

Department of Commerce (CA)

Class : II B.Com. (CA)

Semester: 4

Human Resource Management (18BCA45A)

UNIT 5

Human Resource Audit - Nature - Benefits -

Employee's Safety and Health - Audit of Safety

Programs - Safety training - Work Stress -

Causes and Consequences.

Reference Book

Human Resource Management

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HUMAN RESOURCE AUDITMeaning

It is defined as a way of assessing the nature and impact of human resource department activity at particular point of time

Features (or) Nature

- ① It is the function of HR department
- ② It is carried out regularly, usually every 1 year
- ③ It can be conducted by company officials
- ④ Data related to HR activities are collected
- ⑤ It measures actual performance with standards to find deviations
- ⑥ It detects whether HR function has complied
- ⑦ Report of HR audit is sent to top management

Objectives

- ① To align HR activities with organisation-strategies
- ② To identify strength and weakness of HR areas
- ③ To improve HR policies
- ④ To verify whether HR policies are complied with
- ⑤ To identify HR areas need further research
- ⑥ To find problems in HR areas
- ⑦ To ensure HR processes are standardised

## Benefits HR Audit

① It identifies areas in which HR department functioned well

② It points out areas of weakness in which HR department should improve

③ It helps in aligning the HR activities with business requirements

④ It improves the professional image of HR department

⑤ It motivates employees to improve efficiency

⑥ It helps to eliminate errors

⑦ Encourages uniformity in HR policies

⑧ Enables prompt compliance to statutory needs

⑨ Educates HR professionals regarding best practices

⑩ It points out the need for suitable working conditions

## Employee's Safety

The prime aim of safety program is to prevent job related injuries and illness

Provision of Factories Act, 1948 relating to safety

1. Fencing of machinery

2. Work on near machinery in motion

3. Employment of young person on dangerous machines

4. Striking gear and devices for cutting off power
5. Casing of machinery
6. Hoists and lifts
7. Pressure plants
8. Floors and stairs
9. Pits, sumps opening in floor
10. Excessive weights
11. Protection of eyes
12. Precaution against dangerous fumes
13. Precaution in case of fire

### Employee's Health

Factories Act 1948 Provisions relating to health

1. Cleanliness
2. Disposal of waste
3. Temperature and ventilation
4. Fumes and dust
5. Artificial humidification
6. Space
7. Lighting
8. Drinking water
9. Latrines and urinals
10. Spittoons

# Safety Audit

## Meaning

It is a systematic critical examination of an industrial operation in its entirety to identify potential hazards and level of risk.

It is a study aimed to detect any dangers which might be present in an industrial operation

## Characteristics

- ① Should be conducted on a regular basis
- ② Monitoring the established safety policy
- ③ An official should be in charge of health and safety program
- ④ Audit should involve employees, supervisors, middle and upper managerial people
- ⑤ Establish a schedule of safety audits for each work place

## Audit report.

- ① It should contain list of corrective actions in the order of priority
- ② specify the need to correct hazardous areas
- ③ clearly identify who is responsible for taking corrective action

## Safety audit Procedure

1. Conduct an opening meeting with all staff
2. Visit the site and assess risks
3. Document and record observations
4. Identify strengths and weaknesses
5. Rank issues in priority orders
6. Assess if a proper performance review system
7. Submit audit report
8. Take steps to prevent harm and remove unsafe hazards
9. Conduct a closing meeting

## Safety training

It describes the set of activities aimed at providing workers with the knowledge and skills to perform their duties safely and effectively

It seeks to inform employees of the hazards and risks associated with various work activities and instruct them how to identify, report and address work place incidents. Government made it mandatory

## Need for safety training

- ① Less productivity loss due to illness or injury
- ② Higher employee satisfaction
- ③ Reduced worker compensation for medical leave due to work related injuries and illness
- ④ Protection from liability law suits
- ⑤ Future incident prevention
- ⑥ Lower insurance premium
- ⑦ Improves the confidence level of workers

## Steps for safety training program

- ① Identify needs
- ② Include employees
- ③ create modular training process
- ④ create communication channels & provide training
- ⑤ conduct test to apply safety methods
- ⑥ Make it continuous

# STRESS

## Meaning

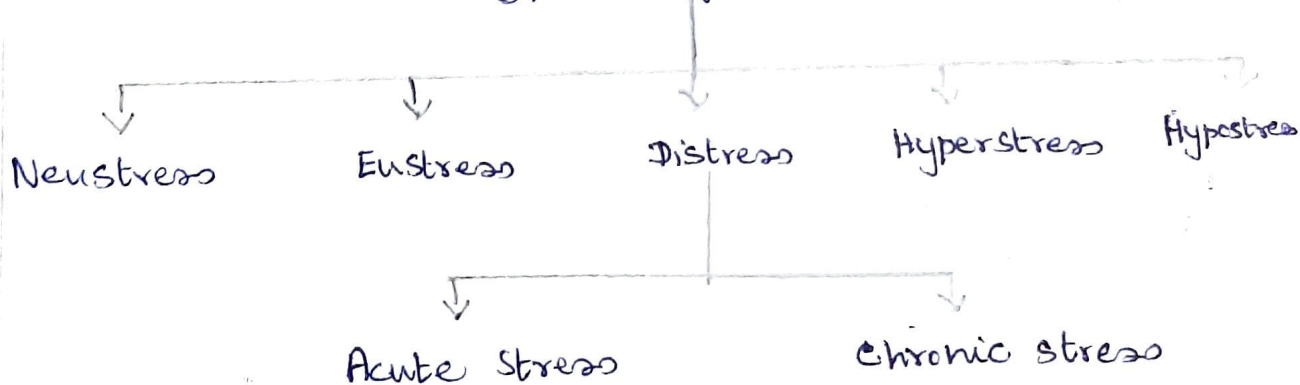
This term was coined by Hans Selye in 1936

Stress is a person's response to an event, situation or stimulus

## Features of Stress

1. Personal
2. Common to all
3. Impact
4. Important issue
5. Different forms
6. Requires adjustment
6. Essential & desirable
8. Causative factors
9. Different ways of handling
10. Management of Stress

## Types of Stress



## Sources or Causes or Reasons for stress

Stress can arise from multiple sources and can be caused by various factors.



## 1. Individual Stressors

1. Life and career changes
2. Personality type
3. Role characteristics

## 2. Group Stressors

1. Group norms
2. Group cohesiveness
3. Group objectives
4. Lack of social support
5. Conflicts

## 3. Organisational Stressors

1. Goals
2. Policies and procedures
3. Rules & regulations

## Consequences of Stress

### Negative Consequences

#### 1. Physical problems

Tension, headaches, body pains,  
Low immunity, stroke, weakness, blood pressure,  
Heart disease, paralysis and stomach  
disorders

## 2) Psychological problems

Anger, tension, anxiety, depression  
Irritability, Lack of attention and concentration  
Boredom, decline in memory, Emotional  
instability

## 3) Behavioural problems

Excessive smoking and drinking,  
drug addiction, sleep disorders, Aggressive  
behaviour, high absenteeism, labour turnover,  
carelessness leading to accidents,  
Inattention, Quarrelsome behaviour,  
wilful violation of rules

## Negative Consequences on the organisation

- Low productivity, poor quality.

Frequent conflicts, High absenteeism, Labour  
turnover, Increased accidents, poor interpersonal  
relationship, Increasing grievances

## Burnout

It refers to exhaustion of physical or emotional strength due to continuous exposure to high stress

It is caused by long working hours, poor working conditions, disrespect in work place, lack of vacations.

## Symptoms of burnout

