

Chapter 10

Job Safety

You Already Know...

- some jobs can be dangerous
- the government has laws to protect workers
- it is important to follow safety signs and rules
- accidents can happen at any time

You Will Learn...

- about injuries and illnesses that can be common on the job
- about your safety rights
- how to protect yourself from workplace hazards
- how to read safety signs and labels
- what to do in an emergency

Personal Career Portfolio Preview

For your portfolio, you will make a profile of the working conditions in an occupation that interests you. As you read, think about what occupation you will choose and what the working conditions might be like.





Before You Read

Predict How do you think a job could be dangerous? Write down several things that you think could cause an injury or illness at work. Also write down how you think you could protect yourself from these things.

Section 10.1

Safety Basics

Ready, Set, Read

Key Terms

working
conditions
equipment
right
hazard
OSHA
workers'
compensation

Main Idea

Many workers become ill or get injured each year. You have the right to work in safe conditions and to know about hazards in your workplace.

Thought Organizer

Copy the chart below. As you read, write down one hazard that each worker might face at his or her job.

Worker	Hazard
restaurant server	burn from hot food
construction worker	
secretary	

Safety Is an Important Work Issue

Did you know that work can sometimes be dangerous? Workers can get injuries from their work. For example, they can fall or get burned. Workers can also get illnesses from their work. For example, they can get breathing problems from chemicals.

Learning about safety helps you avoid injuries at work. It helps you do your job better. It helps you enjoy life more.

Working Conditions Are Part of Safety

To work safely, you need good working conditions. **Working conditions** are the conditions in which you spend your workday. Poor working conditions can cause stress and injuries.

working conditions ■

The conditions in which you spend your workday.

Working Conditions Include Places, Tasks, and Hours

Working conditions include the place you work. Is it indoors or outdoors? Quiet or noisy? Bright or dark? Warm or cool?

Working conditions include the tasks you do. Do you sit or do you move around a lot? Do you lift heavy objects? Do you use big machines?

Working conditions also include the hours you work. Do you work long hours? Do you work on the weekends? Do you get time off to rest?

Working Conditions Include Equipment

Working conditions also include the equipment at your workplace. **Equipment** is all the objects, such as machines and tools, that you need to do a job. You need safe equipment to have good working conditions.

In an office you would use equipment such as file cabinets and computers. In a store you would use equipment such as ladders and cash registers. In a school you would use equipment such as copy machines and projectors. On a construction site you would use tools such as hammers and saws.

equipment ■ All the objects, such as machines and tools, that you need to do a job.

Working Conditions

Working conditions are different at each job. Equipment is different at each job, too. Describe the equipment you see here. Would you like to work in these conditions? Why or why not?



Study Tip

Many workers need to read complex technical documents, such as schematics. Start a technical document by reading the table of contents. Find the section you need. Read all the headings in that section. Look at all the graphs and drawings. Read the text slowly. Give yourself plenty of time for each page.

Some Workplaces Are More Dangerous Than Others

Some workplaces are riskier than others. Farms, construction sites, factories, and highways can be dangerous places to work.

These workplaces are dangerous because they have a lot of chemicals or heavy equipment. On farms, for example, tractors and harvesting machines can cause accidents.

On construction sites workers lift heavy pieces of steel and lumber. They climb high onto scaffolds. They hammer nails and use welding equipment.

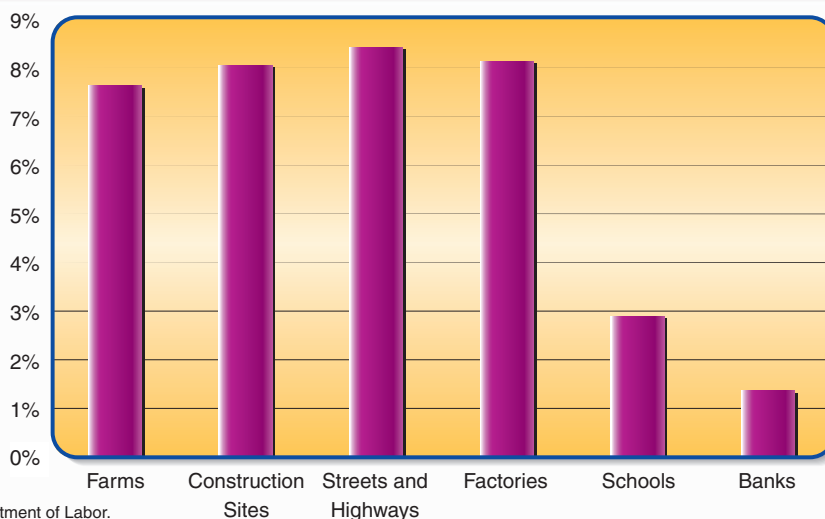
Factories can be dangerous, too. Workers in textile plants use giant machines that weave fabric. Print workers work with huge printing presses. Canning workers work with sharp blades.

