

BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING

Diploma in Human Resources Management

Occupational Health and Safety

OH121

SPECIAL EXAMINATION

Marks: 100

Duration: 3 hours

Instructions to students:

1. The examination consists of **Four** sections: A, B, C and D.
2. Begin each answer to a new question on a new page.
3. Answer all the questions according to instructions given in each section.
4. Write answers in the answer booklet provided.
5. Write in grammatical English.

SECTION A: MULTIPLE CHOICE QUESTIONS

[10 MARKS]

Answer all the questions in this section. Choose the best answer from the alternatives.

1. Which two aspects of risk are considered when defining risk?
 - A. Occupational hazards and severity.
 - B. Frequency and severity.
 - C. Hazards are numerous.
 - D. Response and Exposure.

2. One of the objectives of the pre-employment medical examination is to _____.
 - A. Compensation employees.
 - B. Protect the employee from occupational hazards.
 - C. Protect the company against any future compensation or legal claims.
 - D. Improve employee performance.

3. Ingestion of chemicals in industry is _____.
 - A. Very common and difficult to avoid
 - B. One of the most common hazards and kills thousands each year in Botswana
 - C. By far the most common and important method of absorption
 - D. Relatively uncommon, unless accidental

4. One of the irritants that affect the upper respiratory tract is _____.
 - A. Sulphur dioxide
 - B. Nitrogen dioxide
 - C. Chlorine oxides
 - D. Sulphuric chlorides

5. Objectives of a noise assessment at the workplace include _____.
- A. Identifying work locations where there are noise problems.
 - B. Identifying employees who enjoy working in noisy environments.
 - C. Introducing more noise in quiet environments.
 - D. Encouraging employees to communicate where the workplace is too quiet.
6. Why is adequate ventilation at the workplace important?
- A. To remove oxygen inside the air in the building.
 - B. To control dust and other impurities in the air.
 - C. To make the rooms cold.
 - D. To increase body heat generated by the occupants.
7. Good lighting at the workplace _____.
- A. Contributes to the occurrence of accidents in industry.
 - B. Is costly to the organisation.
 - C. Create better working conditions.
 - D. Means buying expensive bulbs.
8. Which of the following is an ineffective strategy for fire prevention and fighting?
- A. Regular inspection of equipment
 - B. Sufficient number of fire fighting equipment
 - C. Adequate fire extinguisher equipment
 - D. No fire alarm

9. How can an employee be a contributing factor to causes of an accident?
- A. Obeying given instructions
 - B. Following safe methods of work
 - C. Not giving proper attention to the work due to mental or physical illness
 - D. High standard of physical fitness
10. Which of the following can be a cause of occupational stress?
- A. Work under load
 - B. Work challenge
 - C. Relaxation
 - D. Satisfaction

SECTION B: TRUE/FALSE QUESTIONS

[10 MARKS]

Answer ALL questions.

State whether each of the following statements is TRUE or FALSE.

1. Absorption by means of the digestive tract rarely occurs unless the toxin is accidentally swallowed.
2. Hearing defect not related to noise exposure is commonly found in the working environment.
3. Ventilation is one technique applied at the workplace to maximize worker exposure to hazards of airborne contaminants.
4. Where there is no direct impairment of vision, but there is discomfort or annoyance, the condition is called discomfort glare.
5. An example of ergonomic risk factor is an exertion of force such as in manual handling of heavy materials.
6. Layout of the workplace should be such that some means of escape should be free of obstruction in case there is fire.
7. One of the factors that contribute to fire hazards in the workplace is safe handling of flammable liquids.
8. Skin protection includes guarding hands, feet and body against factors that include cold and radiant heat.

9. Near miss describes an unplanned, undesired event that adversely affects completion of a task.

10. Work safety committees are responsible for inspection of all plant and equipment to detect risks and take action to eliminate them.

SECTION C: SHORT ANSWER QUESTIONS

[30 MARKS]

Answer all questions in this section.

1. Outline four factors that contribute to fire hazards in the workplace. **(4 marks)**
2. Define Occupational Hygiene. **(2 marks)**
3. Mention any three factors to be considered when designing and constructing workplaces. **(3 marks)**
4. List any five effects of stress. **(5 marks)**
5. State three reasons why ergonomics programme at work is important. **(6 marks)**
6. Explain any three properties of noise that are important in the workplace. **(6 marks)**
7. Differentiate between toxicity and a hazard. **(4 marks)**

SECTION D: ESSAY-TYPE QUESTIONS.

[50 MARKS]

Answer any two questions from this section.

Question 1

You are the Health and Safety Officer in your organisation. You have realised that supervisors do not keep written reports of accidents that occur in different sections of the organisation.

Design an outline for them that they should follow to prepare such written reports. **(25 marks)**

Question 2

Fire prevention measures should reduce the incidence of fire by eliminating opportunities for ignition of flammable materials. Examine any five strategies of preventing fire from occurring.

(25 marks)

Question 3

Discuss five types of medical examination that an employee can go through.

(25 marks)

END OF THE PAPER!