

Health, safety and welfare

A. Choose the correct words from the box to complete these sentences. Each word comes after *safety*.

audit • committee • feature • irregularities • egislation • offence
officer • precautions • regulations • representative

1. Behaviour at work which can cause a hazard is called is safety _____.
2. Actions to try to make sure something is safe at work are called safety _____.
3. An official who checks places of work and work methods to make sure they are safe is called a safety _____.
4. A check of the workplace to see how safety regulations are being implemented is called a safety _____.
5. A group of people set up to examine the health and safety policy of a particular company is called a safety _____.
6. When a place of work is not safe for its employees, customers and contractors (usually because the management have not made sure it is safe, or have not followed safety rules), we say that it has safety _____.
7. Rules that make a place of business safe for employees, customers and contractors are called safety _____.
8. A union member who checks that a company and its methods are safe is called a safety _____.
9. A government law to make sure that places of work are safe is called safety _____.
10. Something on a tool or machine which prevents it from injuring the person using it is called a safety _____.

B. Match the words in the first box with the words in the second box to make safety features that you should find in a place of work.

emergency • fire • first aid • assembly • smoke

access • alarm • blanket • bucket • detector • door • escape
exit • extinguisher • hose • kit / box • officer • point • post

Discipline and problems at work

Disciplinary action (action to control or punish bad behaviour by employees) sometimes has to be taken at work. How much do you know about discipline in the workplace? Answer these questions.

A. Rearrange the jumbled letters in **bold** to make words and expressions that describe problems at work that may require disciplinary action. The first letter of each word has been underlined.

1. poor kiegimpeten	2. persistent maisseteben	3. numidctocs
4. cegeliengn of duties	5. ebhcar of tafyse regulations	6. glipsnee on the job
7. ceisedioednb (failure to obey instructions)	8. afdur (making money by making people believe something that is not true)	9. hfett of money or work equipment
10. minsgok and / or grindink on the job or on company premises	11. anedlig or using grusd	12. lulbigyn of colleagues
13. onitindiatim of colleagues or customers	14. enileyco towards colleagues or customers	15. aarilc suaeb of colleagues or customers
16. aesulx maashrenst of colleagues or customers		17. intentional gmaadae of property or equipment

B. Complete these mini-dialogues with words or expressions from the box.

aggrieved • alienation • allegation • appeal • disciplinary action • disciplinary board
dock • down tools • grievance • grievance procedure • hostile work environment
instant dismissal • insubordination • job dissatisfaction • letter of dismissal
sackable offence • sexual discrimination • suspend • ultimatum • unfair dismissal
verbal warning • walk-out

- A. Sorry I'm late again, Mrs Johnson.
B. So am I Robert. If you do it again, I'm afraid we'll have to _____ your wages.
- A. I'm not at all happy with the way the management treat us.
B. If you have a _____, you should talk to the shop steward.
- A. There have been complaints of bullying and intimidation on the shop floor.
B. So I've heard. The workers are all complaining that this is a very _____.
- A. That's the third time this week that he's been caught smoking in the office.
B. Well, we should give him an _____: if he does it again, he's out.

5. A. You know you shouldn't use the computers for sending personal emails. I've already given you two _____. The next time, you'll get one in writing.
B. I'm sorry, it won't happen again.
6. A. What are your views on racial harassment in the workplace?
B. In my view, it is a _____; anybody who is found guilty of this should be dismissed immediately.
7. A. What's that you've got, Rob?
B. It's a _____. Apparently the management are very unhappy about my poor timekeeping and have told me to leave.
8. A. I don't believe I've been dismissed for taking too many coffee breaks!
B. If you think the decision is too harsh, you can _____ and claim _____.
9. A. What happened when you told the foreman he was stupid and incompetent?
B. I was given a financial penalty for _____.
10. A. The manager said he would only promote me if I paid him some money.
B. That's a very serious _____. Do you have any proof?
11. A. How do our factory staff feel about the increased working hours and reduced salaries?
B. Well, naturally, they're very _____. They're threatening to _____ and stage a _____.
12. A. It's not fair. I've got better qualifications and more experience than Brian, but he was awarded the promotion. Just because I'm a woman!
B. That's terrible. It's always happening here. You should complain about the _____ in this company.
13. A. I'm not the one who's been damaging the machinery. It must be someone else.
B. I know, Alice. But until we find the person who's been doing it, I'm afraid we have to _____ you for a few weeks.
14. A. What's the _____ in this company?
B. If you are unhappy with any aspect of your job, talk first of all to your first-line supervisor. He should go to the main supervisor who will take it up with the HR Manager or Department Manager.
15. A. Are you happy here in this company?
B. Not really. I have a lot of _____. The work is boring, the money is poor and nobody seems to appreciate what I do.
16. A. What happens here if somebody breaks the rules?
B. If it's serious, they have to appear before a _____ of three senior members of staff, and they decide what _____ to take.
17. A. The work here is boring, the money is terrible, we never seem to see any results and the management never talk to us or ask us for our opinion.
B. I agree. There's a very strong feeling of _____ here.
18. A. I heard one of our shop assistants being very rude to a customer this morning.
B. Rudeness is grounds for _____: he'll have to leave immediately.