

NO.	TITLE		
1.	Subject	Occupational Safety and Health Act	
2.	Subject Code	DHRM 601	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 6, Year 2	
6.	Objectives	The aim of this unit is to provide student on the provisions for the securing the safety health and welfare of persons at work, for protecting other against risk to safety or health in connection with the activities of persons at work.	
7.	Learning Outcome	<p>At the end of the lesson, the students will be able:</p> <ul style="list-style-type: none"> • to understand the duties of employers and employees in safety, health and welfare. • to understand the establishment of safety and health related organisations in co-operating the safety and health environment. • to understand and identify the authorities and procedures stipulated in the act. • to take prevention on health and safety related matters as part of Human Resource Management Aspect. 	
8.	Synopsis	This unit covers the Factories and Machinery Act 1947 and Occupational and Safety Act 1994 on 14 parts of the act as well as the significance and importance of the act. The cases and relevant topics also discussed according to the topic coverage. Besides, the unit covers the topics on accidents, power of inquiries, codes of practice, authorisation on investigations and liability for offences.	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. Introduction to Factories and Machinery Act 1947 <ul style="list-style-type: none"> - Significance of compliance - With the safety laws - Provisions under the Act 	2
		2. Preliminary <ul style="list-style-type: none"> - Short title and application - Prevailing laws - Interpretation - Objects of the Act 	1
		3. Appointment of Officers <ul style="list-style-type: none"> - Appointment of Officers - Appointment of independent inspecting body - Certificate of authorisation - 	1
		4. National Council for Occupational Safety and Health <ul style="list-style-type: none"> - Establishment of the Council - Membership of the council 	3

- Second schedule to apply
- Powers and functions of the council
- Appointment of secretary to the Council
- Committees
- Annual report

5. General Duties of Employers and Self Employed Persons 3

- General duties of employers and self employed persons to their employees
- Duty to formulate safety and health policy
- General duties of employers and self-employed persons to persons other than their employees
- Duties of an occupier of a place of work to persons other than his employees
- Penalty for an offence under section or 18

6. General Duties of Designers Manufactures and Suppliers 3

- General duties of manufactures, etc. As regards plant for use at work
- General duties of manufactures, etc as regards substances for use at work
- Explanations to section 20 and 21

7. General Duties Employees 3

- General duties of employees at work
- Duty not to interfere with or misuse things provided pursuant to certain provisions
- Duty not to charge employees for things done or provided
- Discrimination against employee, etc

8. Safety and Health Organisation 3

- Medical surveillance
- Safety and health officer
- Establishment of safety and health committee at place of work
- Functions of safety and health committee

9. Notification of Accidents, Dangerous Occurrence Occupational Poisoning and Occupational Diseases and Inquiry 3

- Director General may direct inquiry to be held;
- Power of occupational safety and health officer at inquiry.

10. Prohibition Against Use of Plant or Substance 3

- Power to prohibit the use of plant or substance
- Aggrieved person may appeal

		11. Industry Codes of Practice <ul style="list-style-type: none"> - Approval of industry codes of practice - Use of industry codes of practice in proceedings. 	3
		12. Enforcement and Investigations <ul style="list-style-type: none"> - Powers of entry, inspection, examination, seizure, etc - Entry into premises with search warrant and power of seizure - Entry into premises without search warrant and power of seizure. - Power of forceful entry and service on occupier of signed copy of list of things seized from premises. - Further provision in relation to inspection. - Power of investigation - Power to examine witnesses - Employer etc, to assist officer - Offences in relation to inspection - Improvement notice and prohibition notice - Penalty for failure to comply with notice - Aggrieved person may appeal 	5
		13. Liability for Offences <ul style="list-style-type: none"> - General penalty - Offences committed by body corporate - Offences committed by trade union - Offences committed by agent - Defence - Body corporate or trade union liable to fine - Aiding and abetting - Safeguards against further personal liability - Civil liability not affected by Parts IV, V and VI. - Onus of proving limits of what is practicable - Prosecutions - Compounding of offences. 	6
		14. Appeals <ul style="list-style-type: none"> - Appeal committees - Powers of appeal committee - Decision of appeal committee 	3
		TOTAL	42
10.	Main Reference	Malaysia. (1994). <i>Occupational Safety and Health Act 1994</i> . Kuala Lumpur: International Law Book Services.	
11.	Additional Reference	Barrett, B., & Howells, R. (1997). <i>Occupational Health and Safety Law</i> (93 rd ed.). London: Pitman Publishing.	

		Maimunah Aminuddin. (2003). <i>Malaysian Industrial Relations and Employment Law</i> (4 th ed.). McGraw Hill Education.
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NO.	TITLE		
1.	Subject	Recruitment and Selection	
2.	Subject Code	DHRM 602	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 6, Year 2	
6.	Objectives	<ul style="list-style-type: none"> ▪ To give an overview of the scope and function of the recruitment and selection process. ▪ To identify that recruitment and selection process can be defined as choosing the right and best person for the job from among candidates who came from within the organisation or from outside. 	
7.	Learning Outcome	<p>At the end of the lesson, the students will be able:</p> <ul style="list-style-type: none"> ▪ To establish the basic scientific properties of personnel selection methods, including reliability and generalise ability; ▪ To understand the process of Job Analysis and its application to organisations; ▪ To understand the human resource activities to the business and demonstrate their value to the organisations such as influence productivity, quality of work-life, competitive advantages and flexibility ▪ To understand the importance of the interview and application for employment. 	
8.	Synopsis	This subject encourages students to develop their knowledge of recruitment and selection process to obtain at minimum cost the number and quality of employees required to satisfy the human resource needs of the company.	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. Job Analysis <ul style="list-style-type: none"> - Definitions - Products of job analysis - Job analysis methods - Job analysis and HR activities - Stages in the job analysis process - Potential problems with job analysis 	10
		2. Recruitment <ul style="list-style-type: none"> - Objectives - Determining human resource requirements - Methods of recruitment - Advertising - Internet Recruiting 	11

		<ul style="list-style-type: none"> - Outsourcing recruitment <p>3. Selection</p> <ul style="list-style-type: none"> - Objectives - The selection process - Types of interviews - Validation of selection procedures <p>4. Interview</p> <ul style="list-style-type: none"> - Purpose - Advantages and disadvantages of interviews - Interviewing approaches - Interviewing techniques-asking questions 	<p>10</p> <p>11</p>
		TOTAL	42
10.	Main Reference	Mondy, R. W., Noe, R. M., & Premeaux, S. R. (2001). <i>Human Resource Management</i> (7 th ed.). New Jersey: Prentice Hall.	
11.	Additional Reference	<p>Armstrong, M. (2006). <i>A Handbook of Human Resource Management Practice</i> (10th ed.). London: Kogan Page.</p> <p>Yong, Alex K. B. (1996). <i>Malaysian Human Resource Management</i>. Kuala Lumpur: Malaysian Institute of Management.</p>	