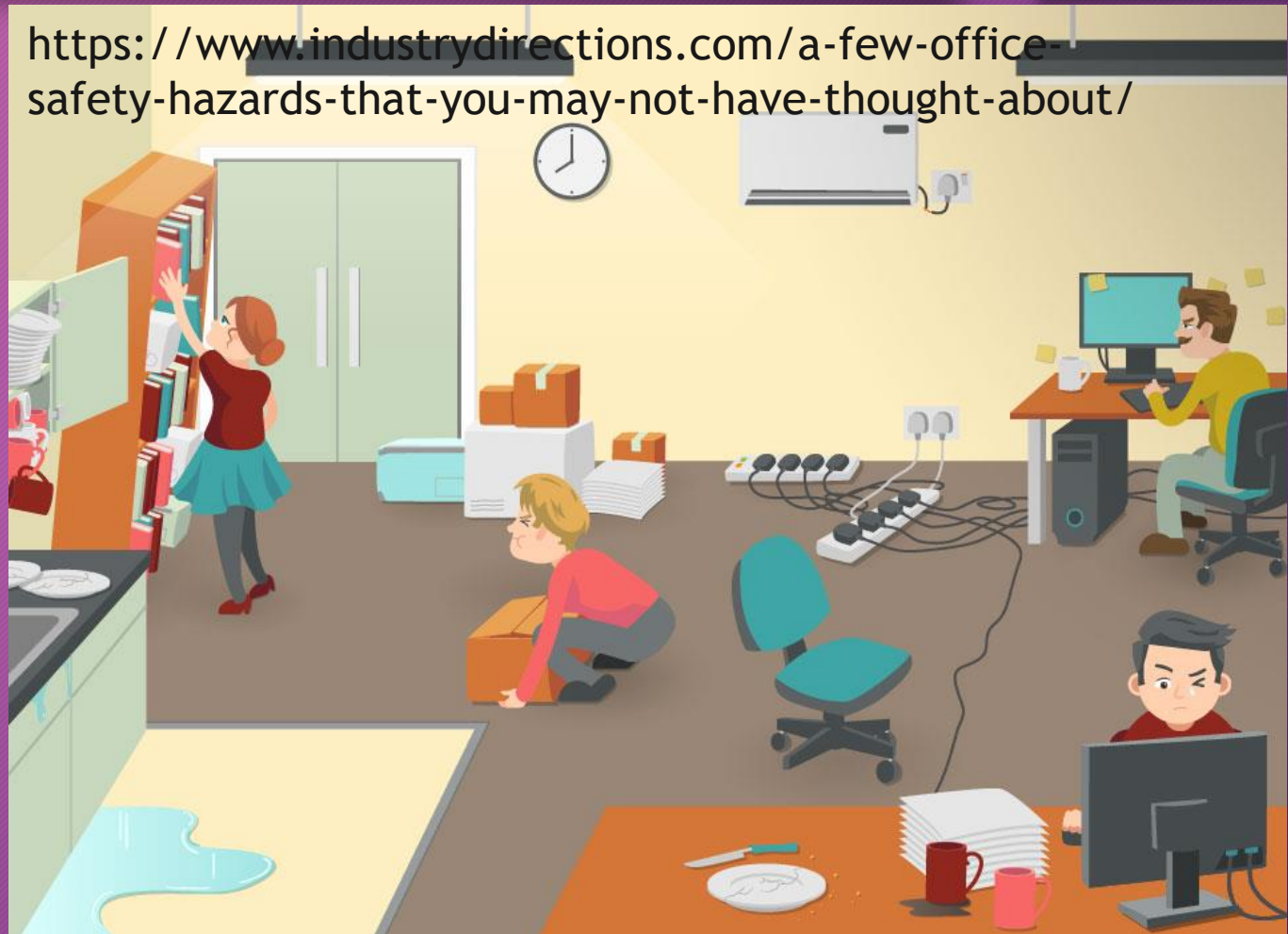
<https://www.proformasafety.com/safety-misconceptions-about-the-office/>

Observe the picture.

4

What computer health and safety issues that you see?

