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Executive Summary

2012 HSC - Business Studies
Band 3/4
Sample 2 Question 25

In the following report issues will be discussed regarding human resource issues and product efficiency. The report will also help maintain a healthy working environment and safety OHS measures that could be undertaken by employees to minimise workplace injury.

Acquisition of Staff:

Acquisition of staff is important for Sunshine Fruits because staff is what is responsible for any products that have been wrongly labelled, wrongly distributed, damaged etc. Staff needs to be more ethical about work. Staff needs to be working to the expectation of the business and its stakeholders. Staff needs to possess suitable work attitude and work ethic in order to prevent problems such as labels and damaged products. Staff must be trained on how to properly package and label items.

Training Staff (Maintenance)

Staff must be constantly trained to know how to perform specific tasks, such as labelling, packaging, wrapping, training courses for newly employed staff should focus

place in order to deliver the knowledge of the work place and for new staff to attain the skills required to perform the job efficiently, and ~~be~~ expected, by stake holders.

Maintenance and maintaining safe workplace:

The workplace must always be maintained, machines, must be mechanically checked, the workplace must be clear of obstructive objects that may cause injury and; hazard warnings must be clearly identified by signs or, be taped off so employees don't injure themselves. It is an OHS requirement that the work place follows the requirements ~~put in place~~ ^{in force} by them, which is put in place to prevent workplace hurt.

Staff arrangement:

Staff should be properly assigned ~~at~~ to specific jobs, throughout the business, staff should be allocated stations, e.g. one group that specializes in packaging, one group that specializes in labelling and another that specializes in the bulk storage and packaging in order to ensure a safe and efficient arrival to overseas buyers. The staff should make sure that the bottles are being properly packaged and secured for safe arrival to overseas buyers.

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