Jobs that involve driving are also dangerous. If you drive a lot for your job, you could get into an accident.

The graph in **Figure 10.1** shows how many workers get hurt on the job each year. It shows the percentages for six different industries.

Figure 10.1

Workers' Rates of Injuries and Illnesses



Source: U.S. Department of Labor.

Risky Work On average, 6 percent of workers are hurt on the job each year. Which workplace has the highest rate of injuries and illnesses? What do you think explains this?

Making Good Choices

Trusting Your Limits

You work as a cafeteria cashier. One of the cooks is sick. Your boss asks you to carry trays of food from the kitchen. You try lifting one of the hot trays. It is heavy. You might drop the trays and burn yourself if you try to carry them. Do you tell your supervisor that you feel unsafe carrying the trays? Do you take a chance and carry the trays anyway?

You Make the Call Work with a classmate. Discuss your options. Decide which option you would choose.

For help in answering this question, visit ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 10 *Making Good Choices*.

Injuries and Illnesses Can Happen at Any Job

Most workplaces in the United States have safe working conditions. But accidents can still happen at any time. Think of all the ways injuries can happen. You could fall, cut yourself, or breathe a chemical.

Injuries Include Sprains and Strains Sprains and strains are the most common injuries on the job. A sprain is torn tissue in a joint. A strain is a pulled or overused muscle. Bruises, cuts, fractures, and burns can also happen at work.

Illnesses Include Hearing Loss and Carpal Tunnel Syndrome There are many job-related illnesses, too. Some workers lose their hearing from working in noisy workplaces. Some workers develop carpal tunnel syndrome from working on an assembly line. *Carpal tunnel syndrome* happens when a nerve in the wrist is pinched. It causes pain in the hand and arm.

While You Read

Question What is the difference between a sprain and a strain?

right ■ Something the law says you should have.

hazard ■ Anything that might harm someone.

You Have the Right to Safe Working Conditions

The law gives you specific rights. A **right** is something that the law says you should have.

You have the right to safe working conditions. You have the right to say no to unsafe tasks. You have the right to know about injuries that have happened at your workplace.

You Have the Right to Know About Hazards

You have a right to know about any hazards at your workplace. A **hazard** is anything that might harm someone. Your employer must tell you about hazards in the workplace.

Hazards Come in Many Forms There are many different types of hazards. Uneven or slippery floors are a hazard because they can cause falls. Very high temperatures are a hazard because they can cause burns. Very loud noise is a hazard because it can damage your hearing. Even the weather can be a hazard. For example, rain, snow, and fog can cause car accidents.

While You Read

Connect What kind of safety training would you need for the career that interests you?

You Have the Right to Safety Training

You have the right to safety training at work. If your employer does not offer you training, you have the right to ask for it.

Imagine that you are a construction worker. Your employer must show you how to use tools safely. Your employer must train you in fire safety.

You Have the Right to Ask Your Employer to Fix Hazards

You have the right to ask your employer to fix hazards in the workplace. For example, imagine that there is a leaky sink in the lunch room. There is water on the floor. Someone could slip and fall. You have the right to ask your employer to fix the hazard. Your employer must fix the hazard.

You Have the Right to Contact OSHA

What do you do if your employer does not fix a safety problem? You can file a complaint with OSHA.

OSHA is the part of the government that sets safety rules and inspects workplaces. OSHA stands for the *Occupational Safety and Health Administration*. It is a part of the U.S. Department of Labor.

You can file a complaint with OSHA over the Internet, by mail, or over the telephone. You can tell OSHA not to use your name. An OSHA inspector may come to inspect your workplace.

OSHA ■ The part of the government that sets safety rules and inspects workplaces.

Read the OSHA Poster Every employer must put up an OSHA poster. Turn the page to read the OSHA poster in **Figure 10.2**. Read the list of your rights. Are there any you do not understand?

While You Read

Connect Have you ever seen an OSHA poster at a job?

