

XLAN 1910

Language for Work

Module 7: Workplace Safety

Instructor Guide

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

Module 7: Workplace Safety

Instructor Guide

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Module 7: Instructor Guide

Module Overview

In this module, students will work independently on Moodle to learn the basic vocabulary, symbols, equipment, and documents surrounding the topic of Workplace Safety. This module will take students approximately five hours to complete all activities online. Students will work on this module while out of the classroom, before or during their 32-hour work attachment. This module has no official assessment tasks. Students will be assessed based on the results of quizzes throughout the module, and will receive either a complete or incomplete for each activity. While students are on their attachments, the instructor and instructor assistant will hold weekly office hours. During these hours, students can come to the computer lab and get assistance with the online modules, if necessary.

Module Objectives

- Increase knowledge of workplace safety through activities that use the nine Essential Skills. (All tasks and activities; Parts 1-4)
- Practise vocabulary building (Part 1 – Activities 1, 2; Part 2 – Activities 1, 2; Part 3 – Activities 1, 2; Part 4- Activity 1)
- Practise using computers to learn (All tasks and activities are completed through Moodle.)

Module Outline

Below is the outline of how Module 7 will be organized on Moodle. Students will work through this module starting at the top, with the first activity until the last activity. Part 4 will only be completed by CLB 4 and CLB 5 students. Part 4, Activity 6, will only be completed by CLB 5 students. CLB 3 students will finish at Part 3. However, all levels must complete the Final Reflection.

Module 7: Workplace Safety

Needs Assessment

Part 1 – Workplace Safety Introduction

- Activity 1: Vocabulary
- Activity 2: Vocabulary Quiz
- Activity 3: Right to a Safe Workplace – Reading and Writing
- Activity 4: Hazards in the Workplace – Reading and Writing
- Activity 5: Find the Hazards in the Workplace
- Activity 6: How to Stay Safe – Writing Advice

Part 2 – Safety Symbols

- Activity 1: Vocabulary and Symbol Practice
- Activity 2: WHMIS Safety Symbols Quiz
- Activity 3: WHMIS Symbols – Reading
- Activity 4: Identify the WHMIS Symbols on the Label

Part 3 – Safety Equipment

- Activity 1: Vocabulary and Symbol Practice
- Activity 2: Safety Equipment Quiz
- Activity 3: Personal Protective Equipment – Reading
- Activity 4: Identify the Correct P.P.E. for Each Body Part
 - Activity 4A: Parts of the Body Vocabulary Review
 - Activity 4B: Identify the P.P.E – Listening
- Activity 5: Select the Appropriate P.P.E – Listening

Part 4 – Incident Report

- Activity 1: Vocabulary
- Activity 2: Incident at Work – Reading
- Activity 3: Reporting an Incident at work – Listening
- Activity 4: Grammar – Past Continuous
- Activity 5: Fill out the Incident Report – Writing
- Activity 6: Safety Advice – Speaking

Final Reflection

Required Resources

1. Access to computer lab or personal computer or laptop with internet access.
2. Tasks and activities included in this module, adapted to Moodle.
3. Access to the following Quizlets:
 - Module 7: Workplace Safety - https://quizlet.com/_3lhp6p
 - Module 7: Safety Symbols - https://quizlet.com/_3lhpz7
 - Module 7: Safety Equipment - https://quizlet.com/_3lhr32
 - Module 7: Reporting an Incident at Work - https://quizlet.com/_3lzx2y

Extra Resources

Use these extra resources to add more activities to Moodle as needed.

1. Be Safe at Work English Express Newsletter (pdf)
<https://open.alberta.ca/dataset/99e7848a-c257-4c41-9b38-0e6fababedbd/resource/e48d421a-7c8f-43b4-a152-1e3649481bdb/download/27182772007EnglishExpressBeSafeatWork2001-03.pdf>
2. <https://alis.alberta.ca/pdf/cshop/Teachnotesafework.pdf>
3. <https://alis.alberta.ca/media/2100/erbesafework.pdf>
4. <http://www.bbc.co.uk/skillswise/0/>
5. <http://www.eslflow.com/healthandsafetylessons.html>
6. http://www.englishandliteracy.ca/asset_library/page/rsbj/HealthandSafety1011-3.pdf
7. <https://www.cdc.gov/niosh/talkingsafety/states/ms/handoutsMS.pdf>
8. <http://www.eslflow.com/Safety-equipment-vocabulary-worksheet.html>

Needs Assessment

Students will need to fill out the needs assessment before they begin Module 7. This is a reflective piece. It will help students activate their background knowledge surrounding workplace safety. It can also give the instructor insight in to how much students already know about workplace safety and/or what could be added to the course to fill any knowledge gaps.

