

Human Resources Management

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Prepared by Dr. Ibrahim Aboelseod

MGM 243

Lecture 09



Health, Safety, and Security Employee Rights and Discipline

Chapter
15/16

Lecture 09

MGM 243

Prepared by
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Human Resource Management

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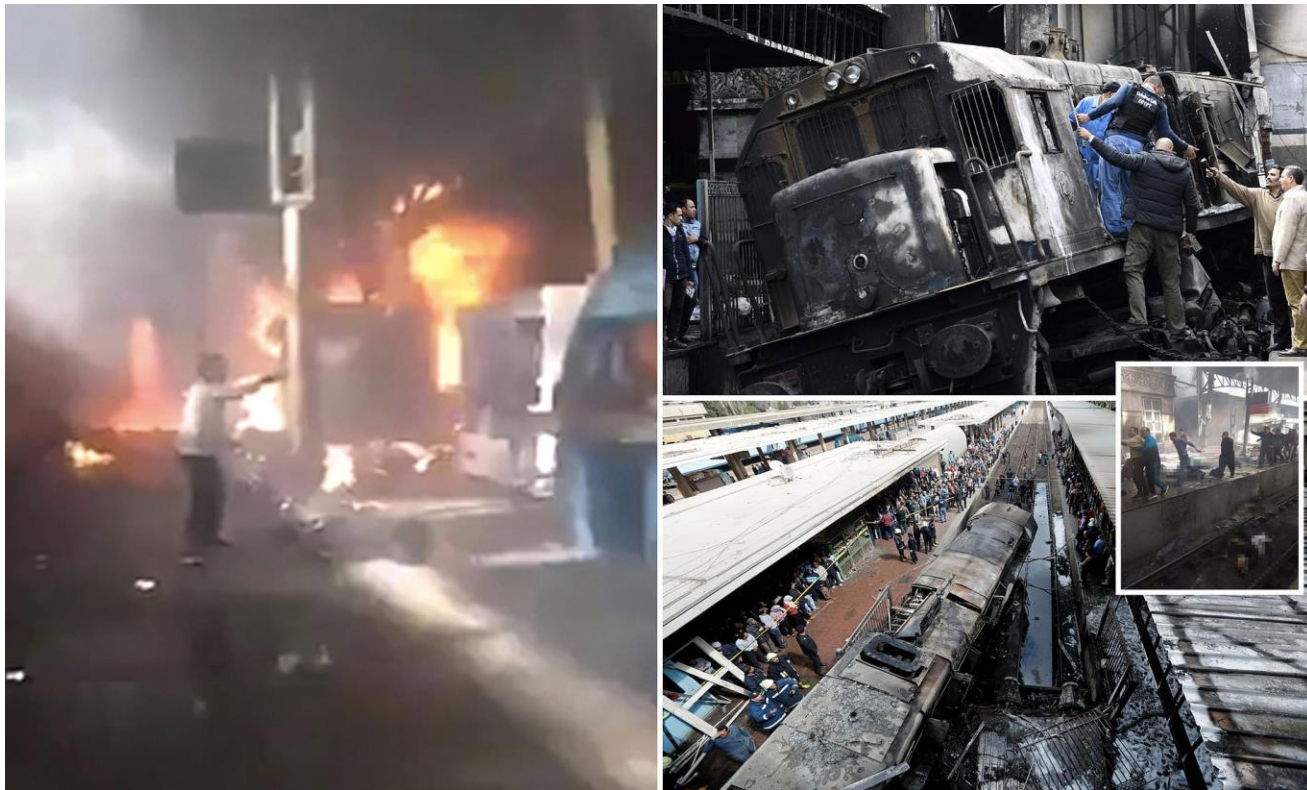
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Chapter 15

Health, Safety, and Security

Chapter
15/16

Why its important to Study ?





Health, Safety, and Security

Chapter
15/16

**2 Injured As Fire Breaks Out At Carrefour In Northern
Egypt's Alexandria**



Chapter
15/16

Imagine Inventory Without Health & Safety Policies



Chapter
15

LEARNING OBJECTIVES

After you have read this chapter, you should be able to:

- Define health, safety, and security and explain their importance in organizations.
- Discuss several legal requirements affecting health and safety.
- Describe the Occupational Safety and Health Administration (OSHA) inspection and record-keeping requirements.