Real-World Connection



Communicating Assertively

Your safety in the workplace is important. Speak up when you see a hazard.

Tell your supervisor that there is a hazard that needs to be fixed. Speak in a calm voice. Tell your supervisor what the hazard is and where the hazard is.

What can you do if no one fixes the hazard? Remind your supervisor. What if nothing is done? Report the hazard to OSHA. Use the OSHA poster at your workplace to help you.

Take the Next Step Visit the OSHA Web site for information about hazards. Make a poster that shows how to be safe from hazards. Display the posters in class.

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 10 *Real-World Connection*.



Figure 10.2

OSHA Poster

You Have a Right to a Safe and Healthful Workplace. IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the OSHA Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been corrected or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances in conditions.
- Your employer must post this notice in your workplace.



The Occupational Safety and Health Act of 1970 (OSHA Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSHA Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or penalties, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 467-2700 • Boston (617) 555-8899 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 864-1600 • Kansas City (816) 426-5851 • New York (212) 337-2378 • Philadelphia (215) 801-4902 • San Francisco (415) 833-4310 • Seattle (206) 333-8930. Telephonically (TTY) number is 1-877-889-5627. To file a complaint online or learn more information on OSHA federal and state programs, visit OSHA's website at www.osha-slc.gov. If your workplace is in a non-occupating jurisdiction OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA
www.osha.gov

U.S. Department of Labor • Occupational Safety and Health Administration • OSHA 3165

You Have Rights The OSHA poster tells employees about their rights in the workplace.
What is an OSHA citation?

You Have the Right to Workers' Compensation

What happens if you are injured at work? You will need health care. You may not be able to go back to work for a while. You will need money to pay the bills.

This is where workers' compensation comes in.

Workers' compensation is an insurance program that helps you if you are hurt at work. It also pays about two-thirds of your wages if you have to miss work for a week or more.

workers' compensation ■

An insurance program that helps you if you are hurt at work.

Tell Your Doctor What happens if you are injured at work? Go to the doctor right away if you need help. You may need to go to a company doctor who treats work injuries.

Tell the doctor that your injury is related to work. The doctor will send your medical information to the workers' compensation program.

Follow your doctor's advice. Go back to work only if your doctor says it is okay. If you need to miss work, tell your employer. Make sure your supervisor knows what is happening.

Tell Your Employer Tell your employer that you were injured on the job. Explain what happened. Explain how the injury or illness happened. The employer must send a report to the workers' compensation office if you need to go to the doctor or if you miss more than one day of work.

Tell Your Workers' Compensation Program Call the workers' compensation program in your state. Report the accident. Ask what you should do next. You may have to fill out more forms. The insurance will pay for your medical bills.

The insurance may also pay some of your lost wages. You will receive wages if you have to miss work for several days. You will receive around two-thirds of your regular pay. You will also receive pay if you have a permanent injury.

While You Read

Question What is the first thing you should do after a work injury?

Section 10.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 10.1 Review.

After You Read

Retell

1. What should you do if you see a hazard at your workplace? Explain in your own words.
2. What three things should you do if you are injured at work? Use your own words.

Think Critically

3. How important is safety in your choice of occupation? Would you take a dangerous job? Why or why not?

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Workers' Compensation

You are hurt at work. You are eligible for workers' compensation. You will be off work for six weeks. If you normally earn \$500 a week and workers' compensation will pay $\frac{2}{3}$ of these wages, how much money will you receive over the 6-week pay period?

Step 1

Convert $\frac{2}{3}$ to a decimal. (Round to the nearest .01.)
 $2 \div 3 = 0.67$

Step 2

Figure out your weekly earnings with worker's compensation.
 $0.67 \times \$500 = \335

Step 3

Calculate the money earned in your pay period.
 $\$335 \times 6 = \$2,010$

Result

Your total compensation will be \$2,010.

Figure It Out

You normally earn \$2,000 per month. You are hurt and receive workers' compensation for three months in the amount of \$1,320 per month. How much will you lose in total earnings during your recovery period?



Section 10.2

Working Safely

Ready, Set, Read

Key Terms

high voltage
fire
extinguisher
personal
protective
equipment
flammable
ventilation
material safety
data sheet
(MSDS)
RTK label
emergency
first aid

Main Idea

As a worker, you need to learn how to use work equipment properly and safely. You also need to learn how to protect yourself against job hazards and how to handle emergencies.

