

CHINO VALLEY ADULT SCHOOL

E. L. Civics Student Workbook

Beginning Low – Beginning High
Levels 1-2

WORK SAFETY



Safety



Protection



Regulation



Hazard



Insurance



Health

CIVIC OBJECTIVE 36.5:

Identify work-related safety regulations, standards and procedures.

Name: _____

Instructor: _____ Level: _____

Table of Contents

Title:	Page:
TASK 1: IDENTIFY SAFE & UNSAFE WORKING CONDITIONS - STUDENT ACTIVITIES	1
TASK 1: IDENTIFY SAFE & UNSAFE WORKING CONDITIONS - VOCABULARY	2-6
TASK 1: ADDITIONAL VOCABULARY FOR WORK SAFETY	7
TASK 1: SAFE OR UNSAFE?	8
TASK 1 VOCABULARY: PERSONAL PROTECTIVE EQUIPMENT (PPE)	9-11
TASK 1: WEARING PERSONAL PROTECTIVE EQUIPMENT	12-13
TASK 1: IDENTIFY UNSAFE CONDITIONS AT WORK	14
TASK 1: READ A WORK SAFETY SIGN	15-16
TASK 1: WARNING ABOUT UNSAFE WORKING CONDITIONS	17
TASK 1: PROPER LIFTING TECHNIQUE	18
TASK 1: WORK SAFETY MATCHING ACTIVITY	19
TASK 1: WORK SAFETY PARTNER ACTIVITY	20-21
TASK 1: IDENTIFY COMMON HAZARDS IN THE WORKPLACE	22
TASK 1: IDENTIFY WORKING CONDITIONS AND GIVE A REASON	23-24
TASK 1: SOLUTIONS TO UNSAFE WORKING CONDITIONS	25
TASK 1: IDENTIFY SAFE & UNSAFE WORKING CONDITIONS - PRACTICE ACTIVITIES	26-29
TASK 2: REPORT AN UNSAFE WORKING CONDITION - STUDENT ACTIVITIES	30
TASK 2: PRACTICE REPORTING UNSAFE CONDITIONS	31-34
TASK 2: FILL OUT A HAZARD REPORTING FORM	35
TASK 2: REPORT AN UNSAFE WORKING CONDITION- PRACTICE ACTIVITIES	36-39



TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS

STUDENT ACTIVITIES

TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS- VOCABULARY

Directions: Practice the vocabulary words.



block



trip



hazard



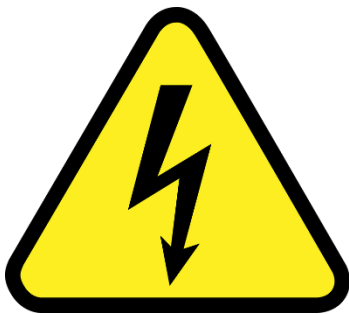
spill



supervisor



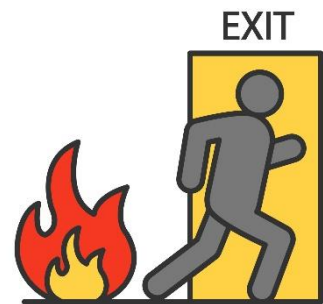
slip



shock



flammable



emergency exit

TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS- VOCABULARY

Directions: Work with a partner. Ask: “What is number 1?”, “What is number 2?”



1



2



3



4



5



6



7



8



9

TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS- VOCABULARY

Directions: Write the missing vocabulary word under each picture.



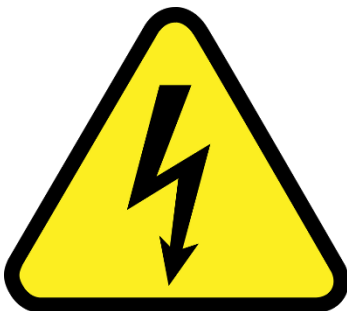
















TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS- VOCABULARY

Directions: Practice using the vocabulary words in sentences.



