

BEC写作指导:一份关于公司内部人员健康和状况的调查报告 PDF转换可能丢失图片或格式，建议阅读原文

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Imagine that your managing director has asked you to investigate the health and safety provisions in our company's offices. These are the notes which you have taken, together with the recommendations which you were asked to make. Expand the notes into paragraphs and write a report to your MD. Begin your memo like this: To: Ms Renoir, Managing Director From: ( your name ) Office health and safety provisions

1. As requested by the managing director on 30 March 19\*\* , I have investigated the problems which have been raised concerning office health and safety. In particular , I was asked to talk to my task were to speak to office managers and union representatives about how accidents or job-related illnesses happened and to make recommendations on how best to improve situation

Results of study/all reported accidents past year three main causes : 1. faulty equipment/lack of servicing/faulties probably responsible in two cases 2. in several cases safety regulations not followed 3. new staff ignorant of departments health/safety procedures

In addition study all past year job-related illnesses reported. also had meeting with union reps and office managers about what to do

Recommendations/Proposals 1. should clearly display safety regulations in canteen and main offices 2. new staff need informing about safety regulations and policy 3. Personnel Manager responsible for instructing new staff on procedures for

handling office equipment and for securing electronic/mechanical machinery 4. should practise first-aid drill at least once every 6 months 5. union suggested replacement of substandard furniture and equipment , especially ( a ) old fashioned screens - cause eyesight problems. ( b ) carefully check office lighting staff-complaints of headaches after work/lighting large part of problem ( c ) essential to have chairs with full back support - many staff complaints of backache 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)