

Sample

ESB ESOL for Work Section 3 Reading
Level 1 Task 1 Cleaning a laboratory floor

Read the following text then answer the question paper.

Westfield International Ltd

Coventry Site

STANDARD OPERATING PROCEDURE Laboratory floor cleaning

1. PURPOSE

- a. The purpose of this procedure is to ensure that all activities are carried out in a controlled and consistent manner.

2. SCOPE

- a. This procedure is applicable only to the Coventry site of Westfield International.

3. DEFINITIONS

- a. PPE: Personal protective equipment (e.g. Laboratory coat, safety goggles, gloves etc.)

4. RESPONSIBILITIES

- a. It is the direct responsibility of the individual member of the laboratory staff to ensure that the activities listed are carried out as described.
- b. It is the direct responsibility of the individual member of staff for ensuring that appropriate PPE is worn when carrying out the procedure.

5. PROCEDURE

- a. Wear PPE when cleaning any surface,
- b. Make sure any blood spills on the floor are cleared up immediately. For small spills use 1% Virkon.
- c. For chemical spills use absorption powder and any additional safety equipment. E.g. face mask if necessary.
- d. For small water spills use the 'blue roll' tissues.
- e. For larger water spills use the pink 'Pig mats' located under the sink cupboard in the laboratory.
- f. Routine tasks performed by the cleaner.
 - i. Sweep and mop floor.
 - ii. Polish floor when necessary

Sample

Level 1 Section 3

Laboratory floor cleaning procedure

Candidate name..... Date ERF.....

Underline the correct answer, according to the text.

Question		Mark
1	This text is a. a report b. a set of instructions c. a warning notice	2
2	The text mainly concerns a. storage b. cleaning c. clothing	2
3	The text should be read by a. cleaning staff b. laboratory staff c. supervisors	2
4	d. The text concerns the following area; a. the canteen b. the laboratory c. the first aid room	2
5	The word consistent in this text means a. everyone knows what to do b. things are done the same way every time c. equipment is easy to find	2
6	What kinds of incident need special action? a. breakages b. equipment failure c. spills	2
7	What kind of thing is Virkon? a. a plastic bag b. a cleaning cloth c. a disinfectant	2
8	What is meant by PPE? a. paperwork to record accidents b. items which help people to work safe c. places where equipment is stored	2
9	Choose the best ending for this sentence: "The pink pig mats and the blue tissue are different in a. smell" b. shape" c. thickness"	2
TOTAL MARKS FOR WRITTEN ANSWERS		18

Sample

Level 1 Task 1 Cleaning a laboratory floor

Oral questions and discussion

	Questions	Answers	Name	Oral Question Mark	Total reading mark
1.	Where are pig mats kept?				20
2.	What work is usually done by cleaning staff?				20
3.	Who must make sure these instructions are carried out?				20
4.	When might face masks be needed?				20
5.	What is blue roll tissue used for?				20
6.	Give an example of PPE.				20
7.	How should chemical spills be cleaned up?				20

Discussion suggestions

Assessors may suggest a topic or choose from the following.

Workers or employers may be tempted to cut corners when safety procedures slow down the work or are uncomfortable to use, eg. wearing gloves, lifting people. What sort of procedures are workers, in your experience, tempted to ignore? How would you try to ensure that all the procedures are always followed? Suggest three actions.

[For groups with a single work type]

You need to decide a set of rules for dealing with accidents in your workplace.

What sorts of accident are possible at your workplace. What would you put on a poster to remind workers of what they should do when an accident happens.

[For groups with different work types]

You need to help to decide a set of rules for dealing with accidents in the workplace of one or some of the group. Ask questions to find out what sort of accidents are possible at the workplace. What could be put on a poster to remind workers of what they should do when an accident happens.