**Never block an
emergency exit.**



**Don't trip on the
cord.**



**I need to report a
hazard.**



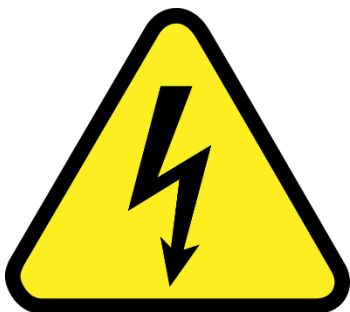
**Clean up spills right
away.**



**I must talk to my
supervisor.**



**Don't slip on the
wet floor.**



**You might get an
electric shock.**



**These papers are
flammable.**

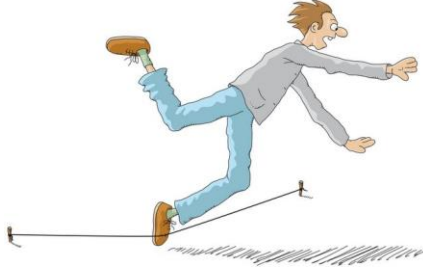


**Don't block the
emergency exit.**

TASK 1: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS- VOCABULARY

Directions: Write a sentence for each vocabulary word.



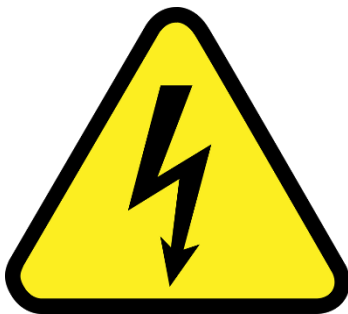
















TASK 1: ADDITIONAL VOCABULARY FOR WORK SAFETY





Directions: Match the words below to their meaning.

- | | |
|-------------------|-------------------------------------|
| 1. safe | _____ A. he or she helps a teacher. |
| 2. unsafe | _____ B. not dangerous. |
| 3. height | _____ C. emergency call number. |
| 4. accident | _____ D. a type of accident. |
| 5. hurt | _____ E. a high place. |
| 6. teacher's aide | _____ F. something bad happens. |
| 7. "911" | _____ G. hazard. |
| 8. fall | _____ H. a broken leg |

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: SAFE OR UNSAFE?

Directions: Work with a partner. Ask them, “Is it safe?” Write down their answers: “Yes, it is. It’s safe.” Or “No, it isn’t. It’s unsafe.”

1. A fire		Is it safe?	No it isn't. It's unsafe.
2. A broken ladder		Is it safe?	_____
3. Washing your hands		Is it safe?	_____
4. Standing on a table		Is it safe?	_____

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1 VOCABULARY: PERSONAL PROTECTIVE EQUIPMENT (PPE)

 <p>a hard hat</p>	 <p>goggles</p>	 <p>work gloves</p>
 <p>a face mask</p>	 <p>a back brace</p>	 <p>ear protectors</p>
 <p>latex gloves</p>	 <p>work boots</p>	 <p>safety vest</p>
 <p>oven mitts</p>	 <p>rubber soled shoes</p>	 <p>hair net</p>

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: PERSONAL PROTECTIVE EQUIPMENT / PPE (CONTINUED)

Use **it** for singular nouns and **them** for plural nouns:



Singular	Plural
My eye hurts. I hurt it .	My eyes hurt. I hurt them .
My foot hurts. I hurt it .	My feet hurt. I hurt them .
My leg hurts. I hurt it .	My legs hurt. I hurt them .
A back brace protects your back. Wear it .	Goggles protect your eyes. Wear them .

Directions: Write the missing object pronouns below. Write “it” or “them” on the lines.

Work **boots** protect your feet.
Don't hurt your feet.
Wear **them**.
You need to wear **them**.

Goggles protect your eyes.
Don't hurt your eyes.
Wear _____.
You need to wear _____.

Work **gloves** protect your hands.
Don't hurt your hands.
Wear _____.
You need to wear _____.

A hard hat protects your head.
Don't hurt your head.
Wear _____.
You need to wear _____.

A face mask protects your face, nose, throat and lungs.
Don't hurt your face, nose, throat, And lungs.
Wear _____.
You need to wear _____.

Oven mitts protect your hands.
Don't hurt your hands.
Put _____ on.
You need to wear _____.

Ear protectors protect your ears.
Don't hurt your ears.
Wear _____.
You need to wear _____.

A safety vest protects you.
Don't hurt yourself .
Wear _____.
You need to wear _____.

A back brace protects your back.
Don't hurt your back.
Put _____ on.
You need to wear _____.

Safety equipment protects you.
Stay safe.
Wear **it**.
Always stay safe!

