

Security in the workplace

COMMUNICATION

LEVEL
Upper-intermediate

NUMBER
EN_BE_3124X

LANGUAGE
English

lingoda





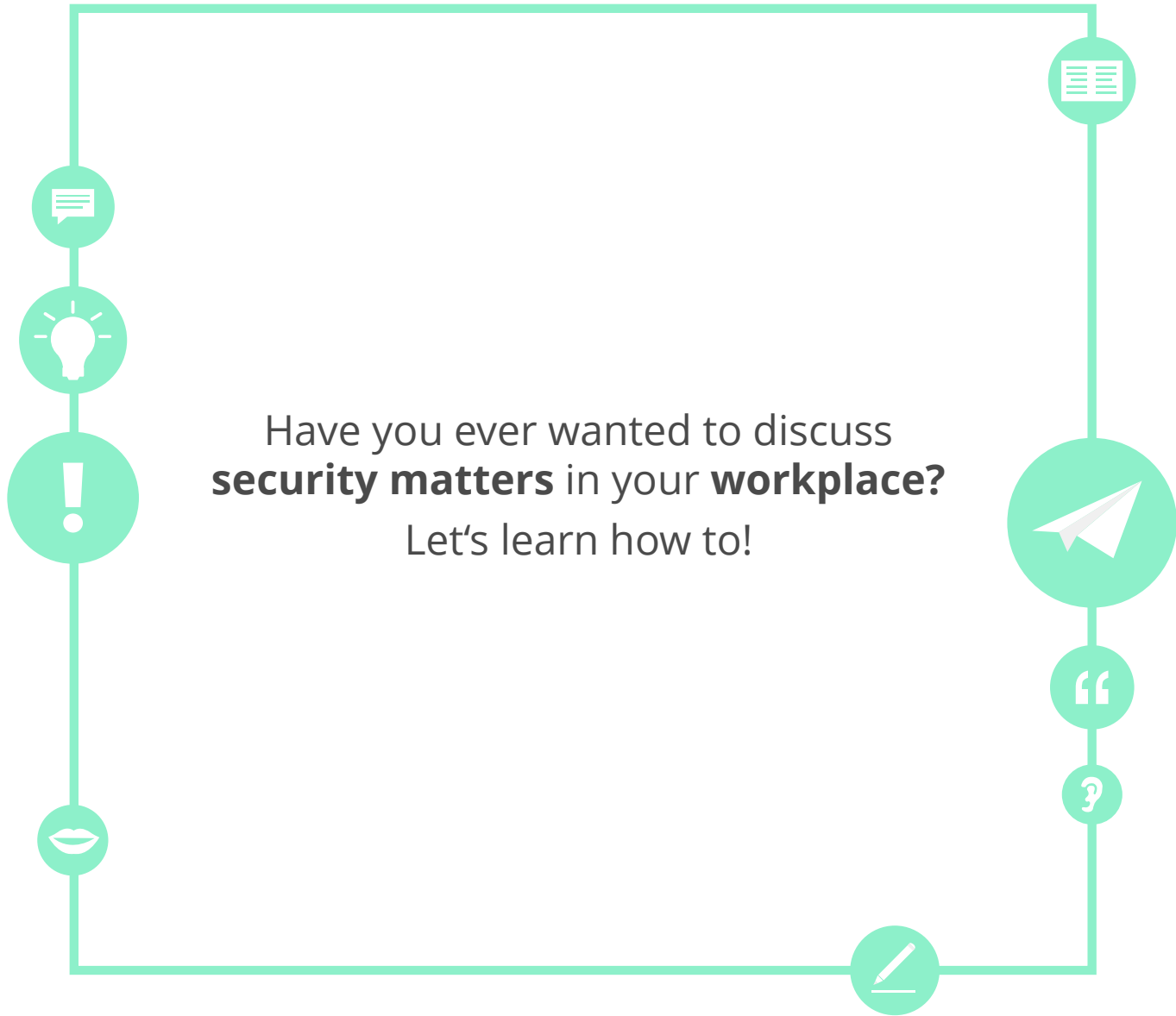
Goals

- Can recognise and understand specific words and phrases related to workplace security and safety regulations
- Can use new terminology to discuss risks at the workplace



HEALTH
AND SAFETY
AT WORK

Have you ever wanted to discuss
security matters in your **workplace**?
Let's learn how to!





Preview and warm-up

- In this lesson, you will learn to talk about **security in the workplace** in English.



Your computer has been **hacked!** It's time to update your business software.



Workplace security





Workplace security



To **protect** yourself from **injury**, you need to avoid workplace **hazards**.

Make sure you have good health **insurance**, as it will help you recover after a workplace **accident**.



If you work in construction, you need to be aware of all the health and safety **risks**.

In the event of a **fire**, make sure you know where the nearest exit is.





Why is workplace security important?

Workplace security consists of **protecting employees** from **illness** and **injury** and making sure the workplace is **safe from intruders**.

Why is it important to have a high-standard security programme in the workplace?
Discuss all the reasons you can think of.





Reasons for occupational and workplace safety

Here are some common reasons why companies prioritise workplace safety.

What factors influence the quality of a company's approach to occupational health and safety in the workplace?





Health and safety in the workplace

**All workplaces face risks. What specific risks do these workplaces face?
What do these workplaces have to do to prevent these risks from occurring?**





Describing the occupational and safety risks in your job

Describe the occupational health and safety risks in your current job and what strategies your company uses to avoid them. The following categories will help you organise your response. Can you think of any risks that your company has not yet prepared for?



