



### Activity 1 (p.113)

In pairs, demonstrate how to lift heavy items safely off the ground.

#### Answer

- Test the load weight carefully, and if it seems too heavy, don't lift it
- Check the condition of the load, make sure that it is secure
- Make sure that feet are close to the load
- Make sure that feet will not slip
- Make sure balance is good with the feet slightly apart
- If feeling unsteady, don't lift
- Position hands diagonally
- Use whole hand
- Keep arms bent
- Keep back straight
- Position head and arms
- Keep head up and chin tucked in
- Keep arms close to the body
- Keep back straight
- Push with the legs



### Activity 2 (p.114)

How can people prevent accidents from occurring in the workplace?

Posted on September 27, 2011

#### Common causes of workplace injuries to be aware of while on-the-job

Article by Daniel Beasley

Each year, millions of Americans are injured in workplace accidents. Injuries are considered work related when they either occurred at work or your job contributed to the injury in some manner. Listed below are some of the most common causes of workplace injuries.

**Lifting injuries.** Injuries due to workers lifting things cause more work absences than any other workplace accident. The most common injuries reported with lifting are back injuries, muscle strain, sprains, and in some cases more serious injuries.

**Falling objects.** Workers who are injured by falling objects generally are people who work in warehouses or other facilities that have some type of overhead storage. Machinery that carry piles of crates, boxes, or other work-related materials, such as a hi-lo, need to have workers operate them who are properly trained. Even with all possible safety precautions in place, accidents can and do happen. Being hit with a falling object can cause head injuries, neck injuries, back injuries, and in some cases, even death.

**Heavy equipment accidents.** Many people who work at construction sites and manufacturing plants come into contact with heavy equipment on a daily basis. A piece of heavy equipment can malfunction, or be improperly maintained causing thousands of injuries every year to American workers.

**Slip and fall accidents.** Some of the most frequent workplace injuries are a direct result of a slip and fall accident. Common causes of slips and falls at work are due to slippery floors, leaks from machinery onto the floor, torn carpeting, electrical cords, and other hazards. Injuries in a slip and fall can include head injuries, back injuries, broken bones, strains and sprains, and in very severe cases, death.

**Answer**

- By being informed about dangers in the workplace.
- By using the correct procedures when lifting, carrying or transporting goods in the workplace.
- Providing better lighting, to be able to see potential hazards.
- By throwing away boxes and cartons as soon as they are unpacked, so as not to cause tripping.
- By keeping areas clean and well organised.

**Activity 3 (p.115)**

State the procedures for dealing with and reporting accidents.

**Answer****What to do in case of an accident in your food service facility:**

- Remain calm.
- Inform your supervisor as soon as possible. They will be able to help and get professional assistance.
- Keep the patient calm and comfortable. Remember never to move the patient unless the situation is life threatening.
- Assess the nature of the incident. This will help in deciding how to treat the incident.
- Keep air passages of the patient open.
- Stop acute bleeding as soon as possible.
- Treat the patient for shock.
- Once the patient has been treated, record in the accident book for future reference.

**Activity 4 (p.117)**

Why is it important to report faults immediately? And what is the correct procedure to follow when reporting faults?

**Answer**

- Report any problems or faults that could cause accidents.
- Use hazard-warning signs whenever wet cleaning and mopping is taking place.
- When dealing with faulty equipment, it is important to do the following:
  - Turn off or unplug the faulty item.
  - Attach a warning note to item advising that equipment is faulty.
  - Fill out a maintenance requisition form.

Report the matter to the housekeeping supervisor or the maintenance department.

**Activity 5 (p.117)**

Why is it cost effective to carry out preventative maintenance rather than to repair equipment when it breaks down?

**Answer**

- Repairs may involve replacement of parts.
- Broken equipment slows down the work.



### Activity 6 (p.119)

In groups, demonstrate how to use a dry powder extinguisher in case of a fire.

#### Answer

- Raise the alarm.
- Choose a suitable extinguisher.
- Shake the cylinder to dislodge all sediment which has collected at the base.
- Position the cylinder with the wind behind you.
- Pull the pin and strike the plunger.
- Approach the fire from the base.
- Once the fire is out, carefully retreat without turning your back.
- If the fire is not out, use a second cylinder.
- Report the incident, regardless of the extinguishing result.

*Each answer will be different, depending on where the student lives.*



### Activity 7 (p.119)

Emergency telephone numbers should be clearly displayed next to all telephones – this should include Fire Brigade, Police, Ambulance, etc. This facilitates easy access in an emergency situation when staff need to act quickly.

Fill in the table below by entering the emergency numbers in your area.

#### Answer

Organisation	Telephone number
Fire Department	
Local Police Station	
Bomb Squad	
Ambulance	
Doctor	
Traffic Department	
Electricity Faults	
Water Faults	