

## Health and safety

- 1 Look at part of a completed accident report form.
- 1 Who was injured?
  - 2 How old is he?
  - 3 What were his injuries?
  - 4 Why do you think the driver didn't see the boy?

### Clipboard

#### Language of injuries

*He cut his hand and needed stitches.*

*She broke her leg/had a broken leg.*

*He was knocked unconscious.*

*He burnt his arm.*

*She has a bruised face.*

*He was knocked down by a car.*

*He slipped on/tripped over ...*

*He suffered a major injury/ a broken neck.*

When we write an incident report we use past tenses.

*Jolan Balog saw...* Past Simple

*Abdul was hit...* Past Simple (Passive)

*Abdul had entered...* Past Perfect

Name of injured person	<i>Abdul Azizi</i>
Address	<i>Flat 267, Block 65, New City, Birmingham</i>
Phone number	<i>0121 121212</i>
Age	<i>9</i>
Female/Male	<i>Male</i>
Job title	<i>not applicable</i>
Who was the injured person?	
Employee	
On training scheme	
On work experience	
Employed by someone else	
Self-employed	
Member of the public	✓
Kind of accident	
Contact with moving machinery	
Hit by moving object	
Hit by moving vehicle	✓
Hit something fixed	
Injured while handling, lifting, carrying	
Slipped, tripped, fell	
Trapped	
Drowned	
Exposed to harmful substances	
Exposed to fire	
Exposed to electricity	
Injured by animal	
Physically assaulted by a person	
Description of what happened	<i>Abdul was hit by a moving dumper truck which was carrying earth on the construction site in Main Road. The truck driver did not see Abdul, who had entered the site. Jolan Balog, Site Foreman, saw the accident and called an ambulance. Jolan and two other workers stayed with Abdul until the ambulance arrived. At hospital, Abdul was X-rayed and found to have a broken leg and bruised arms.</i>

**2** Dan Skrebowski, 22, has been involved in an accident at work during his training in electrical installation. Look at the pictures below, and then fill in the report form. Use imaginary personal details for Dan. Use the expressions in *Clipboard* and the Past Simple to describe his injuries. Write 60–80 words.

**Health and Safety report**

**3** An Accident Investigation Inspector has produced a Health and Safety report following Abdul's accident. Match the paragraphs A–D with the correct part of the report 6.1–7.2.

**A** Vehicle access points to the site should be manned during construction work to prevent persons accessing the site when gates are open.

**B** Vehicle access points to the site were constantly open and unmanned.

**C** Site should be securely fenced off to prevent unauthorized access by members of the public. Any breaks should be fixed immediately.

**D** Site had not been securely fenced off. Temporary fencing had fallen over in two places and had not been put back up.

**4** Write the findings and recommendations sections of a report following Dan's accident. Write 60–80 words.

<p><b>About you, the person filling in the report</b></p> <p>Name _____</p> <p>Address _____</p> <p>Occupation _____</p> <p>Signature _____</p>	<p><b>About the person who had the accident</b></p> <p>Name _____</p> <p>Address _____</p> <p>Occupation _____</p> <p>Report number _____ Date _____</p>
<p><b>About the accident</b></p> <p>When did it happen? Date: _____ Time: _____</p> <p>Where did it happen? _____</p> <p>How did it happen and why? _____</p> <p>_____</p> <p>_____</p>	
<p><b>Give details of any injury suffered and treatment given</b></p> <p>_____</p> <p>_____</p>	
<p><b>Give any recommendations to avoid similar accidents occurring</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	



**6.0 Findings**

**6.1**

**6.2**

**7.0 Recommendations**

**7.1**

**7.2**

## Reports

- 1 Complete the short description of what reports are for with the words below.

issue                      purpose  
describes                written  
possible

A report \_\_\_\_\_<sup>1</sup> a study, investigation, or project. Its \_\_\_\_\_<sup>2</sup> is to provide recommendations, updates, and sometimes to sell an idea. It is \_\_\_\_\_<sup>3</sup> by a single person or group of people who have investigated the \_\_\_\_\_<sup>4</sup> and it is read by people who require the information. It should be as long as necessary and as short as \_\_\_\_\_<sup>5</sup>!