Chapter
15

LEARNING OBJECTIVES

After you have read this chapter, you should be able to:

- Discuss the activities that comprise effective safety management.
- Discuss three different workplace health issues and how employers are responding to them.
- Discuss workplace violence as a security issue and describe some components of an effective security program.

Saudi Labor Law

Chapter 15/16

الباب الثامن

الوقاية من مخاطر العمل والوقاية من
الحوادث الصناعية الكبرى وإصابات
العمل والخدمات الصحية والاجتماعية



Chapter
15/16

Health, Safety, and Security

- **Health**
 - A general state of physical, mental, and emotional well-being.
- **Safety**
 - A condition in which the physical well-being of people is protected.
- **Security**
 - The protection of employees and organizational facilities.



What HR input in health & Safety



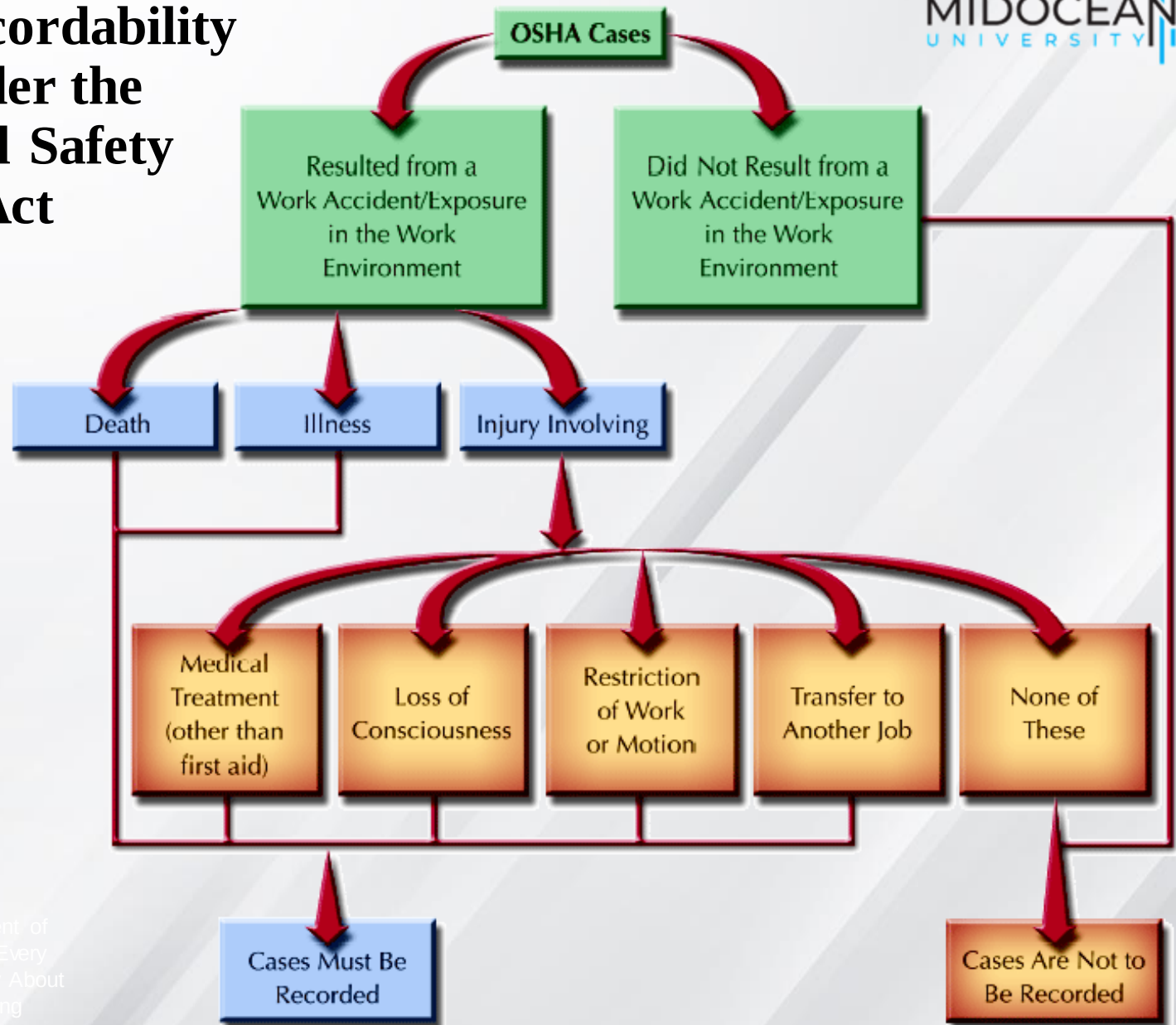
Figure 15–1

Typical Division Of Responsibilities: Health, Safety, And Security

HR Unit	Managers
• <i>Coordinates health and safety programs</i> • <i>Develops safety reporting system</i> • <i>Provides accident investigation expertise</i> • <i>Provides technical expertise on accident prevention</i> • <i>Develops restricted-access procedures and employee identification systems</i> • <i>Trains managers to recognize and handle difficult employee situations</i>	• <i>Monitor health and safety of employees daily</i> • <i>Coach employees to be safety conscious</i> • <i>Investigate accidents</i> • <i>Observe health and safety behavior of employees</i> • <i>Monitor workplace for security problems</i> • <i>Communicate with employees to identify potentially difficult employees</i> • <i>Follow security procedures and recommend changes as needed</i>

Figure 15-1

Guide to Recordability of Cases Under the Occupational Safety and Health Act



Source: U.S. Department of Labor Statistics, What Every Employer Needs to Know About OSHA Record Keeping (Washington, DC: U.S. Government Printing Office).

Figure 15-5

Log of Work-Related Injuries and Illnesses



Form approved OMB no. 1218-0176

City	Auburn	State	AL
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[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page 1 of 1

Injury					
(1)	(2)	(3)	(4)	(5)	(6)
	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses

Chapter
15/16**OSHA Inspections**

- **On-the-Spot Inspections**
 - Compliance officers
- **Dealing with an Inspection**
- **Citations and Violations**
 - Imminent danger
 - Serious
 - Other than serious
 - Willful and repeated