Part 1: Workplace Safety Introduction

Vocabulary List

This is the vocabulary list for Module 7. Quizlet: https://quizlet.com/_3lhp6p

Students will follow the instructions in Activity 1 to practise this module's vocabulary. They will complete a quiz when they feel ready. Quizzes can be attempted up to three times.

Word	Definition
Report	Formal writing on a specific event; write about what happened.
Unsafe	Something that is not safe
Safety	Freedom from danger; the state of being safe
Hazard	A danger or risk
Risk	The possibility that something bad will happen such as an injury or accident
Dangerous	Not safe
Regulation	A rule that tells you what you can and cannot do at work
Personal Protective Equipment	Supplies needed to do a job safely
WHMIS	A program that provides information on the safe use of hazardous materials used in Canadian workplaces
Emergency	An unexpected and usually dangerous situation that calls for immediate action
Incident	An unexpected and usually unpleasant thing that happens
Injury	An event that causes someone to get hurt
Inspect	To look at something carefully in order to find problems with it
Protection/protect	Something that keeps a person or thing safe
Should	A word used to indicate what is proper or reasonable
Must	A word used to say that something is required
M.S.D.S	A document that contains information on the potential hazards at a workplace. It tells employers and employees how to work safely with chemicals.
O.H.S	The government's rules for health and safety in Alberta's workplaces

Adapted from <http://www.learnersdictionary.com>

Activity 1: Vocabulary (Free Practice)

Students Click on Module 7: Workplace Safety Quizlet. (<https://quizlet.com/3lhp6p>)

Activity 2: Vocabulary Quiz (Graded)

To be done by students when they feel they are ready to take the quiz. They will have three attempts and then a grade will be given out of 15.

Activity 3: Right to a Safe Workplace – Reading and Writing (Complete/Incomplete – manual grading)

Students will read a document and then answer the comprehension questions that follow. This is a complete/incomplete activity.

Activity 4: Hazards in the Workplace – Reading and Writing (Complete/Incomplete – manual grading)

Students will read a document and look at the pictures, then complete the activity that follows. This is a complete/incomplete activity.

Activity 5: Find the Hazards in the Workplace (Complete/Incomplete/manual grading)

Students will look at the pictures then complete the activity that follows. This is a complete/incomplete activity.

Activity 6: How to Stay Safe – Writing Advice (Complete/Incomplete – manual grading)

Students will look at the pictures then complete the activity. This is a complete/incomplete activity.

Part 2: Safety Symbols

In Part 2 students will study safety symbols commonly found in workplaces in Alberta.

Activity 1: Vocabulary and Symbol Practice (Free Practice)

1. Students click on PART 2 – Module 7: Safety Symbols Quizlet at https://quizlet.com/_3lhpz7
2. Students practise the vocabulary for this module on their own time. They will complete a vocabulary quiz on Moodle when they feel they are ready. Students can attempt the quiz three times.

Activity 2: WHMIS Safety Symbols Quiz (Graded)

When students feel ready, they will complete the symbols quiz. They have three attempts and then the grade is recorded out of 10 marks.

Activity 3: WHMIS Symbols – Reading (Graded)

Students will read a document and look at the pictures, then they will complete the activity that follows. This is a complete/incomplete activity.

Activity 4: Identify the WHMIS Symbols on the Label (Graded)

Students will look at the pictures, then they will complete the activity that follows. This is a complete/incomplete activity.

Part 3: Safety Equipment

In Part 3, students will learn about common safety equipment used in workplaces throughout Alberta.

Activity 1: Vocabulary and Symbol Practice (Free Practice)

1. Students click on Part 3 – Module 7: Safety Symbols Quizlet at https://quizlet.com/_3lhr32
2. Students practise the vocabulary for this module on their own time. They will complete a vocabulary quiz on Moodle when they feel they are ready. Students can attempt the quiz three times.

Activity 2: Safety Equipment Quiz (Graded)

When students feel ready, they will complete the Safety Equipment Quiz. They have three attempts, then a grade is recorded out of 10 marks.

Activity 3: Personal Protective Equipment – Reading (Complete/Incomplete – manual grading)

Students will read a document, then they will complete the activity that follows. This is a complete/incomplete activity.