(Adapted from: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: PERSONAL PROTECTIVE EQUIPMENT / PPE (CONTINUED)

Directions: Practice the conversations with a partner. Then use the pictures and words below to make new conversations about different kinds of PPE.



hard hat / head / it

- A. Put on your hard hat.
B. I'm sorry. What did you say?
A. You must wear your hard hat.
You can hurt your head if you don't wear it.
B. Okay. Thanks.



goggles / eyes / them

- A. Put on your goggles.
B. I'm sorry. What did you say?
A. You must wear your goggles.
You can hurt your eyes if you don't wear them.
B. Okay. Thanks.



ear protectors /hearing / them



back brace / back / it



latex gloves / skin / them



work boots / feet / them



work gloves / hands / them



face mask / lungs / it

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: WEARING PERSONAL PROTECTIVE EQUIPMENT

Directions: Read the sentences and write the correct body parts on the lines.

<ul style="list-style-type: none">• eyes• hands• nose and mouth• feet	<ul style="list-style-type: none">• head• back• ears
--	--

1. These work boots protect your feet. Wear them.
2. These work gloves protect your _____. Wear them.
3. This face mask protects your _____. Wear it.
4. These ear protectors protect your _____. Wear them.
5. This back brace protects your _____. Wear it.
6. This hard hat protects your _____. Wear it.
7. These goggles protect your _____. Wear them.

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: WEARING PERSONAL PROTECTIVE EQUIPMENT (CONTINUED)

Directions: Fill in the missing words and write the correct object pronoun (**it** or **them**).

chair
hands

lungs
ladder
work gloves

hearing
feet

back
can
goggles

wear
hard hat

1. Work boots can protect your **feet**. Wear **them**.
2. _____ can protect your hands. Wear _____.
3. A face mask can protect your _____, nose, and throat. Wear _____.
4. Ear protectors can protect your _____. Please, wear _____.
5. A back brace can protect your _____. Please wear _____.
6. A _____ can protect your head. Wear _____.
7. Protect your eyes. Wear these _____.
8. Latex gloves can protect your _____ from chemicals. Put _____ on .
9. Use a _____. Don't stand on that _____. You can fall!
10. Personal protective equipment (PPE) _____ protect you! Please _____ it!

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: IDENTIFY UNSAFE CONDITIONS AT WORK

Directions: Use the boxes below to tell why the condition is unsafe and give a solution.

Unsafe Conditions	(A) What can happen?	(B) Solutions
1. Standing on a chair to reach something high.	You can fall and hurt yourself.	<i>Use a ladder or stepladder</i>
2. Lifting a heavy item.	You can_____.	
3. Getting strong chemicals on your hands.	You can_____.	
4. Flying pieces of dust or wood.		
5. Dust in the air.		
6. Constant loud noise.		

(A) What can happen? (Possible Injuries)	
<ul style="list-style-type: none"> • get an eye injury • get chemical burns • have hearing loss 	<ul style="list-style-type: none"> • fall and hurt yourself • have breathing problems • hurt your back

(B) Solutions

 <p>Use a ladder or stepladder in good condition.</p>	 <p>Bend your knees. Wear a back brace.</p>	 <p>Wear ear protectors.</p>
 <p>Wear a facemask.</p>	 <p>Wear protective gloves.</p>	 <p>Use goggles.</p>

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: READ A WORK SAFETY SIGN

Directions: Read the sign below and answer the questions.



