

Writing Instructions and warnings

- 1 Read the general instructions from a company handbook. Decide if they are **Dos, Don'ts or Warnings**.

A few things to remember

- No one is permitted to use technical equipment without training.
- Report any faulty equipment to your manager.
- You are not allowed to eat while working.
- Watch out for wet floors.
- Follow safety instructions carefully.
- Don't remove company property.
- You must wear your name badge at all times.
- Be careful not to damage company equipment.

- 2 Read this email from the Human Resources Manager (Carla), requesting some health and safety guidelines. Imagine you are Matteo and write the guidelines, giving staff information on health and safety. Write about 120 words.

<
✉
✍
➦
📎
🖨
🗑

To: Matteo Cimino

From: Carla Alvarez

Subject: Document on Health and Safety at work

Dear Matteo,

We have just finished our audit on health and safety at work and we have a number of suggestions for our staff. Could you prepare a document advising employees on what to do in the following areas?

Health

We noticed that too many people come to work when they are ill. Please advise them to stay at home when sick. In particular, they should be aware there is always flu at this time of year – please remind them to wash their hands regularly to help avoid bacteria on door handles, etc. Remind them they cannot use the air conditioning in the winter as this air can spread illness.

Safety

Many staff sit in uncomfortable positions – it is important that they sit at the correct height in front of monitors to avoid back problems. Could you also remind them they do not have permission to repair equipment themselves? They should call IT on 4343 and make a maintenance request.

Fitness

The staff canteen has healthy options every day. Could we recommend that staff try these sometimes? A lot of staff don't have time to exercise so it would be useful to suggest taking the stairs or going for a walk at lunchtime. One last point – remind them to make best use of the company's private healthcare and have their annual check-ups with a nurse.

I hope you can express this in a clear, helpful way.

Best wishes,

Carla

- Organise your instructions and warnings into sections for 'Health', 'Safety' and 'Fitness'.
- Include all the points in the notes.
- Use some of the following phrases to avoid sounding repetitive: *beware of, don't, no one is permitted to, make sure, must, you're not allowed to, don't forget to, watch out for.*