Approaches to Effective Safety Management

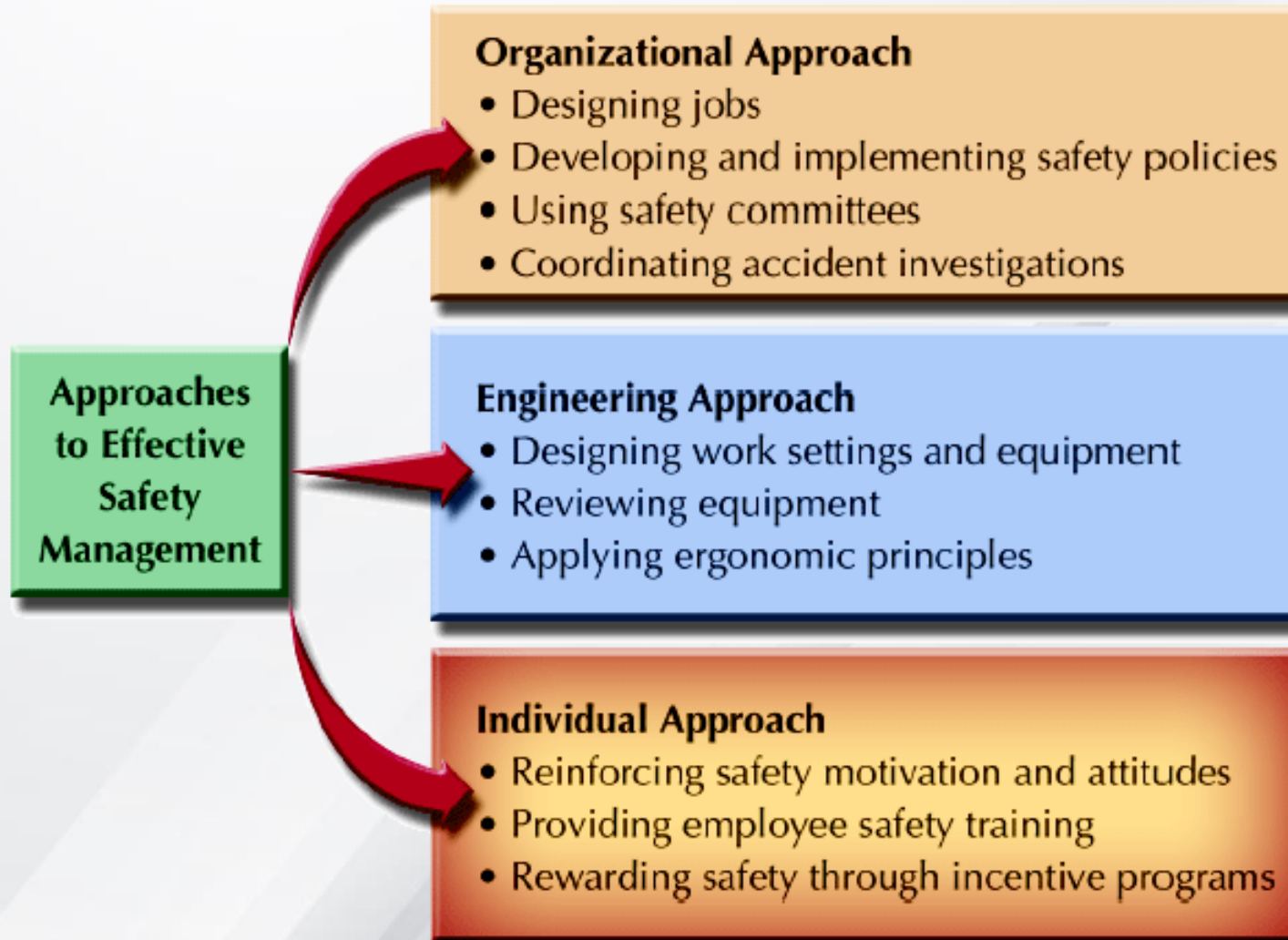


Figure 15-8

OTHER SAFETY ISSUES

Safety Policies
and Discipline

Safety
Committees



Employee
Motivation
and Incentives

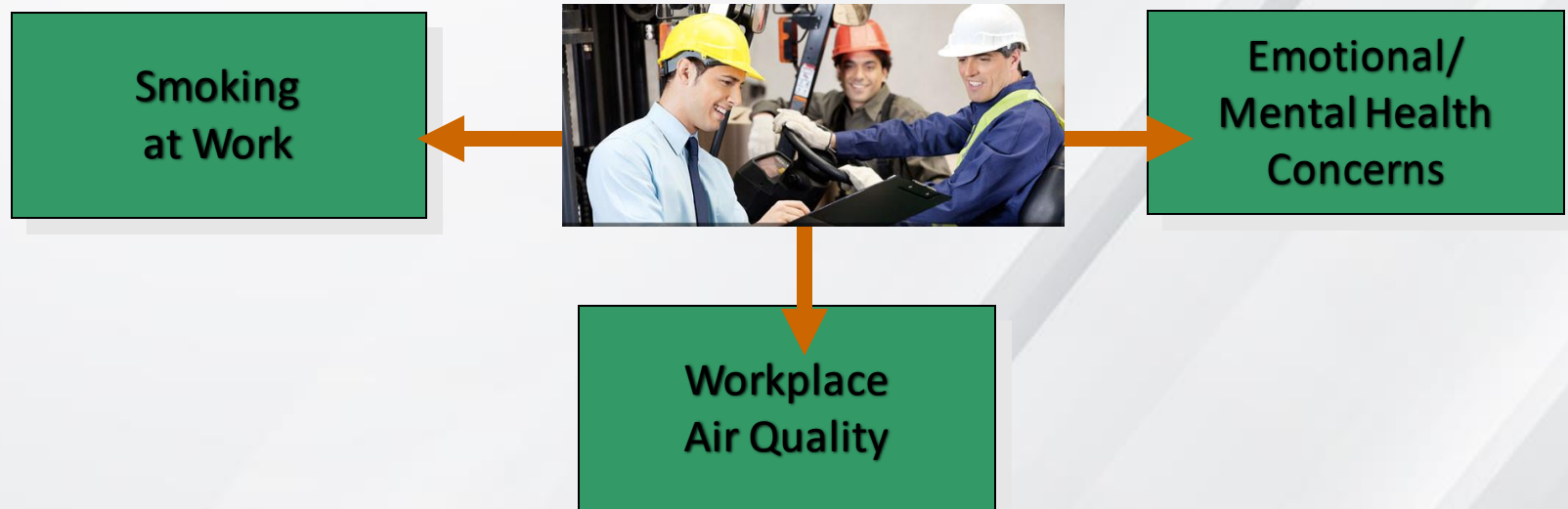
Safety Training
and
Communications

Phases of Accident Investigation



Figure 15–9

Workplace Health issues



Health Promotion Levels



Figure 15–11

Source: Developed by Kay F. Ryan (Nebraska Methodist College) and Robert L. Mathis (University of Nebraska at Omaha). May not be reproduced without permission.

