

**Question 19** (12 marks)

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

Because it's a daily use and also it helps us backing informations up, so that if we lose something then we have a back up.

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

Human and organisational costs faced by a business by having an OHS policy and procedure. OHS helps the business for a workplace injuries so that if a employee or employer have an injury, it's their rights to complian and get compensation because they where injured and it also affects their health by either physical or mental and the business would provide them a long break or even a holiday to keep them safe.

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: All Staff.....

Date: 27/10/2010.....

Re: The purpose & content of Material Safety  
Data Sheets (MSDS).

From: Human Resources Department

All Staff members are informed about the purpose and content of Material Safety Data sheets (MSDS). This would be held at Human Resources Department level 3 at 4.00 pm. I would like everyone to attend and learn about MSDS.  
Thank you and much appreciate it!

Your Sincerely  
Atra Gueorgis



End of Question 19