Thought Organizer

Copy the chart below. As you read, write down different ways to protect yourself on the job. Write each idea at the end of a line. Add as many lines and ideas as you can.



You Have the Responsibility to Protect Yourself

Work safety is not only your employer's responsibility. It is also your responsibility. You are responsible for being a safe worker.

One way to be a safe worker is to get training. You need to learn how to: 1) use equipment correctly, 2) use safety wear, 3) prevent fire, 4) read safety signs, 5) work safely with chemicals, 6) prevent muscle strains, and 7) handle an emergency.

To be a safe worker you also need to know your limits. Never do anything that seems unsafe. Ask for help if you need it. Ask for job accommodations if you need them to do your job safely.

Prevent Injuries

Learn to use all your work equipment. Do not do anything you think is unsafe. **What kind of equipment is this worker using?**



Learn to Use Equipment Safely

There is a right way and a wrong way to use even the simplest equipment. Make sure you learn how to use equipment the right way.

Make sure you know how to care for your equipment, too. Equipment should be checked and fixed regularly. Put equipment away when not in use. If you think something is wrong with a piece of equipment, tell your supervisor.

Learn to Work Safely Around Electricity

Be careful around electricity. Look for signs labeled “high voltage.” **High voltage** means a large and dangerous amount of electricity. There is a high voltage sign in **Figure 10.4** on page 249.

Be careful around plugs and cords, too. Make sure that plugs and cords are in good condition. If a cord is worn or cut, ask for a new one. Use long cords safely. Do not put cords, tools, or other items where someone might trip over them. Do not plug too many tools into one outlet.

Unplug tools the right way. Put your thumb and fingers on the plug. Then pull it from the outlet. Do not pull the cord.

high voltage ■ A large and dangerous amount of electricity.

Learn to Prevent Fire

Fires can happen at almost any time. Fires can happen when machine parts rub together. Fires can happen when wires are unsafe. Fires can happen when surfaces become too hot.

Follow all the fire safety rules at your work. Keep your work area clean and tidy. Report any fire hazards. Report a smell of smoke or gas right away.

Know what to do in case of a fire. Know how to get to the exits. Know how to turn on the fire alarm. Also learn to use the fire extinguisher. A **fire extinguisher** is a container of chemicals that will put out a small fire.

fire extinguisher ■ A container of chemicals that will put out a small fire.

Point of View



Handling Emergencies

Jabari Johanasan works after school at a fast-food restaurant in Dallas, Texas. “The manager talked about fire safety during training. I paid attention. I’m glad I did.”

Jabari was at the register when a fire broke out in one of the ovens. “At first I wasn’t scared,” Jabari says. But the fire quickly spread.

“My manager called 911. I went through the front of the restaurant and told everyone to leave. We held the door open so everyone could see how to get out. Smoke was coming at us fast then. I was scared, but I knew we were doing the right thing. Everyone got out and was safe.”

It’s Your Turn Work with a partner. Create a fire-safety plan for your classroom. Explain what everyone should do if there is a fire. Explain how to get out of the building and where to go.

For help completing this activity, visit ewow.glencoe.com/tips and go to the *Smart Tip* for the Chapter 10 *Point of View*.



personal protective equipment ■ Safety wear that protects you from hazards.

Learn to Use Personal Protective Equipment

In your training you should learn about personal protective equipment. **Personal protective equipment** is safety wear that protects you from hazards. Injuries usually happen when workers are not using the right protective equipment.

Your employer must give you the personal protective equipment that you need. You need to know:

- what type of personal protective equipment to use
- when to use the equipment
- how to use the equipment correctly
- how to take care of the equipment
- how long to use a piece of equipment before you have to replace it

While You Read

Connect What kinds of workers have you seen wearing personal protective equipment?

There are many different kinds of personal protective equipment. Several different types of equipment are shown in **Figure 10.3**. This equipment will let you do your job safely.

Figure 10.3







Personal Protective Equipment



Protect Yourself There is personal protective equipment for every part of the body. Make sure your employer gives you all the equipment you need. **What kinds of injuries does a hard hat help to prevent? What about a respirator?**

Figure 10.4

Safety Signs

Safety Rules	Minor Hazard	Major Hazard
		
		

Look Out! Safety signs can prevent injuries. Always read them and follow what they say. **What** does the sign at the bottom right mean? Where might you find this sign?