- 2 Read the extracts from a report. Match the items below with the extracts. Two have been done for you.
- a Title \_\_\_\_\_  
b Table of contents \_\_\_\_\_  
c Introduction \_\_\_\_\_  
d Body of the report \_\_\_\_\_  
e Comparison \_\_\_\_\_  
f Summary and Conclusion 6  
g References 3

- 1 The treadle pump uses simple technology to raise water from underground sources. Fuel is not ...  
On the other hand, the diesel pump has the advantage of being able to pump larger quantities of water (see appendix 1.1). It ...
- 2 Because rain only falls during certain months of the year and there is only limited finance available, it is essential to find an irrigation system that is cost-effective.  
The aim of this report was to find the most suitable method of raising ground water, with the main criteria being cost, low maintenance, and ease of use.  
This report presents two irrigation systems: the treadle pump and the diesel pump.  
A description and an analysis of operational efficiency for each pump are followed by a comparison of the two designs. Finally the most effective pump is recommended.
- 3 Appendix 1 – table showing comparative figures
- 4 2.0 Treadle pump  
2.1 Operation  
The treadle pump is operated by a person using his/her body weight and leg muscles in a walking movement to pump the water. ...  
The pump consists of two pistons positioned inside two cylinders. ...
- |                  |                                    |
|------------------|------------------------------------|
| 5 Summary        | 4.0 Comparison                     |
| 1.0 Introduction | 5.0 Recommendation and Conclusions |
| 2.0 Treadle Pump | 6.0 References                     |
| 2.1 Operation    | Appendices:                        |
| 2.2 Costs        | Appendix 1                         |
| 3.0 Diesel pump  |                                    |
| 3.1 Operation    |                                    |
| 3.2 Costs        |                                    |
- 6 In conclusion, two alternative designs have been presented: a low-cost treadle pump and a diesel-generated pump. Each is low in basic cost and easy to ..., however, the treadle pump is recommended as it presents lower maintenance costs and ...
- 7 A comparison of two irrigation systems for small farmers in rural Africa

By Frank Burton and Ailsa MacLeod  
24 July 20\_\_

### 3 The Summary/Abstract

The summary is often called an executive summary or abstract.

A descriptive abstract tells the reader

- a what the report is about
- b the purpose
- c methods used
- d the scope.

An informative abstract also includes

- e the results
- f conclusions
- g recommendations.

Look at the informative abstract in A. Match each of the points a–g above with phrases in the abstract.

#### EXAMPLE

A *the most effective way to reduce the costs of heating an average home in Britain and reduce carbon emissions*

- 4 Use the notes in B to write part of a report on two possible bridge designs. Write the title, list of contents, introduction, summary, and conclusion for the report. Use expressions from Clipboard.

#### Clipboard

##### Language for reports

##### Introduction

*The aim of this report is to ...  
The purpose of this report is to ...  
This report presents ...  
In this report we review ...*

##### Recommendations and conclusions

*In conclusion,  
...A is recommended as it ...  
We recommend ...  
Based on the research, we recommend that ...  
The main recommendations are*

A

This report compares fourteen different practical measures that can be taken in order to find the most effective way to reduce the costs of heating an average home in Britain and reduce carbon emissions. To achieve this, the research compares the cost of installation, the number of years required to pay back the investment cost and the amount of carbon saved each year. The study shows that the cost of insulating loft and walls is recovered within three years but saves only a small amount of carbon. Although it takes approximately thirteen years to pay back the cost of installing a ground source heat pump, it saves the maximum amount of carbon and is, therefore, the best long-term solution. Based on the research, we recommend that, where possible, new homes are fitted with ground source heat pumps.

B

#### Two possible bridge designs steel beam bridge and composite girder bridge

<b>Background:</b>	<i>Dual carriageway – total 4 lanes to cross river Dee, north Scotland Span 132 metres between man-made compacted fill embankments Soil conditions uncertain 16 metres above water level Gradient – 0.07m/m</i>
<b>Criteria:</b>	<i>Method of construction Costs of construction and maintenance Aesthetics Durability</i>
<b>Include:</b>	<i>Sketches of elevations and cross-sections Costing calculations Time scale</i>
<b>Comparison:</b>	<i>Both bridges need piers on piled foundations due to soil. Design 2 made of steel so longer spans but we recommend design 1</i>
<b>Recommend:</b>	<i>Design 1 – minimal framework in construction Easy to erect Cheaper More durable</i>