

# Workplace Health and Safety

To: Management  
From: Workplace health and safety  
CC: Electricians  
Date: 1 April 2009  
Re: Stairway lighting

We wish to bring to your attention the inadequacy of lighting on the employee entrance stairway.

An unfortunate incident occurred last night in which an employee injured an ankle on the stairway due to inadequate lighting.

A photograph is attached as evidence.

We trust that this matter will be given your urgent attention.

Ralph Phucktmann  
Health and Safety Officer

