

Surname	Centre Number	Candidate Number
Other Names		0



GCSE

4921/01

**PREPARATION FOR WORKING LIFE
(SHORT COURSE)
Unit 1**

P.M. THURSDAY, 5 June 2014

1 hour 15 minutes

For Examiner's use only		
Question	Maximum Mark	Mark Awarded
Section A	1.	8
	2.	8
	3.	7
	4.	7
Section B	5.	10
	6.	10
Section C	7. or 8.	10
	Total	60

INSTRUCTIONS TO CANDIDATES

Use black ink or black ball-point pen.

Write your name, centre number and candidate number in the spaces at the top of this page.

Answer **all** the questions in Section A and Section B and **one** question in Section C.

Write your answers in the spaces provided.

Where the space is not sufficient for your answer, continue the answer at the back of this booklet, taking care to number the continuation correctly.

INFORMATION FOR CANDIDATES

The maximum mark for this paper is 60.

The number of marks is given in brackets at the end of each question or part-question.

You are reminded that assessment will take into account the quality of written communication used in answers that involve extended writing (Questions 7(b) or 8(b)).

SECTION A

Answer all questions.

1. (a) Explain what is meant by Personal Protective Equipment (PPE). [2]

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- (b) State who is responsible for providing all items of PPE in any business. [1]

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- (c) Explain what you should do if you find that an item of PPE is damaged. [2]

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- (d) Identify items of PPE that may be used to protect the following: [3]

(i) Ears

(ii) Skin

(iii) Feet

2. (a) There are a number of hazards associated with the use of machinery in the workplace. Explain what is meant by a *hazard*. [2]

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(b) Complete the following chart to explain why **employees** should always follow safe working procedures when using machines. [6]

The first one has been done for you.

Safe Working Procedure	Possible Hazard
Do not remove guards or other safety devices from the machine	Parts of the body, such as fingers, may be cut or crushed by the machine
Do not wear loose clothing or jewellery
Do not operate machinery unless you have been trained to use it
Do not try to clear a blockage in the machine without turning it off completely
Clean up spills and remove obstacles from around the machine
Do not operate machinery if you have been drinking alcohol
Report any fault in the machinery immediately and do not use

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3. (a) State the role of an Environmental Health Officer (EHO). [2]

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(b) Describe **three** of the powers that EHOs have to help them carry out their role. [3]

(i)

(ii)

(iii)

(c) Explain **one** action that an EHO can take to make sure that an employer follows all Health and Safety Laws. [2]

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4. 'Slips and trips' are the single most common cause of injuries in the workplace.

(a) State **one** of the injuries that could be caused by a slip or a trip in the workplace. [1]

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(b) State **two** possible causes of slips and trips in the workplace. [2]

(i)

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(ii)

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(c) Describe how an employer can reduce the risks of slips and trips in the workplace. [4]

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