Activity 4: Identify the Correct PPE for Each Body Part

Activity 4A: Parts of the Body Vocabulary Review (Free Practice)

Students will use the Learning Chocolate links to review the parts of the body.

Activity 4B: Identify the Personal Protective Equipment (Graded)

Students will listen to each recording two times and then answer the corresponding multiple-choice questions.

Activity 5: (Graded)

Students will listen to each recording two times, then identify the corresponding safety equipment for each body part.

Part 4: Incident Report

Part 4 of Module 7 is only for CLB 4 and 5 students. It should be attempted by CLB 4, and definitely completed by CLB 5. Part 4 will introduce students to incident reports at the workplace.

Activity 1: Vocabulary (Free Practice)

1. Students click on Module 7: Reporting an Incident at Work Quizlet at https://quizlet.com/_3lzx2y
2. Students practise the vocabulary for Part 4 of Module 7 before they begin Activity 2. There is no quiz for this vocabulary list.

Activity 2: Incident at Work – Reading (Complete/Incomplete – manual grading)

Students will read a document and watch a video, then they will complete the activity that follows. This is a complete/incomplete activity.

Activity 3: Reporting an Incident at Work – Listening (Complete/Incomplete – manual grading)

Students will watch a YouTube video, then they will complete the activity that follows. This is a complete/incomplete activity.

Activity 4: Grammar – Past Continuous (Complete/Incomplete and Free Practice)

In this activity, students will learn about and practise the past continuous tense. They will need this grammar point to complete a detailed incident report. Students will read the grammar explanation and examples and then practise on Agenda Web. This may be difficult for some students. This would be a good opportunity to add more practice links to Moodle or to hold a brief grammar lesson during instructor office hours.

Activity 5: Fill Out the Incident Report (Manual grading)

Students will watch a video, then they will complete the incident report that follows. There are two separate incident report documents – one for CLB 4 and one for CLB 5. This is a complete/incomplete activity.

CLB 4 – Incident Report

Note: Answers may vary

Who

Name	Date	Time	Witness
Paul Taylor	March 21, 2018	10:20 a.m.	Mia Gonzalez

Description

What happened?
Paul was climbing the ladder at work when he fell down. He fell off the ladder. He fell very far. He hurt his back and neck.
Where did it happen?
At the construction site.

CLB 5 – Incident Report

Note: Answers may vary

Who

Name	Date	Time	Witness
Paul Taylor	March 21, 2018	10:20 a.m.	Mia Gonzalez

Description

Injury that occurred:
He hurt his back and neck.
Location:
At the construction site. On the second floor.
What was the person doing at the time of accident?
Paul was climbing the ladder when he fell off. He was carrying a pail.
What caused the injury?
He didn't hold on to the ladder with both hands. Also, he was not wearing a safety harness.
Describe in detail what happened?
Paul was climbing the ladder on the second floor when he fell. He walked up two steps then I saw him slip and fell off the ladder. He fell on to the ground. He fell very far. He hurt his back and neck very badly.

Activity 6: Safety Advice (Complete/Incomplete – manual grading)

This task is for CLB 5 students only. They will watch a **full** video and then record their responses to the questions. Although this video is out of Manitoba, most of the rules also apply to Alberta.

1. Describe in detail what happened to Clara.

Clara volunteered to do a job to cover another employee. She did not have training to run that machine. She told her employer and co-worker that she knew how to use the machine. She didn't know how to use the machine and couldn't find the foot pedal. She was using the machine when she cut her fingers.

2. What did Clara do wrong?

Clara didn't tell her employer that she didn't know how to use the machine. Clara ignored Nisha's warning.

3. What was Clara afraid of? Why was she afraid?

Clara was afraid she would lose her job.

4. What did Nisha do wrong?

Nisha didn't tell the employer when she noticed that Clara did not know how to use the machine. Nisha didn't stop Clara from using the machine without proper training.

5. What should Clara do differently next time to prevent another injury?

Clara should not do a job if she doesn't know how to do it. She should always ask for proper training.

6. What should Nisha do differently next time to prevent another injury?

Nisha should tell her employer immediately when she sees a co-worker working unsafely.

7. What should the supervisor do differently next time to prevent another injury?

The supervisor should not give a job to an employee who is not trained to do the job. He/she should make sure all employees have proper safety training. Also, the supervisor should make sure all machines have the proper safety devices on them before employees use them.

Final Reflection (Complete/Incomplete – manual marking)

Have **all** students complete the reflection at the end of Module 7. This is to show what they learned from the module.