

**Question 19** (12 marks)

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

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It is essential to tag electrical equipment for safety and workplace protection. Also if a specific piece of equipment is missing or in use, the business will know on the computer. It's essential to do this so all electrical equipment can be notified of its whereabouts.

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

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The human and organisational costs faced by a business as a result of workplace injuries range from someone in the workplace having an injury therefore wanting the business to pay for the doctor's appointments or organisational costs which then put a negative word of mouth on that business which then steers away clients and lowers the business expectations. The human costs therefore require and attain more expenses from the business to help in the workplace injury: Biological, chemical, mechanical, psychological, and physical workplace injuries can increase in the human and organisational costs.

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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).

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

To: *Staff*

Date: *18/11/10*

Re: *MSDS*

From: Human Resources Department

*MSDS stands for Material Safety Data Sheets. MSDS includes the content of handling business material with the correct safety requirements in the form of electronically data sheets. Stating the cost of each material, their purpose and what you were to do if something went missing. The purpose of the MSDS is to keep a record and to notify each member of this business the safety structure of our materials. Thank you.  
Human Resources Department.  
J.F manager.*

End of Question 19