

**Question 19** (12 marks)

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

• It is an OH&S requirement to tag electrical equipment, to show that it has been checked and follows the OH&S standards for the workplace.

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

• Workplace injuries ~~are~~ happen, due to hazards and risks, which have the potential for injury.

• The human costs of workplace injuries may be from the victim, where he/she may be severely injured, taking time of work and claiming compensation.

• The organisational costs by the firm, would be the loss of employees, requiring the labour to be filled. Also, having an injured worker would be an expense to the firm's funds, such as compensation. Having an injured worker may give the firm a bad reputation, thus decreasing productivity.

Overall, although the worker may be taken care of, and temporarily disabled, the firm would suffer the ramifications

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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 Employees.....

Date: 27<sup>th</sup> of October 2010.....

Re: MSDS Information.....

From: Human Resources Department

~~It has come to the~~

Employee,

It has come to the attention of the HR Department, that you need to be informed about the purpose and content of the Material Safety Data Sheets.

The purpose is to see the data in regards of the material's state of safety.

These sheets consist of; when the material was first used; the expiry date; and its safety measurement.

End of Question 19