

Start here.

Q22
Question 3

Band 2/3
Sample 1 Question 22

~~Staff~~ ~~should ensure~~ to ensure staff work effectively together they should form teams and have ~~the~~ team leaders within them ~~as~~ as this will increase effective communication skills ~~and~~, ^{and} cooperation ~~as~~ as all team members work together to achieve ~~the~~ work processes. In addition this will also reduce the number of disputes & conflicts ~~in regards to~~ in regards to cultural or personality differences as all employees focus on one main goal of their job.

The company should comply with WHS (Work Health & Safety) laws ~~and~~, regulation ^{& Procedures} ~~and~~ in addition to ~~enforce~~ enforce these regulations to ensure the safety, ^{and lives} health of all workers, ~~as all hazards~~. Further more WHS procedures should be taught to all workers, thus

~~The business~~ reducing
the risk of hazard ~~activities~~
injury, illness or death.

The business should
implement bookkeeping & accounting
procedures such as trial balance,
balance sheets, income statements,
bank ~~reconciliation~~ ^{reconciliation} to keep
track of all ^{financial} activities, ~~and to~~
~~ensure~~ ensure the business
can run ~~the~~ effectively
financially.

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