

**BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING**

**Diploma in Human Resources Management**

**Occupational Health and Safety**

**OH121**

**SESSIONAL EXAMINATION**

**Marks: 100**

**Duration: 3 hours**

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**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 [10MARKS]**

**Answer all the questions in this section by choosing the best answer from the alternatives.**

1. \_\_\_\_\_ should be included in a SHE programme.
  - A. Safety education and training.
  - B. Modes of transport available for the organisation.
  - C. Promotional vacancies available in the organisation.
  - D. Selecting the right person to go for a course.
  
2. Evaluation of environmental health hazards includes \_\_\_\_\_.
  - A. Not giving proper attention to the work due to better job placement.
  - B. Using the elevator when going out for lunch.
  - C. Finding the permissible or safe exposure level for each identified hazard.
  - D. Identification of a place to keep financial records.
  
3. \_\_\_\_\_ is classified as serious harm.
  - A. Stress
  - B. Amputation of body part
  - C. Machinery running out of control
  - D. Reducing worker exposure to respiratory hazards

4. Environmental causes of accidents include \_\_\_\_\_.
- A. Job training
  - B. Better job placement
  - C. Use of protective appliances
  - D. Inadequate guarding of machinery
5. Designing and implementing stress interventions include \_\_\_\_\_.
- A. Targeting source of stress for change.
  - B. Training in aggression management.
  - C. Providing opportunities for building uncertainty.
  - D. Establishing work schedules that have more demands and uncertainty.
6. Which of the following is the duty of Health and Safety Representative?
- A. Advising employees on personal problems.
  - B. Job training.
  - C. To ensure self- regulation process and determine the health and safety hazards at the work place.
  - D. Note the gender of employees in the organisation.

7. Which of the following represents poor maintenance of equipment and machinery?
- A. Training in firefighting.
  - B. No maintenance programme for fire extinguishers.
  - C. Safe handling of flammable liquids.
  - D. Sufficient number of fire- fighting equipment.
8. Why is an ergonomics programme at work important?
- A. It decreases the intensity of the lighting.
  - B. It assesses the efficiency of control measures at the workplace.
  - C. It improves worker performance.
  - D. It balances gender issues when recruiting.
9. Statutory periodic examinations are common for \_\_\_\_\_.
- A. Teachers
  - B. Lecturers
  - C. Receptionists
  - D. Commercial drivers

10. A good ventilation system requires that\_\_\_\_\_.
- A. The incoming air should be free from impurities such as dust and odour.
  - B. Ventilated air is not extracted from the premises.
  - C. The air movements should not be uniform.
  - D. Pockets of stagnant air should be formed.

**SECTION B: TRUE/FALSE QUESTIONS**

**[10 MARKS]**

Answer ALL questions.

State whether each of the following statements is TRUE or FALSE

1. Non-statutory examinations include annual screening for early identification of high risk conditions such as high cholesterol levels.
2. One of the factors to consider when planning noise assessment at the workplace is the location of employees who are not exposed.
3. Prevention of occupational asthma involves several factors, which include periodic medical examination.
4. Poor lighting does not contribute to the occurrence of accidents in industry.
5. Occupations without a high prevalence of Repetitive Strain Injuries include poultry processing.
6. Adequate ventilation is necessary to reduce the accumulation of volatile flammable substances in storerooms and other places where such substances are in use.
7. Safety spectacles are suitable to protect the eyes or the whole face, can be attached to a helmet or a head band but may be hand held.
8. Poor working conditions can affect the health and safety of the worker in a negative way.
9. Employees are not responsible for ensuring that the workplace is free from recognized hazards.
10. Incident is an unplanned, undesired event that adversely affects completion of a task.

**SECTION C: SHORT ANSWER QUESTIONS. [30 MARKS]**

**Answer all questions in this section.**

**Question 1**

Workplace safety is an important management responsibility in organisation. To ensure the safety and health of workers in the work environment, managers should establish a Safety, Health and Environment (SHE) Programme. List eight elements that should be taken into consideration when coming up with a SHE Programme. **(8 marks)**

**Question 2**

Identify three (3) routes through which the body can absorb hazardous substances. **(3 marks)**

**Question 3**

A number of factors have been identified as potential sources of stress. Highlight any four (4) issues included under job content. **(3 marks)**

**Question 4**

Explain four (4) differences between occupational health and environmental health. **(8 marks)**

**Question 5**

Visibility in the workplace is important to enable employees to see work hazards. Identify and briefly explain any four (4) factors that affect the visibility of an object. **(8 marks)**

**SECTION D: Essay-type questions.**

**[50 MARKS]**

Answer all questions in this section.

**QUESTION 1**

Woodworker with Occupational Asthma can no longer play football

A joiner who developed occupational asthma had worked with the symptoms of the disease for a year before he was diagnosed. Although his employer had provided dust extraction on the woodworking machine, it had not been maintained. As a result, it did not work properly and did not control his exposure to wood dust. This led to loss of earnings, loss of lifestyle and a permanent debilitating illness. To get his employer to take his health problems seriously, the joiner had to involve his trade union representative. While it was wood dust that caused his occupational asthma, his lungs were damaged and other “triggers” now cause an attack – such as exercise and cold air. His lifestyle has completely changed. He used to enjoy playing football and playing with his children. He now finds that running and lifting his daughter bring on wheezing. Everyday activities are increasingly difficult.

- a) What do you think the investigation at the workplace of the woodworker revealed? Give two responses. **(4 marks)**
- b) Suggest any two actions that the company should undertake as a result of the investigation. **(4 marks)**
- c) Recommend any five (5) tips to woodworkers so that they can avoid contracting occupational asthma. **(10 marks)**
- d) How did the life of the woodworker change? Give three responses. **(6 marks)**
- e) What advice would you give to the woodworker if you were the union representative? **(1 mark)**

**QUESTION 2**

The Truck Driver

I have been a truck driver for over forty years. I started doing local deliveries around Gaborone before I got into driving large trucks to different parts of the country. One day, I hurt my right arm and shoulder trying to undo a jammed feeder on the back of a truck. Instantly I felt pain and knew that something was wrong but I just kept working and put up with the pain.

When I finally visited my local doctor, it turned out I had torn the tendon, muscle and bursa. I had two major operations to the shoulder but the impact of the injury was exponential. It had a profound impact on my life and I felt grumpy and frustrated because I was in a lot of pain and I could not do the things I used to. Before the injury, I used to do a lot of work around the house such as mowing and other odd maintenance jobs. I used to love repairing bicycles for children around the neighbourhood. I can no longer enjoy these simple things. When I got injured, I never thought about what I was entitled to or how I could be compensated, I just thought of it as bad luck.

- a) Which Act should the truck driver refer to when presenting his case? **(3 marks)**
- b) The employee thought it was just bad luck. What advice would give the truck driver? Give two responses. **(4 marks)**
- c) Do you think that the driver should be compensated? Give three responses. **(6 marks)**
- d) What lessons do we learn as employees from the above case study? Give two responses. **(4 marks)**
- e) What lessons can employers learn from the case study? Give two responses. **(4 marks)**
- f) What do you think frustrated the truck driver after the injury? Give two responses. **(4 marks)**

***END OF THE PAPER!***