Learn to Read Safety Signs

You also need to learn how to read safety signs. If you do not understand what a sign means, ask your supervisor. **Figure 10.4** shows several safety signs.

Blue and Green Mean Safety Blue and green signs tell you about safety rules. A notice sign might tell you to keep out. A safety sign might say no smoking.

Yellow and Orange Mean Caution Yellow and orange signs tell you about possible hazards. They warn you about situations that could cause an injury. A caution sign might tell you to put on a hard hat. A warning sign might tell you that there is a hidden step.

Red Means Danger Signs marked “Danger” in red tell you about active hazards. They warn you about situations that could cause serious injury or even death. A danger sign might tell you about poison gas.

While You Read

Connect Are there any caution or danger signs at your work or school?

Learn to Work Safely With Chemicals

Hazardous chemicals affect millions of workers. Some chemicals can damage your lungs. Some chemicals are toxic, or poisonous. Some chemicals are reactive, or likely to explode. Some chemicals are flammable or inflammable. **Flammable** means easy to set on fire. *Inflammable* means the same thing as flammable.

You have the right to know about hazardous chemicals in your workplace. You need to know how the chemicals could affect your health. You need to learn what to do if there is an accident.

If you work with chemicals, make sure that your work area has enough ventilation. **Ventilation** is fresh air flowing into a closed space. Hazardous fumes can build up if there is not enough ventilation.

flammable ■ Easy to set on fire.

ventilation ■ Fresh air flowing into a closed space.

material safety data sheet (MSDS) ■ A document that describes a chemical and how to handle it.

RTK label ■ A chemical safety label.

Learn to Read Material Safety Data Sheets You need a material safety data sheet for each chemical you use. A **material safety data sheet (MSDS)** is a document that describes a chemical and tells how to handle it. A MSDS is very detailed. It may have several pages. Take time to read it. Make sure you understand what it says.

Learn to Read RTK Labels Hazardous chemicals must each have a Right-to-Know label, or RTK label. An **RTK label** is a chemical safety label. It tells you:

- what the hazardous chemical is
- whether the chemical is a minor hazard (“caution”) or a major hazard (“danger” or “poison”)
- what body parts the chemical can harm

While You Read

Question Why are chemical labels called “right-to-know” labels?

Look at the RTK Label in **Figure 10.5** on page 251. It tells you the name of the chemical. It tells you the health and organ hazards. It tells you what to do if you come in contact with the chemical.

This RTK label has a blue, red, yellow, and white diamond. Each square has a number from zero to four. Zero means no risk. Four means highest risk.

Figure 10.5

Right-to-Know Label

METHANOL

CAS #67561

CAUTION

HEALTH
HAZARD

4

SPECIFIC
HAZARD

FIRE
HAZARD

3







REACTIVITY

HAZARD RATINGS

4 – Severe
3 – Serious
2 – Moderate
1 – Slight
0 – Minimal

HEALTH HAZARDS: Combustible, Do not sewer, Flammable, Poison, Store below 212° F
 ORGANS HAZARDS: Blood, Eyes, Intestines, Stomach

FLAMMABLE! No smoking, matches or open flames!
FIRST AID: Immediately flush eyes w/ water for 15 minutes. Ingestion: Do not induce vomiting—give warm milk or water—call 911.

CONSULT MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION ON HAZARDS

You Have a Right to Know This label has a “hazard diamond” with red, blue, yellow, and white boxes. It also has symbols that tell you how to handle the chemical. **What personal protective equipment should you put on before you touch this chemical?**

Learn How to Prevent Strains

Another thing to learn about job safety is how to prevent common strains. Three ways to do this are to lift objects correctly, to arrange your work space, and to take regular breaks.

Lift Objects Correctly A lot of jobs involve lifting. For example, you may need to lift a box of paper or a tray of food. It is easy to pull a muscle this way.

When you lift, bend your knees and keep your back upright. Hold the object close to your body. Push your chest forward as you walk. This helps prevent back injury. Do not twist your body. Keep your shoulders in line with your hips.

Get help if an object is too heavy or awkward to lift correctly. If you feel any unusual pain, stop.

While You Read

Connect Do you know anyone with a back injury? How did the injury happen?

Study Tip

Make a study space for yourself. Pick a place to do your schoolwork. Get organized. Put everything you need in one place. Make a habit of sitting in your study spot to work. This will help motivate you to get started.

