ENGLISH A2 · UNIT 7 · VOCABULARY Name: _____ Date: _____

# Rules and safety at work

Focus: vocabulary: rules and safety at work (uniform, helmet, sign, forbidden, sick leave)

**RULES AND SAFETY AT WORK**

**rule** **uniform** **helmet** **gloves** **safety** **sign** **notice** **allowed** **permission** **forbidden** **fire exit** **alarm** **accident** **report** **on time** **late** **absent** **sick leave** **day off** **holiday** **timesheet** **break** **smoke** **mobile phone** **visitor**

## 1 Choose the correct word.

*Example: Put on your _____ at the door of the warehouse. (helmet / timesheet / notice) → helmet*

1. There is a _____ on the door: 'No mobile phones'. (break / sign / holiday)
2. Mark was _____ for three days. He was ill. (late / unemployed / absent)
3. Smoking is _____ in the warehouse. It's dangerous. (forbidden / allowed / absent)
4. Write your hours for the week on your _____. (helmet / alarm / timesheet)
5. Every _____ gets a badge at reception. (rule / visitor / break)
6. You can't take a _____ this week. We need you. (day off / sign / helmet)
7. Lena has a cold, so she is on _____ today. (break / sick leave / overtime)
8. The meeting starts at nine. Please be _____. (late / absent / on time)
9. Read your _____ carefully. It has the holiday rules. (contract / timesheet / helmet)
10. All new _____ get a list of the rules and a uniform. (visitors / employers / employees)
11. You can't go in without _____. Ask the manager first. (permission / holiday / alarm)

## 2 Match the signs and their meaning.

| | |
|---|---|
| 1. No smoking | a. Don't use your phone here. |
| 2. Fire exit | b. Put on your helmet and gloves here. |
| 3. Visitors: please sign in | c. Tell your manager about every accident. |
| 4. Staff only | d. Close the door after you. |
| 5. No mobile phones | e. You mustn't smoke here. |
| 6. Report all accidents | f. Write your name at reception. |
| 7. Keep this door closed | g. Visitors can't go in here. |
| 8. Wear helmets and gloves | h. Leave by this door in an emergency. |

**ANSWER KEY**

**1** 1 sign, 2 absent, 3 forbidden, 4 timesheet, 5 visitor, 6 day off, 7 sick leave, 8 on time, 9 contract, 10 employees, 11 permission **2** 1 e, 2 h, 3 f, 4 g, 5 a, 6 c, 7 d, 8 b

Жүктеп алуға, басып шығаруға және үйде, сыныпта немесе кез келген жерде пайдалануға тегін.