1

Workplace safety for employees on the job to prevent injuries

2

IT and network security

3

Building security





Security at the workplace

precaution

Noun: a measure taken to prevent something dangerous from happening.
As a **precaution**, he updated his health insurance before he started his new job.

incident

Noun: the occurrence of something dangerous.
The **incident** was reported to police even though it was unlikely to cause any longer lasting harm.

risk assessment
audit

Noun: the process of evaluating the likelihood of risks.
The company's **risk assessment audit** was very rigorous.

dangerous

Adjective: likely to cause harm or injury.
Cleaning windows on high-rise buildings is a very **dangerous** job.

confidential

Adjective: something that is intended to be kept secret.
The passwords for the new software program are **confidential**.

adequate

Adjective: when the quality or quantity of something is satisfactory or acceptable.
There was an **adequate** number of security hats provided on site.



Fill in the gaps

John is Excel's new occupational health and safety officer. After conducting a _____ of the company's workplace safety procedures he has decided that they are _____, particularly in the area of IT security. _____ information is at risk of being revealed to third parties without their permission and there is a high likelihood that hackers could breach the system. In fact, only last month there was an _____ involving a former employee who hacked into the server to delete his record before leaving the company. As Excel deals with contracts worth billions of dollars, this poses a _____ risk to the company's investment portfolio. As a _____, John has notified the CEO of the risks and implemented a temporary security procedure for all existing and new employees. Over the next 6 months he plans to upgrade all internal IT security systems.

inadequate

risk assessment audit

confidential

dangerous

precaution

incident



Discuss



Discuss how IT security has changed over recent years. Do you think companies are able to safeguard their data in today's society?



Complete these phrases with a partner or your teacher, taking particular note of the verbs used to describe risk

We can reduce workplace risks by...

Trying to minimise risk is... We can't calculate the exact risk of...

We need to maximise workplace... It is important to consider all factors...

Risk reduction is... It is impossible to...

It is difficult to foresee the risks... Calculating risk is like...

Most risks are completely foreseeable...



Risks to your health and safety in the workplace

Take turns either describing what risks are posed in the photo or what precautions should have been taken to prevent the accident.





Share your experiences

Have there been any serious accidents at your workplace? Did your company improve their workplace occupational health and standards afterwards?



Conducting risk assessment audit

Imagine that you work for a consulting company that has been employed to conduct a risk assessment audit for couriers and taxi drivers. What specific risks do employees in these fields face and what laws or safety standards should be introduced to make their work safer? Discuss with your classmates/teacher and decide on at least two recommendations for each industry, justifying your response.





Have a look at these phrases which you will use in the activity on the next slide





Making arguments for better workplace safety

Imagine your group is presenting your recommendations from slide 17 to individual companies. In pairs, role play a conversation between the CEO of one of these companies and the consulting company. What reasons are there for and against your recommendations?

Can you reach an agreement?

The companies are arguing courier and taxi driver safety is the responsibility of the individual employee because they are contractors.



The consultants are arguing that it is the company's responsibility to ensure their workers are safe.





What are health and safety laws like in your country?





Are workplace health and safety laws strong enough?

Do you think workplace health and safety laws are strong enough in the countries you've lived in? Provide examples to explain your point of view.



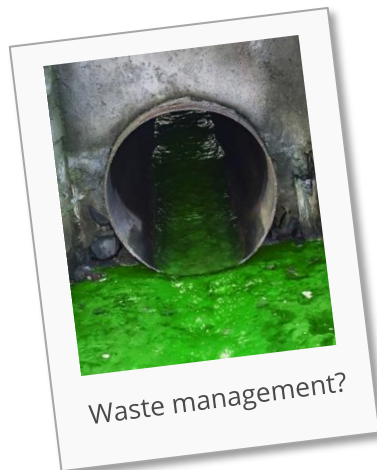
In the **UK**, employees have to **report accidents** and follow **occupational health and safety rules**.

Employers have to follow **workplace legislation** and ensure their employees follow **safety procedures**.



Discuss

In many parts of the world employees have poor working conditions. What is needed to improve working conditions around the world?



Would you ever refuse to do business with a company that had poor workplace health and safety standards?



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 12
risk assessment audit; inadequate; confidential; incident; dangerous; precaution.





Writing a risk management report

Based on what you discussed on slide 15, write a summary of your recommendations to the taxi drivers' and couriers' union. In your letter, outline your recommendations for improving worker safety and the reasons behind these recommendations.

All couriers should have to wear helmets to reduce the risk of serious head injury at work.

All courier companies must pass a yearly safety audit to maintain their license.

All vehicles acting as couriers must be painted in bright colours in order to be highly visible on the road.

Taxi drivers must be able to refuse customers who are intoxicated.

All taxis should be fitted with a safety device with a direct connection to police.

A community campaign educating citizens on road safety and bicycles is necessary.



The risk reduction committee has



decided on the following



recommendations. Firstly,...





Write one or two sentences for each group of words using any new words you have learnt from this lesson

A

precaution

accidents

injury

harm

B

incidents

risk

reduction

adequate /
inadequate

C

confidential

cyber security

protect

hacking

D

hazard

insurance
claims

occupational
health and
safety

legal standards



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