	SITE SAFETY
	Dangerous site
	Hard hats, boots and hi visibility vests must be worn
	All visitors to this site must report to site office
	No unauthorised access
	Children must not play on this site

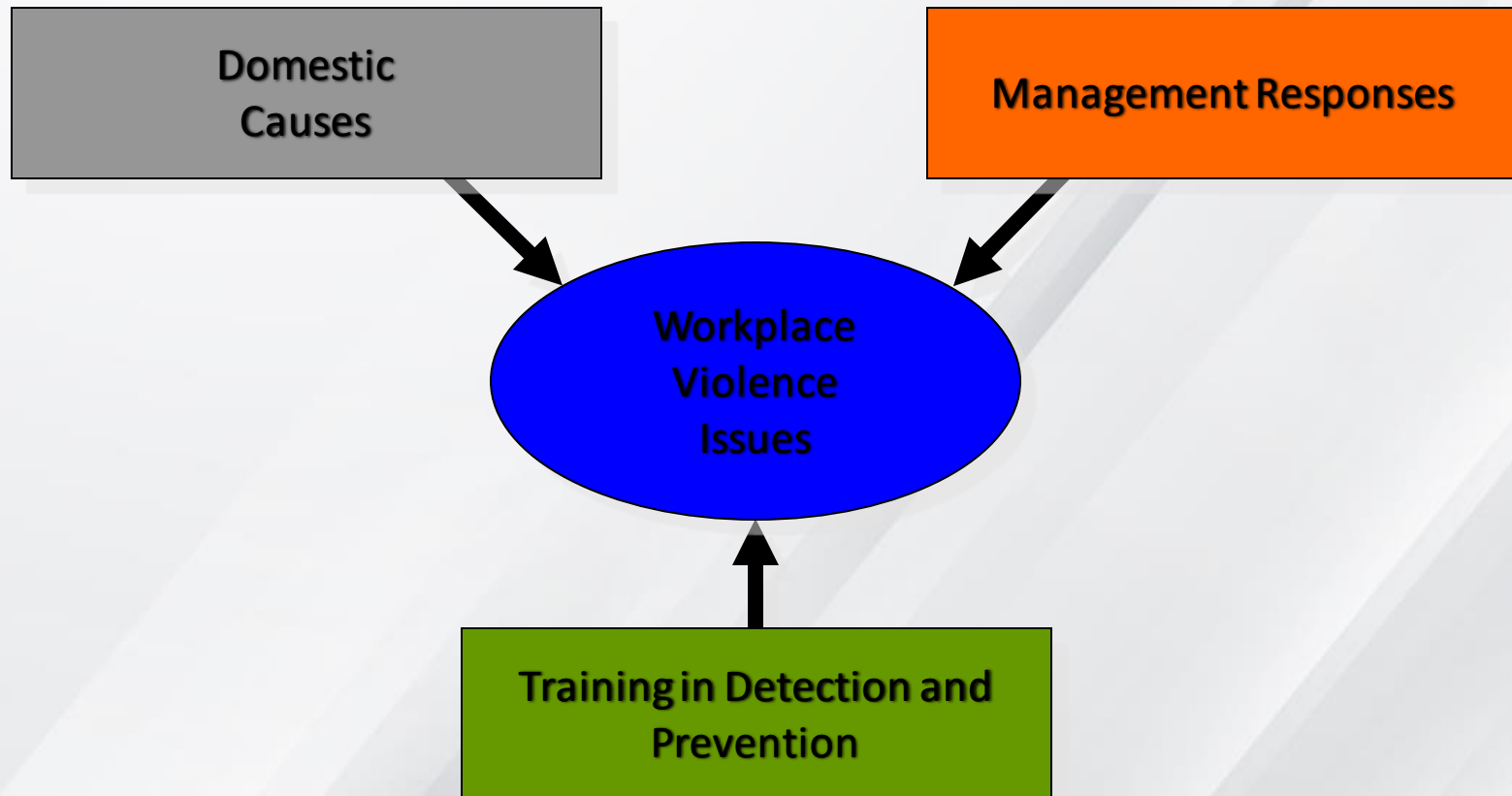
Chapter

15/16

Security

- **Top Eight Security Concerns at Work:**
 - Workplace violence
 - Internet/intranet security
 - Business interruption/disaster recovery
 - Fraud/white collar crime
 - Employee selection/screening concerns
 - General employee theft
 - Unethical business conduct
 - Computer hardware/software theft