1. What is the workplace?

- ☐ a restaurant kitchen
- ☐ a warehouse
- ☐ a construction site

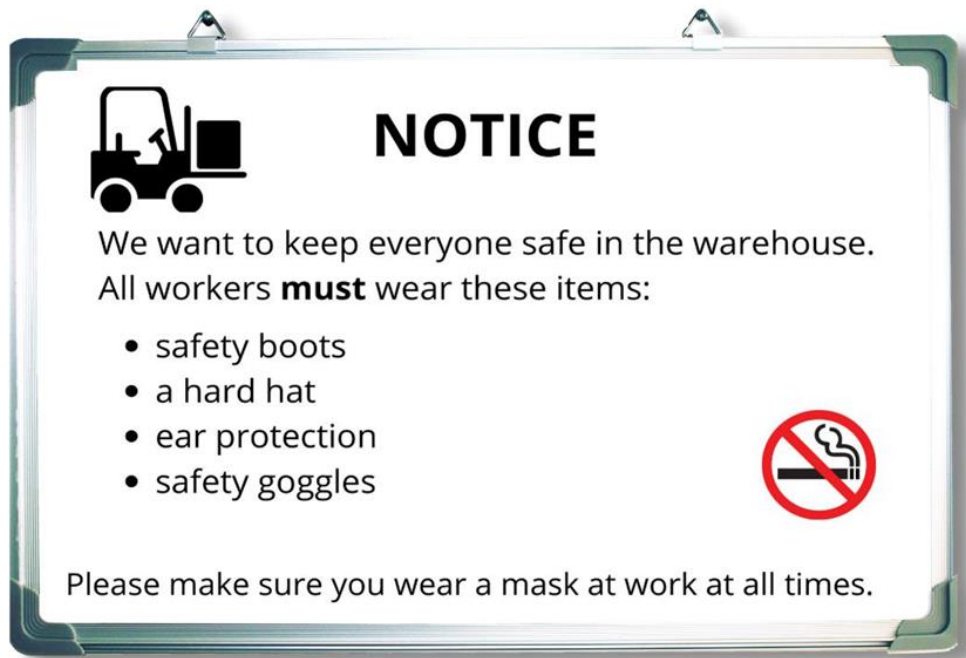
2. Check all the items workers must wear on the construction site.



(Source: Safety at Work - A CLB 1-2 Module with Teaching Materials)

TASK 1: READ A WORK SAFETY SIGN (CONTINUED)

Directions: Read the sign below and answer the questions.



1. What is the workplace? (Check one)

☐ a restaurant

☐ a warehouse

☐ a construction site

☐ a hospital

2. Do workers have to wear this? Check yes or no for each item.

☐ Yes
☐ No



☐ Yes
☐ No



☐ Yes
☐ No



☐ Yes
☐ No



☐ Yes
☐ No



☐ Yes
☐ No



3. What does this symbol mean?



☐ Exit

☐ Be careful

☐ No smoking

(Source: Safety at Work - A CLB 1-2 Module with Teaching Materials)

TASK 1: WARNING ABOUT UNSAFE WORKING CONDITIONS

Directions: Practice the role play with different safety hazards. Make up your own for number six.

Careful!

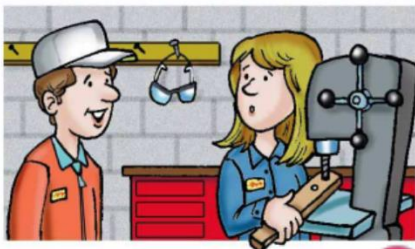


A. Careful! Put on your helmet!

B. I'm sorry. What did you say?

A. Put on your helmet! You might hurt your head.

B. Oh. Thanks for the warning.



1. Put on your safety glasses!
hurt your eyes



2. Don't stand there!
get hit



3. Watch your step!
fall



4. Don't touch that machine!
get hurt



5. Don't touch those wires!
get a shock

6.



(Image source: *Side by Side Student Book 2* by Steven J. Molinsky & Bill Bliss, page 34)

TASK 1: PROPER LIFTING TECHNIQUE



TASK 1: WORK SAFETY MATCHING ACTIVITY

Directions: Match the work conditions with the reasons in the box below.

Reasons	
<ul style="list-style-type: none"> You need to wash your hands frequently. You can't get out. She can protect her head and eyes. You can get a shock. 	<ul style="list-style-type: none"> She can hurt her back. He can fall. You can put out a fire. You can slip and fall.

Condition	Is it safe?	Reason
There's a spill on the floor.	<u>NO</u>	
She is wearing her hard hat and goggles.	<u> </u>	
She is lifting with her back.	<u> </u>	
She is washing her hands with soap and water.	<u> </u>	
There are boxes in front of the exit.	<u> </u>	
He is standing on a chair.	<u> </u>	
There is a fire extinguisher on the wall.	<u> </u>	
There is a bad electrical cord.	<u> </u>	

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: WORK SAFETY PARTNER ACTIVITY

Directions: Look at the pictures. Ask your partner, “Is it safe or unsafe?” If it’s unsafe, ask, “Why?” Use the sentences on page 19 to explain why the conditions are unsafe.



(Adapted from: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: WORK SAFETY PARTNER ACTIVITY (CONTINUED)

Directions: Use these sentences to explain why some of the working conditions on page 18 are unsafe.

