Meagan Frances Ayers

Unit 70 / 61-69 North Street

Southport, QLD 4215

Meagan.Ayers@hotmail.com

04 35022861

To Whom It May Concern:

Currently I am a 5th year university student studying abroad for the current semester at Griffith University. One the courses I am taking is Workplace Heath and Safety (2030IRL) and within this course, I am required to find a company located in Queensland and audit them on a few sections of the Workplace Health and Safety Act of 1995 and relevant Codes of Practice. Since I have been to this location a few times upon my arrival to the University, I was thinking your company would be great to use. It would be truly appreciated if your company would allow me to ask questions which are relevant to the code for this University Project.

Not only would you be helping me out, it would beneficial to your company as well for the following reasons:

* Under the Act, it states that any company operating in Queensland is required to perform a health and safety audit once every 12 months. These are legally required and can be very costly or time consuming, but *I will be doing this for* *free*.
* Once I have compiled the results, I am required to suggest recommendations. I will provide you with a copy of the results and the recommendations are free for you to use and you will be under no legal obligations.

I would love to set up a date over the next few days or over the weekend if possible to just take a few minutes to answer questions I have composed. I can be contacted by the email address or phone number listed above. I truly anticipate hearing from you in the near future.

Thank You,

Meagan Frances Ayers