Workplace Violence

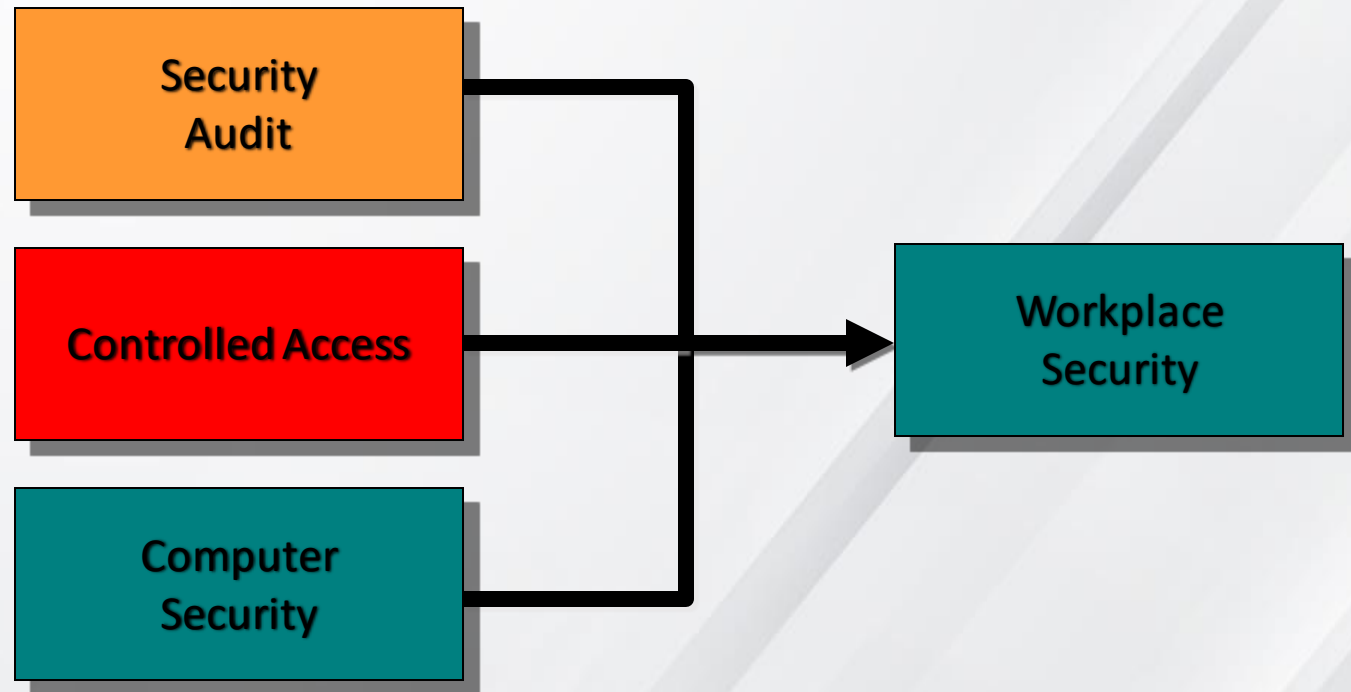


Profile of a Potentially Violent Employee



Figure 15–12

Security Management



Human Resource Management

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Chapter 16

Employee Rights and Discipline

Chapter
16

LEARNING OBJECTIVES

After you have read this chapter, you should be able to:

- Explain the difference between statutory rights and contractual rights.
- Define employment-at-will and identify three exceptions to it.
- Describe what due process is and explain some means of alternative dispute resolution.
- Identify employee rights associated with access to employee records and free speech.

Chapter
16

LEARNING OBJECTIVES

After you have read this chapter, you should be able to:

- Discuss issues associated with workplace monitoring, surveillance, investigations, and drug testing.
- List elements to consider when developing an employee handbook.
- Differentiate between the positive approach and the progressive approach to discipline.