Always use a ladder in good condition.	Keep the aisles clear of trip hazards.	Move the boxes
Replace bad electrical cords.	Clean up spills quickly.	Mark the spot with a safety sign.
Don't lift heavy boxes with your back.	Don't block exits. Keep the exits clear.	Don't put electrical cords near water.
Don't stand on a chair or table to reach items.	Lift with your legs and knees.	Clean up trip hazards.

TASK 1: IDENTIFY COMMON HAZARDS IN THE WORKPLACE

Part A: Use the words to describe the safety problems.

floor	dangerous	icy	slippery
sharp	heavy	hot	box



1. Don't touch that! It's _____.



2. Be careful! That's _____!



3. Watch out! The _____ is _____.



4. Be careful. That _____ is _____.



5. Watch out! The stairs are _____.







6. Be careful! That's a very _____ knife.

(Source: Safety at Work - A CLB 1-2 Module with Teaching Materials)

TASK 1: IDENTIFY WORKING CONDITIONS AND GIVE A REASON

Directions: Write the work condition. Is it safe? Give a reason.

Reasons		
<ul style="list-style-type: none"> • He can hurt his back. • She can protect her head. 	<ul style="list-style-type: none"> • You can slip and fall. • You need to wash your hands frequently. 	





Work Condition	Is it safe?	Reason (What can happen?)
 <p>There's a spill on the floor.</p>	No	You can slip and fall.
		
		
		

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 1: IDENTIFY WORKING CONDITIONS AND GIVE A REASON (CONTINUED)

Directions: Write the work condition. Is it safe? Give a reason.

Reasons	
<ul style="list-style-type: none"> You can't get out. You can protect your eyes. 	<ul style="list-style-type: none"> She can fall. You can put out a fire.

Work Condition	Is it safe?	Reason (What can happen?)
		
		
		
		

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

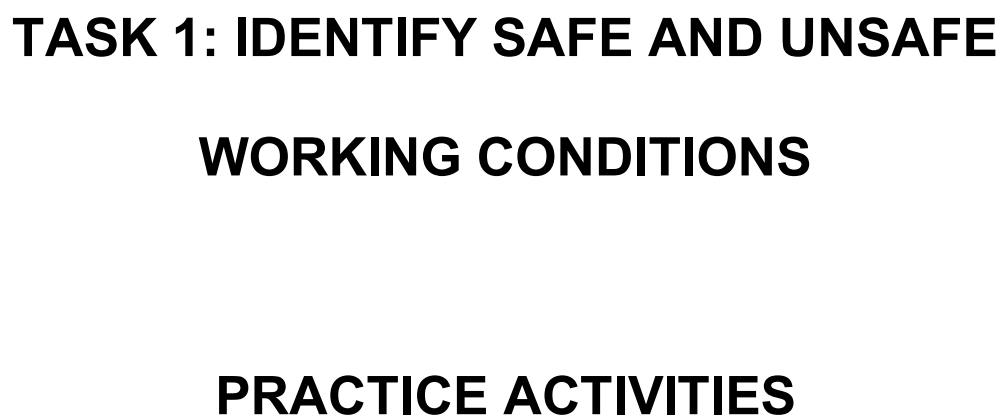
TASK 1: SOLUTIONS TO UNSAFE WORKING CONDITIONS

Directions: Write two solutions to each unsafe condition. Use solutions from the box.

Solutions	
<ul style="list-style-type: none"> • Use a ladder or step ladder in good condition. • Don't put electrical cords near water. • Don't touch electrical outlets with wet hands. • Don't stand on a chair. • Mark the spot with a safety sign. 	<ul style="list-style-type: none"> • Clean up spills right away. • Don't block exits. • Don't lift with your back. • Move the boxes. • Bend your knees.

Unsafe Condition	Solutions
1. Electrical cords near water	1. _____ 2. _____
2. Lifting heavy things.	1. _____ 2. _____
3. Standing on a chair or table to reach something.	1. _____ 2. _____
4. There is a spill.	1. _____ 2. _____
5. There are boxes in front of an exit	1. _____ 2. _____

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)



TASK 1 PRACTICE: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS (BL)

Directions: Circle the correct answer and tell why each picture is safe or unsafe.



1. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____



2. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____



3. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____



4. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____



5. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____



6. Is this safe or unsafe?

SAFE

UNSAFE

Why? _____

TASK 1 PRACTICE: IDENTIFY SAFE AND UNSAFE WORKING CONDITIONS (BH)

Part A: Explain why each picture is safe or unsafe.