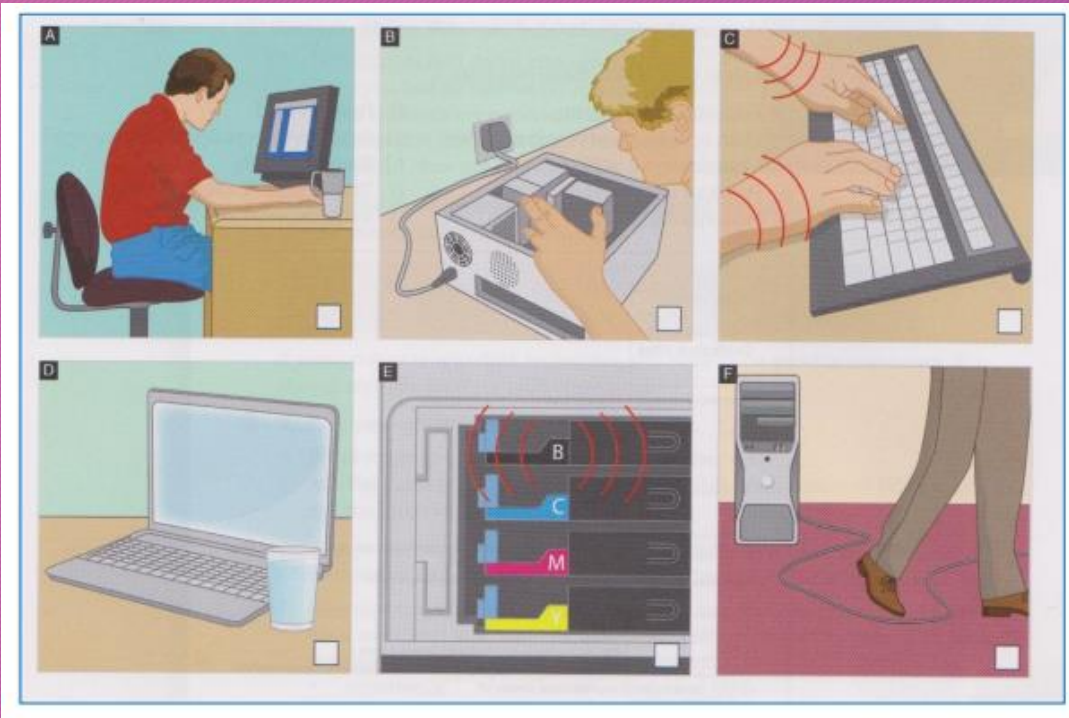
Write down as many issues as possible.



Do exercise 3, page 83

5

Look at these pictures. Match pictures A-F to dangers 1-6 in the leaflet below. Then match dangers 1-6 to the pieces of advice a-f.



Safety at Work	
Dangers ✖	Advice ✔
1. backache	a. Move the cables.
2. electric shock	b. Don't bend your back while sitting at a desk.
3. RSI (Repetitive Strain Injury)	c. Let it cool down.
4. trips and fall	d. Unplug.
5. short circuit	e. Keep your wrists straight.
6. burns	f. Don't spill your drink.

Do exercise 5, page 86

6

Label this diagram with the advice 1-8.

1. There should be clearance under the work surface.
2. You should have your feet flat on the floor.
3. Make sure your forearms and hands are in a straight line.
4. Your lower back should be supported.
5. Your screen should be positioned to avoid reflected glare.
6. Keep your shoulders relaxed.
7. You should have your thighs tilted slightly.
8. Make sure the top of the screen is at or slightly below eye level.



Do exercise 8, page 88

7

Read this list of rules for using a company computer.
Which ones do you follow? Why?

COMPUTER DOS AND DON'T

Things you should do:

- Run Scandisk regularly to check and repair your file systems.
- Connect all peripherals before you switch the computer on.
- Keep your keyboard and screen clean.
- Keep CDs and DVDs in covers and hold them by the edge when using.
- Always shut down your laptop computer first if you need to move it.
- Secure your hardware from sudden power surges.

Things you should NOT do:

- Do not disconnect the keyboard, mouse, monitor, printer, or any peripheral if the PC is on.
- Do not eat food or drink near the keyboard and computer.
- Do not blow smoke over your PC.
- Do not move or lift your desktop computer when it is on.
- Do not clean your hardware with a household polish or cleaner.
- Do not turn your computer off for lunch breaks.
- Do not load unauthorized software.

Look at these pictures. What are they?

8



Pay attention to the form used

In order to make such posters, usually there are words such as *must* and *do not* are used.

9

What are other forms? Look at the table.

Giving Advice

A strong recommendation (we use this to give advice)

You should keep your shoulder relaxed while you are working on your computer.

Declaring Prohibition

A rule or requirement (we use this when it is necessary not to do this or to tell someone not to do something).

You must not put your glass on the keyboard.

You are not allowed/permitted to touch these cable when your hand is wet.



Assignment

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Design a simple poster showing the rules or regulations at the computer laboratory (individually). Look at the examples below.

Use any simple applications you know (using Ms. office is possible). Submit it on the LMS (see assignment on week 18).