Arrange Your Work Space Organize your work space to prevent injury. Put the tools you use the most closest to you. Make sure you do not have to reach above your head. Also make sure you do not have to twist your neck.

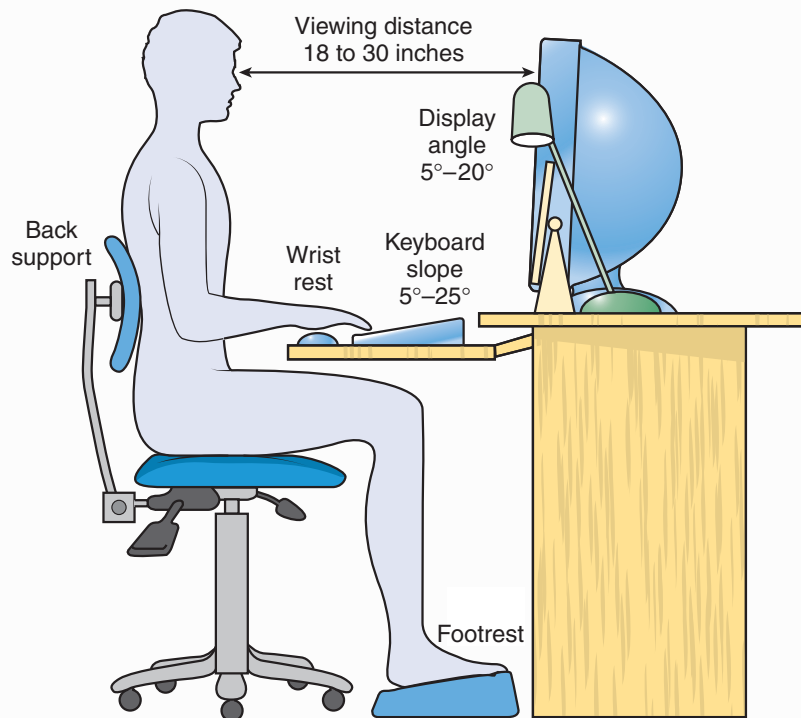
Many workers work at a computer desk for most of the day. If you use a computer, make sure you work the right way. **Figure 10.6** shows a good computer setup. Place your monitor at eye level and at arm's length. Keep your wrists straight when you type. Using a wrist rest can help.

Your chair should support your lower back. Putting a small pillow or rolled-up towel against your chair can help.

Put your feet on the floor or on a footrest. You can lean back a little, but do not let your head roll forward.

Figure 10.6

Good Work Posture



Work Smart You need the right equipment to do your job. A good chair, a wrist rest, and a footrest can help prevent illnesses such as carpal tunnel syndrome. **What should you do if you feel unusual pain while you work?**

Take Regular Breaks Many workers sit for most of the day. Sitting puts pressure on your back. Sitting also makes blood collect in your legs and feet. Get up for at least five minutes each hour. Do not sit and type for more than 40 minutes at a time.

Some jobs involve doing the same task again and again. This is hard on your body. You can damage your muscles and nerves. Try to vary your job tasks. Make sure to take breaks to stretch and rest. If you feel pain when you work, stop.

Learn What to Do in an Emergency

You need to do everything you can to stay safe. But what if something goes wrong anyway? What if there is an emergency? An **emergency** is a serious and sudden event that calls for quick action. Fires, car accidents, and explosions are emergencies.

What do you do in an emergency? Follow these steps that are recommended by the American Red Cross: check—call—care.

emergency ■ A serious and sudden event that calls for quick action.

Check First, check the scene. Make sure it is safe to go closer. Then check the victim. Find out what is wrong.

Call Second, call for help. Dial 911 or your local emergency number. Your company may have a special emergency number. Describe the problem and give your location.

Care Third, care for the victim. Stay with him or her until help arrives. Do not move the victim. Wait with the victim until help arrives.

While You Read

Question What should you do first before you do anything in an emergency?

Learn Where to Get First Aid

First aid is medical help that a person needs right away after an injury. You should know where to get first aid at your workplace. Is there a medical office? Is there a first aid kit? A *first aid kit* is a box with bandages, painkillers, and more. You may need first aid if there is an emergency.

first aid ■ Medical help that a person needs right away after an injury.

Section 10.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 10.2 Review.

After You Read

Retell

1. Look at Figure 10.3. Name the six objects and explain when you would use them.
2. Sketch a person lifting a heavy object the right way. Sketch a person lifting a heavy object the wrong way.

