

**Question 19** (12 marks)

- (a) Why is it essential to tag electrical equipment? 2

it is essential to tag electrical equipment as over used equipment may cause a potential or harmful risk to all employees as well as clients. tagged electrical equipment can be checked when it is necessary for example a heater tagged 12/11/2009 needs to be checked again in a year or before that time.

- (b) Analyse the human and organisational costs faced by a business as a result of workplace injuries. 6

human costs faced by a business as a result of workplace injuries may include RSI which may leave a worker with short or long term injury. this can have an effect of the business losing or paying for an employee to have physio therapy etc. also allowing the employee to have payed leave to recover. However if the cost injury is long term the business may have to pay a fee to the employee as workcover this can effect the organisational side of the business as the amount of money can effect the financial side of the business especially in a smaller business.

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- (c) Write a memorandum to be distributed to all staff informing them of the purpose and content of Material Safety Data Sheets (MSDS). 4

## M E M O R A N D U M

To: All Staff.....

Date: ~~27~~ Wednesday 27 2010.....

Re: Material Safety Data Sheets (MSDS)

From: Human Resources Department

Material safety Data sheets (MSDS) are distributed through out all the company to ensure the safety of all staff. the purpose of these MSDS are to ensure that staff are aware of what to do if there has been a chemical spill, electrical or hazards problem or any problem that may pose as risk to clients and staff. The MSDS contains the content of what should be done if any accident is to occur one of the first steps is to ensure that everyone knows about it ie signs are to be put up. If there are any more questions call or email: 63209913 or email: Human Resources Department @ kmail.com.

Thanezou B. Mumford.

End of Question 19