

**Question 19** (12 marks)

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

It is essential to tag electrical equipment to firstly allow workers to know if its safe, when its last safety check was and employees can then notify management if it needs to be checked again.

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

There are many human and organisational costs faced by a business as a result of workplace injuries, some include workers compensation, rehabilitation and finding replacement work. The human costs involved are firstly the injury, secondly the workers compensation which covers everything from rehabilitation so that they can get back to work as soon as possible to lost wage and medical bill cover to an extent. The organisational costs are that they will have to find someone to complete the injured workers job whilst he/she is off work and secondly sometimes there are insurance costs involved where the insurance for the business will go up in cost.

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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: 27.10.10

Re: MSDS

From: Human Resources Department

All Staff

This is just to inform you about  
Material Safety Data sheets and  
how they affect you and your work.  
MSDS are sheets that tell you  
about the safety of the equipment  
you use and how to use it, what  
to do and ~~how~~ what personal  
protective equipment to use. Thank you.

Ashlee Landon  
Human Resources Manager

**End of Question 19**