

Question 19 (12 marks)

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

Tagging electrical equipment is essential to ensure equipment is safe to operate and has been tested by a licenced tester.

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

There are many organisational and human costs faced by a business as a result of injury. These include

- Bad Business image
- loss of customers
- human loss of loved one's
- work cover may close the business
- the business may be fined
- Business may lose staff depending on severity of the incident.

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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 members*

Date: *27.10.10*

Re: *MSDS circulate*

From: Human Resources Department

Material Safety data sheets (MSDS) are essential in our business setting. This is because we are using potentially harmful chemicals for cleaning. A MSDS will show us the effects of exposure and the control methods. As this is important any chemical without one should be reported to me at Human Resources.

B Sargent

End of Question 19