Think Critically

3. Look at Figure 10.6. What job accommodations might a wheelchair user need to have a safe computer setup? Why?

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Insurance

You have a health insurance policy that covers 80% of expenses related to injuries on the job. Your total medical expenses for an injury cost \$3,500. How much of the bill will your insurance company pay?

Step 1

Convert 80% to a decimal.

$$80\% = 80 \times 1\% = 80 \times 0.01 = 0.80$$

Step 2

Multiply 0.80 by the amount of the medical expenses.

$$0.80 \times \$3,500 = \$2,800$$

Result

Your insurance will pay \$2,800 towards your bill.

Figure It Out

Your insurance plan benefit pays 60% of medical costs associated with injuries, after you pay the first \$150.00 of the bill. If you have medical expenses that cost \$5,000, how much will you pay after the first \$150 and how much will your insurance cover?



Career Talk

Human Services Director

Mark Crenshaw

Georgia



Career Cluster: Human Services

What does a human services director do?

"I manage the Interfaith Network of the Atlanta Alliance on Developmental Disabilities (AADD.) I work with churches, synagogues, and mosques to help disabled people find resources. I plan programs that educate people."

Why did you choose a career in human services?

"I saw a need to provide hospitality to people with disabilities. I have a master's degree in theological studies. This career brings together these two passions."

What obstacles have you overcome?

"I have cerebral palsy. I see a lack of understanding from other people. A few times people have crossed the street to avoid walking by me. My family is supportive. They have helped me find my voice and remove obstacles in my environment."

What advice do you have for students?

"Highlight the gifts you have instead of focusing on what society tells you that you lack. You are much more than the label someone else gave you. Resist that label and focus on educating the people around you."



ewow.glencoe.com/tips



Career Facts

Human Services Director

Training

Directors of human services organizations usually have a master's degree.

Skills and Talents

Managers in human services need to be good speakers, listeners, and leaders. They need to help people get along.

Career Outlook

Human services will be one of the fastest-growing career areas through 2012.

Learn More About It

Work with a partner. Make a list of all the careers you can think of in human services. Use the Internet or library for research. Add to your list from your research. Check your lists against the lists of your classmates.

For help with this activity, visit ewow.glencoe.com/tips.

Chapter 10 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 10.

Key Term Review

working conditions
(p. 236)

equipment (p. 237)

right (p. 240)

hazard (p. 240)

OSHA (p. 241)

workers' compensation
(p. 243)

high voltage (p. 246)

fire extinguisher (p. 247)

personal protective
equipment (p. 248)

flammable (p. 250)

ventilation (p. 250)

material safety data sheet
(MSDS) (p. 250)

RTK label (p. 250)

emergency (p. 253)

first aid (p. 253)

Check Your Understanding

1. Name six injuries and illnesses that are common on the job.
2. List workers' safety rights.
3. Explain how to protect yourself from electricity and fire.
4. Describe the three different types of safety signs and what they mean.
5. Explain the three steps you should take in an emergency.

Write About It

6. **Find Safety Solutions** Injuries often happen when workers are not using the right protective equipment. Why might a worker not have the right protective equipment? List as many reasons as you can. For each reason, write a sentence that explains how to fix the problem.



Role Play

- 7. Report Hazards** Work with a partner. One person is a worker and the other person is a supervisor. As the worker, pretend that you see a hazard at your workplace. Tell your supervisor about the hazard. Describe the hazard and ask for it to be fixed. Explain what could happen if the hazard is not fixed. If the supervisor does not agree to fix it, explain your rights. Switch roles with your partner.

Teamwork Challenge

- 8. Check School Safety** Work with a small team to check your school for hazards. Brainstorm a list of hazards. For example, a blocked exit is a safety hazard. A wet floor is a slipping hazard. Make a safety checklist. Then work together to check your classroom and school for hazards.

Computer Lab



Learn About Safety and Health Visit the OSHA Web site. Find the section of the site on Safety and Health Topics. Read as much as you can about one topic. Use a word-processing program to create a report about the topic. Use images, such as photographs and figures. Share what you learned with a group of classmates.

Personal Career Portfolio

Profile Working Conditions Write a profile about the working conditions of an occupation that interests you. Look for information about working conditions in the Occupational Outlook Handbook and on the Web site of the Bureau of Labor Statistics.

Go to ewow.glencoe.com/portfolio for help.