Contractual rights

Chapter 15/16

الهيئة الاتحادية للموارد البشرية الحكومية
Federal Authority For Government Human Resources



Q بحث متقدم | English

المشاركة الرقمية

البيانات المفتوحة

الركن الإعلامي

الخدمات الإلكترونية

تشريعات وأدلة

عن الهيئة



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الصفحة الرئيسية | تشريعات وأدلة | القانون واللوائح | نماذج عقود الموظفين طبقا لتعديلات المرسوم بقانون اتحادي رقم (17) لسنة 2016

نماذج عقود الموظفين طبقا لتعديلات المرسوم بقانون اتحادي رقم (17) لسنة 2016

رقم	العنوان	الحجم	الملف
1	نموذج تجديد عقد عمل مواطن	212KB	
2	نموذج عقد عمل مواطن بدوام كامل	216KB	
3	نموذج تجديد عقد تعيين موظف غير مواطن	182KB	
4	نموذج عقد تعيين بدوام كامل لغير المواطنين (الفئة «أ»)	212KB	
5	نموذج عقد تعيين بدوام كامل لغير المواطنين (الفئة «ب»)	204KB	
6	نموذج عقد تعيين بعقد خاص	137KB	
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القانون واللوائح

قانون الموارد البشرية الجديد في
الحكومة الاتحادية الصادر بمرسوم
اتحادي رقم (49) لسنة 2022

اللائحة التنفيذية لقانون الموارد
البشرية في الحكومة الاتحادية

نماذج عقود الموظفين طبقا
لتعديلات المرسوم بقانون اتحادي
رقم (17) لسنة 2016

قرارات مجلس الوزراء

الأنظمة

الأدلة الاسترشادية

التعاميم

وثيقة مبادئ
السلوك المهني
وأخلاقيات الوظيفة العامة

للإشتراك بالإصدارات الدورية

**Chapter
15/16****Rights and Responsibilities Issues**

- **Rights**
 - That which belongs to a person by law, nature, or tradition.
- **Responsibilities**
 - Obligations to be accountable for actions.
- **Statutory Rights**
 - Rights based on specific laws and statutes passed by federal, state, and local governments.

Typical Employment Contract Provisions



Figure 16–1

Contractual Rights

Key Terms	
Contractual Rights	Rights based on a specific contractual agreement between employer and employee.
Separation Agreement	Agreement in which an employee who is being terminated agrees not to sue the employer in exchange for specified benefits.
Employment Contract	Agreement that formally outlines the details of employment.
Non-Compete Agreement	An agreement that prohibits an individual who leaves the organization from competing with the employer in the same line of business for a specified period of time.
Implied Contract	The idea that a contract exists between the employer and the employee based on the implied promises of the employer.

Chapter
15/16

Employment Practices Liability Insurance

- **Employment Practices Liability Insurance (EPLI)**
 - Covers employer's costs for legal fees, settlements, and judgments associated with employment-related actions such as:
 1. Discrimination
 2. Wrongful discipline
 3. Sexual harassment
 4. Wrongful termination
 5. Negligent evaluation
 6. Infliction of emotional distress
 7. Breach of employment contract
 8. Deprivation of career opportunity
 9. Improper management of employee benefits

Chapter
15/16

Rights Affecting the Employment Relationship

- **Employment-at-Will (EAW)**
 - A common law doctrine stating that employers have the right to hire, fire, demote, or promote whomever they choose, unless there is a law or contract to the contrary.
 - Employees have the right to quit and get another job under the same constraints.
- **Wrongful Discharge**
 - Termination of an individual's employment for reasons that are improper or illegal.

Employment-at-Will (EAW)

Exceptions to EAW	
Public Policy	An employee can sue an employer if he or she was fired for refusing the employer's demand to violate public policy ("break the law").
Implied Employment Contract	An employee can sue an employer if the employer's actions or inaction constitute an implied contract of continuing employment.
Good Faith and Fair Dealing	If the employer's unruly behavior breaks a covenant of good faith with the employee, then that employee can sue the employer.

Sample Employment-at- Will Statement

EMPLOYMENT AT WILL

The policies stated in this handbook are guidelines only and with the exception of our policy on at-will employment, as described below, are subject to change at the sole discretion of the Employer, as are all other policies, procedures, benefits, or other programs of the Employer. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or the Employer may terminate this relationship at any time, for any reason, with or without cause or notice.

