

ASSESSMENT # 4

Total Marks: 30

Answer the following questions:

1. Give short answers to the following questions:
 - i. Why is accident and injury reporting the responsibility of all staff in the organization?
 - ii. Why do we investigate incidents?
 - iii. What are the five steps of the investigation process? Explain the objectives of each of these steps.
2. Create a sample employee orientation checklist for your business.
3. List the necessary health and safety training topic areas for employees in your business and explain their importance.