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UNIVERSITI TUN HUSSEIN ONN MALAYSIA

**FINAL EXAMINATION
SEMESTER II
SESSION 2022/2023**

COURSE NAME : HUMAN RESOURCE MANAGEMENT
COURSE CODE : BNS 10302
PROGRAMME CODE : BNS
EXAMINATION DATE : JULY/AUGUST 2023
DURATION : 2 HOUR 30 MINUTES
INSTRUCTION : 1. ANSWERS ALL QUESTIONS.
2. THIS FINAL EXAMINATION IS CONDUCTED VIA **CLOSED BOOK**
3. STUDENTS ARE **PROHIBITED** TO CONSULT THEIR OWN MATERIAL OR ANY EXTERNAL RESOURCES DURING THE EXAMINATION CONDUCTED VIA CLOSED BOOK

THIS QUESTION PAPER CONSISTS OF **FIVE (5)** PAGES

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TERBUKA

- Q1** (a) Outline **FOUR (4)** major functions of safety and health committee in the workplace.
(4 marks)
- (b) Illustrate an organization chart of safety and health committee based on the information in **Table Q1 (b)**.
(6 marks)
- (c) As the Safety and health officer for Bersatu Teguh Sdn Bhd, you are given the task to conduct the inaugural meeting for the company.
- i. Identify **FOUR (4)** related regulations in Occupational Safety and Health, (Safety and Health Committee) Regulation 1996 that you need to comply with.
(8 marks)
- ii. Identify **FOUR (4)** occasions whereby a safety and health committee may remove a member from the Committee.
(4 marks)
- iii. Due to the pandemic, Bersatu Teguh Sdn. Bhd. has not conducted any Safety and Health Committee meeting for the period of one year. Determine whether the company has failed to comply with the regulations and what are the possible penalty.
(3 marks)
- Q2** Training and development is one of the main functions of Human Resource (HR) department in an organization.
- (a) Identify **FOUR (4)** significance of training in an organization.
(8 marks)
- (b) Analyze **FOUR (4)** types of cost in training.
(8 marks)

(c) List **FOUR (4)** examples of crucial safety training at the workplace
(4 marks)

(d) Explain **FIVE (5)** training methods that can be used for non-managerial employees.
(5 marks)

Q3 Recording of accidents/disease and reporting the incidents to DOSH/JKKP are necessary by employers in Malaysia to ensure proper implementation and compliance under section 32 of OSHA (Act 514) and Occupational Safety and Health (NADOPOD) Regulations 2004. The person responsible for reporting the incidents related to NADOPOD must use the standard form provided by DOSH.

(a) State the definition and **TWO (2)** purpose of NADOPOD.
(9 marks)

(b) Analyze **FOUR (4)** differences between the usage of JKKP6, JKKP7 and JKKP8 forms.
(12 marks)

(c) Based on the regulation, identify **THREE (3)** exemption that allows people to interfere at an accident or dangerous occurrence scene.
(3 marks)

(d) State the penalty that can be imposed if a person commits an offence under this regulation.
(1 mark)

- Q4** (a) Explain **FOUR (4)** objectives of performance appraisal. (8 marks)
- (b) Identify **TWO (2)** types of compensation in Human Resource Management. (7 marks)
- (c) List **FIVE (5)** examples for both minor and major misconduct. (10 marks)

-END OF QUESTIONS -

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Table Q1 (b):

BERSATU TEGUH SDN. BHD.

Bersatu Teguh Sdn. Bhd. Was founded by Ahmad Zikri in 2015. The company's line of business concentrate on the provision of energy and facilities management.

Sector: Energy

Industry: Heating and Cooling

Address: No. 6, Jalan Wangsa Delima, Wangsa Maju, 53300 Kuala Lumpur

No. of Employees: 120