

BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING

In collaboration with

ZIMBABWE OPEN UNIVERSITY

Diploma in Human Resources Management

Diploma in Business Management

OCCUPATIONAL HEALTH AND SAFETY

OS101

ASSIGNMENT

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1. This assignment is based on material covered in units in your study module.
 2. The assignment contains FOUR Questions.
 3. Answer all questions in grammatical **English**.
 4. Total mark is 100.

QUESTION 1

25 MARKS

Explain, using specific health and safety terms in referred to in your module's Unit 1, how the following Human Resources Management practices can be used to ensure a safe and healthy work environment.

- a) Job analysis **(5 marks)**
- b) Job design **(5marks)**
- c) Training **(5 marks)**
- d) Performance management/appraisal **(5 marks)**
- e) Compensation and benefits **(5 marks)**

QUESTION 2

25 MARKS

Presume you are responsible for occupational health and safety in a cement manufacturing factory, you recently read a research article which indicated that noise, ventilation, lighting and ergonomics are associated with enormous health problems.

You conducted an employee survey requiring them to express their attitude/perceptions of their factory. You obtain the following results.

Table : *Percentage distribution of employee's perception of occupational health and safety.*

<i>No: 300</i>		
	Satisfied (%)	Unsatisfied (%)
Noise	42	58
Ventilation	83	17
Lighting	72	28
Ergonomics	62	38

- a) Draw a well labeled bar graph to represent results in table above. **(7marks)**
- b) Briefly describe three possible health problems associated with noise in this factory. **(6marks)**

c) What factors did the factory employees have in mind with regard to their satisfaction with ventilation and lighting? Support your view **(6marks)**

d) Suggest three hints for preventing ergonomic hazards with regard to a sitting position. **(6marks)**

QUESTION 3

25 MARKS

Imagine you are an independent occupational health and safety expert. You recently in the noticed newspapers that there is unusual high rate of fire incidents in Botswana's retail/wholesale sector.

You got concerned and, you decided to investigate and produce a brief report:

a) Explaining two major causes of fire hazards specific to this sector. **(10marks)**

b) Describe three comprehensive measures for preventing fire hazards in this sector in future.

(15 marks)

QUESTION 4

25 MARKS

Identify some occupational health and safety related legislations in various countries in Southern Africa and:

a) Discuss the legal obligations of the employer in ensuring safety and health at work.

(15 marks)

b) Discuss the explicit legal safety and healthy obligations of employees.

(10 marks)