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____

Part B: The pictures below show safety hazards. For each picture, write two solutions to make the workplace safer for employees.

A.



1. _____
2. _____

B.



1. _____
2. _____

C.



1. _____
2. _____



TASK 2: REPORT AN UNSAFE WORKING CONDITION

STUDENT ACTIVITIES

TASK 2: PRACTICE REPORTING UNSAFE CONDITIONS



There's a spill on the floor.

Say the conversation with your teacher.

- A. Excuse me.
- B. Yes?
- A. There's an unsafe work condition.
- B. What is it?
- A. There's a spill on the floor.

Now practice the conversation again with a partner. Use the unsafe conditions below.



- 1. There are boxes in front of the exit.



- 2. She is standing on a table.



- 3. He is lifting with his back.

- 4. There is a broken ladder.



(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 2: PRACTICE REPORTING UNSAFE CONDITIONS (CONTINUED)

Directions: Practice the role play with a partner using different unsafe working conditions.



There is a spill on the floor.
You can slip and fall.

A. Excuse me.

B. Yes?

A. There's an unsafe work condition.

B. What is it?

A. There's a spill on the floor. You can slip and fall



1. There are **boxes in front of the exit**.
The exit is **blocked**. You **can't get out**.



2. She is **standing on a table**.
She can **fall and get hurt**.



3. He is **lifting with his back**.
He can **hurt his back**.



4. You are **not washing your hands**.
You need to **wash them frequently with soap and water**.

(Source: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 2: PRACTICE REPORTING UNSAFE CONDITIONS (CONTINUED)

Directions: Practice the role play with a partner. Fill in the blank line with the examples below.

A. There's an unsafe work condition.

B. What is it?

A. _____.



1. There is no First Aid Kit.



2. There is no fire extinguisher.



3. There is a trip hazard.



4. There is a fire.



5. There is a blocked exit.



6. There is bad electrical cord.

(Adapted from: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

TASK 2: PRACTICE REPORTING UNSAFE CONDITIONS (CONTINUED)

Directions: Practice the role play with a partner. Fill in the blank line with the examples below.

A. There's an unsafe work condition.

B. What is it?

A. _____.



1. You are not wearing your **safety equipment**.
You need to **protect your eyes**



2. **There is no fire extinguisher.**
You **can't put out a fire.**



3. There is a trip hazard.
You can **trip and fall.**



4. This product is flammable.
Don't put it next to a flame.



5. There is no **first aid kit**.
You **can't give first aid.**



6. There is broken electrical cord.
You **can get a shock.**

(Adapted from: LAUSD Division of Adult Career and Education; EL Civics Obj. 36.5 Work Safety BL-BH)

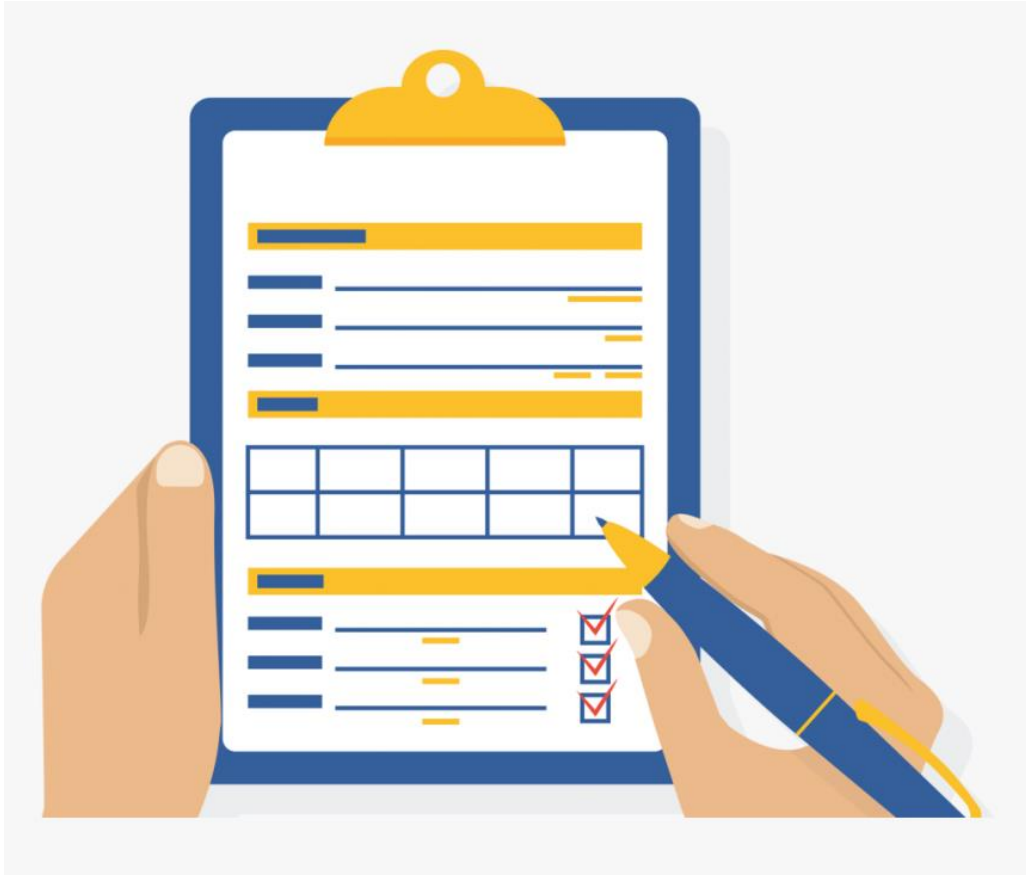
TASK 2: FILL OUT A HAZARD REPORTING FORM

