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1. The first paragraph of the text discusses the importance of maintaining accurate records in a business setting. It highlights how proper documentation can prevent disputes and ensure transparency. The text also mentions the role of technology in streamlining record-keeping processes.

2. The second paragraph focuses on the legal implications of record-keeping. It explains that businesses must adhere to specific regulations regarding data retention and privacy. Failure to comply can result in significant penalties and legal challenges. The text also touches upon the importance of data security and access control.

3. The third paragraph discusses the benefits of a robust record-keeping system. It notes that such systems can improve operational efficiency and provide valuable insights into business performance. Additionally, they can facilitate compliance with industry standards and regulations. The text concludes by emphasizing the long-term value of maintaining comprehensive and accurate records.

Citation:

Body part affected by WMSD	Previous 12 months n (%)	Previous 7 days n (%)	Annual Disability n (%)
Neck			
Shoulder			
Elbow			
Wrist/hand			
Upper back			
Lower back			
One or both hip/thighs/buttock			
One or both knee			
One or both ankle/feet			

Table 4:

