

**Question 19** (12 marks)

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

..... It is essential to tag electrical equipment  
..... as it has its year ~~of~~ of warranty as a  
..... proof. Also to keep it ~~to~~ looked after and  
..... to <sup>renew</sup> ~~replace~~ the equipment.....

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

..... The human and organisational costs  
..... faced by a business of workplace  
..... injuries ~~are~~ are however serious. ~~and~~  
..... If ~~the~~ Occupational Health and Safety  
..... (OHS) rules are not ~~met~~ met the  
..... costs are that a business is ~~is~~ responsible  
..... for that injury and they are to pay for  
..... it.

.....

.....

.....

.....

.....

.....

.....

.....

Question 19 continues on page 12

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

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

To: *Staff*.....

Date: *27/10/10*.....

Re: *Data Sheets*.....

From: Human Resources Department

*Dear staff*.....

*This is Human Resources Department  
informing ~~notifying~~ all staff about the purpose  
and content of Material Safety Data  
Sheets (MSDS) .*

*Thank you .*

**End of Question 19**