Directions: Fill out the form with information from the story and photo.

Joseph Louis works as a forklift operator at a warehouse in Chino, CA. On April 21, 2025, he saw his coworker, Steve, climb up a shelf to reach a heavy box at the top. Steve needed the parts inside the box for an order. Joseph decided to fill out a form to tell his supervisor about the safety hazard.



Hazard Reporting Form		
Employee Name:	Employee Position:	
<hr/>		
Location (Check One):	Date:	
<input type="checkbox"/> Inside <input type="checkbox"/> Outside	<hr/>	
Type of hazard (Check One)		
<input type="checkbox"/> spill	<input type="checkbox"/> fire hazard	<input type="checkbox"/> chemical hazard
<input type="checkbox"/> blocked exit	<input type="checkbox"/> shock hazard	<input type="checkbox"/> lack of safety equipment
<input type="checkbox"/> height safety hazard	If you checked this, what kind of safety equipment are you requesting? <hr/>	
What Can Happen? (Check One)		
<input type="checkbox"/> You can have a fire.	<input type="checkbox"/> You can fall.	<input type="checkbox"/> You can't get out.
<input type="checkbox"/> You can hurt your back.	<input type="checkbox"/> You can get a shock	<input type="checkbox"/> You can get burned.



TASK 2: REPORT AN UNSAFE WORKING CONDITION

PRACTICE ACTIVITIES

TASK 2 PRACTICE: REPORT AN UNSAFE WORKING CONDITION

Directions: Practice the role play with a partner.

Supervisor Hello. How can I help you?

Employee Hello. This is _____ (name). I'm a/an _____ (job). I'm calling to report a safety hazard at work.

Supervisor What's going on?

Employee There are boxes in front of the emergency exit.

Supervisor Why is this a problem?

Employee If there's a fire, employees won't be able to exit.

Supervisor Thank you for letting me know about this safety hazard.

Employee You're welcome. Goodbye.



TASK 2 PRACTICE: REPORT AN UNSAFE WORKING CONDITION (CONTINUED)

Directions: Practice the role play with a partner.

Supervisor Hello. How can I help you?

Employee Hello. This is _____ (name). I'm a/an _____ (job). I'm calling to report a safety hazard at work.

Supervisor What's going on?

Employee There are electrical cords on the floor.

Supervisor Why is this a problem?

Employee Employees might trip on the cords. They could fall and get hurt.

Supervisor Thank you for letting me know about this safety hazard.

Employee You're welcome. Goodbye.



TASK 2 PRACTICE: REPORT AN UNSAFE WORKING CONDITION (CONTINUED)

Directions: Practice the role play with a partner.

Supervisor Hello. How can I help you?

Employee Hello. This is _____ (name). I'm a/an _____ (job). I'm calling to report a safety hazard at work.

Supervisor What's going on?

Employee There is water all over the floor in the main office.

Supervisor Why is this a problem?

Employee Employees might slip on the water. They could fall and get hurt.

Supervisor Thank you for letting me know about this safety hazard.

Employee You're welcome. Goodbye.



