

# Safety for Mechanical Work 105

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To complete the writing assignments in this course, follow the specific directions of your instructor. Usually, you will be directed to type your final report, single spaced, in a Word document, and submit the file electronically to be graded. All submissions should include a stacked, four-line personal heading in the top left corner, which includes your full name, course name, report number, and full date.

Paragraphs do not need to be indented, but there should be a double space between paragraphs. The final draft should be written with complete sentences and carefully edited to correct errors in spelling, grammar, and punctuation/capital letter use. Reports should be at least 200 words long, unless otherwise directed.

## WRITING ASSIGNMENT

Congratulations, you are hired as a safety director for a small manufacturing company that produces backyard and patio furniture. In a five-part report, explain what five areas you would first look at if you were assigned to give a safety report to your boss. Consider what types of possible problem areas would you look for, and how would you go about making the work floor a safer place.

## WRITING TIPS

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Most entry-level positions in a manufacturing industry will not require a lot of written reports. However, most workers will have to fill out forms from time to time, and the goal is to complete these tasks as correctly and completely as possible. Some forms are still filled out by hand, so the writer must form letters clearly, use capital letters correctly, and read and follow all directions. Any missed question or answer that is difficult to read will result in more work for somebody.

This class gives an overview of ways to keep a work site as safe as possible. Any accident risks personal injury, both short- or long-term. All possible steps should be taken to avoid any dangerous situation, for yourself or for others.



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