



UNIVERSITI TUN HUSSEIN ONN MALAYSIA

FINAL EXAMINATION
SEMESTER II
SESSION 2023/2024

- COURSE NAME : HUMAN RESOURCE MANAGEMENT
- COURSE CODE : BNS 10302
- PROGRAMME CODE : BNS
- EXAMINATION DATE : JULY 2024
- DURATION : 2 HOURS 30 MINUTES
- INSTRUCTIONS :
1. ANSWER **ALL** QUESTIONS
 2. THIS FINAL EXAMINATION IS CONDUCTED VIA
 - Open book
 - 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 **FOUR (4)** PAGES

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- Q1** Human Resource Department plays a crucial role in an organization.
- (a) Identify **FIVE (5)** functions of the Human Resource Department within an organization.
(5 marks)
 - (b) Explain **THREE (3)** roles of Human Resource Department in promoting a safe and healthy work environment.
(6 marks)
 - (c) Predict **FOUR (4)** criteria that the Human Resource Department considers when hiring safety and health personnel?
(4 marks)
 - (d) Interpret **ONE (1)** strategy that could be used by the Human Resource Department to ensure that safety and health personnel possess necessary knowledge and competence to perform their job effectively.
(2 marks)
 - (e) Predict **THREE (3)** consequences of ineffective human resource planning.
(3 marks)
 - (f) State **FIVE (5)** external factors influence human resource management.
(5 marks)
- Q2** Answer all questions.
- (a) Relate **TWO (2)** benefits on matching the right people to the right job.
(4 marks)
 - (b) Outline **FIVE (5)** essential things candidates should do before attending an interview to ensure they are well-prepared and make a positive impression on the interviewer.
(5 marks)
 - (c) Write **FIVE (5)** objectives of performance appraisal.
(5 marks)
 - (d) Interpret **THREE (3)** responsibilities of employers concerning occupational safety and health to ensure the well-being and safety of their employees.
(6 marks)
 - (e) Classify **FIVE (5)** examples of safety and health-related misconduct in the workplace that warrants the attention of the Human Resource Department.
(5 marks)

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Q3 Answer all questions.

- (a) Outline **FOUR (4)** major functions of safety and health committee in the workplace.
(4 marks)
- (b) Identify **THREE (3)** positions in the organizational structure of a safety and health committee and explain **ONE (1)** role example of its members.
(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. Predict whether the company has failed to comply with the regulations and what are the possible penalty.
(3 marks)

Q4 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) List **FOUR (4)** differences between the usage of JKKP6, JKKP7 and JKKP8 forms.
(12 marks)
- (c) Based on the regulation, identify **THREE (3)** exemptions that allows people to interfere at an accident or dangerous occurrence scene.
(3 marks)

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

(1 marks)

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- END OF QUESTIONS -