Please understand that no supervisor, manager, or representative of the Employer other than the [e.g., president] has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the [e.g., president] shall not be enforceable unless it is in a formal written agreement and signed by you and the [e.g., president]. Please also understand, that no supervisor, manager, or other representative of the Employer, has the authority to make any verbal promises, commitments, or statements of any kind regarding the Employer's policies, procedures, or any other issues that are legally binding on the Employer.

Keys for Defense in Wrongful Discharge: The “Paper Trail”

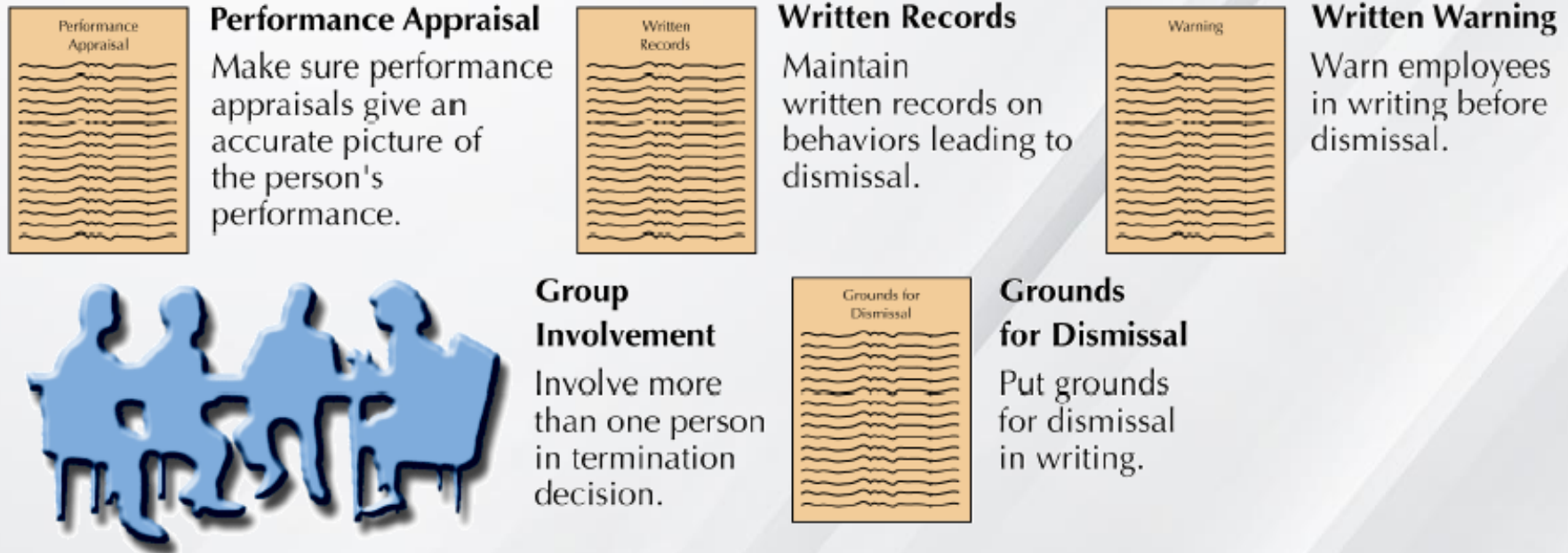


Figure 16–3

Chapter
15/16

Just Cause

- **Just Cause**
 - Reasonable justification for taking an employment-related action.
- **Constructive Discharge**
 - An employer deliberately makes working conditions intolerable for an employee in an attempt to get (to force) that employee to resign or quit.

Chapter
15/16

Balancing Employer Security Concerns and Employee Rights

- **Right to Privacy**

- Defined in legal terms for individuals as the freedom from unauthorized and unreasonable intrusion into their personal affairs.

- **Privacy Rights and HR Records:**

- Access to personal information held by employer
- Response to unfavorable information in records
- Correction of erroneous information
- Notification when information is given to a third party

Chapter
15/16

Employee Records

- **HR Records' Security**

- Restrict access to all HR records
- Utilize confidential passwords to HRIS databases
- Place sensitive information in separate files and restricted databases
- Inform employees of types of data to retain
- Purge outdated data from records
- Release information only with employee's consent



Employee Record Files

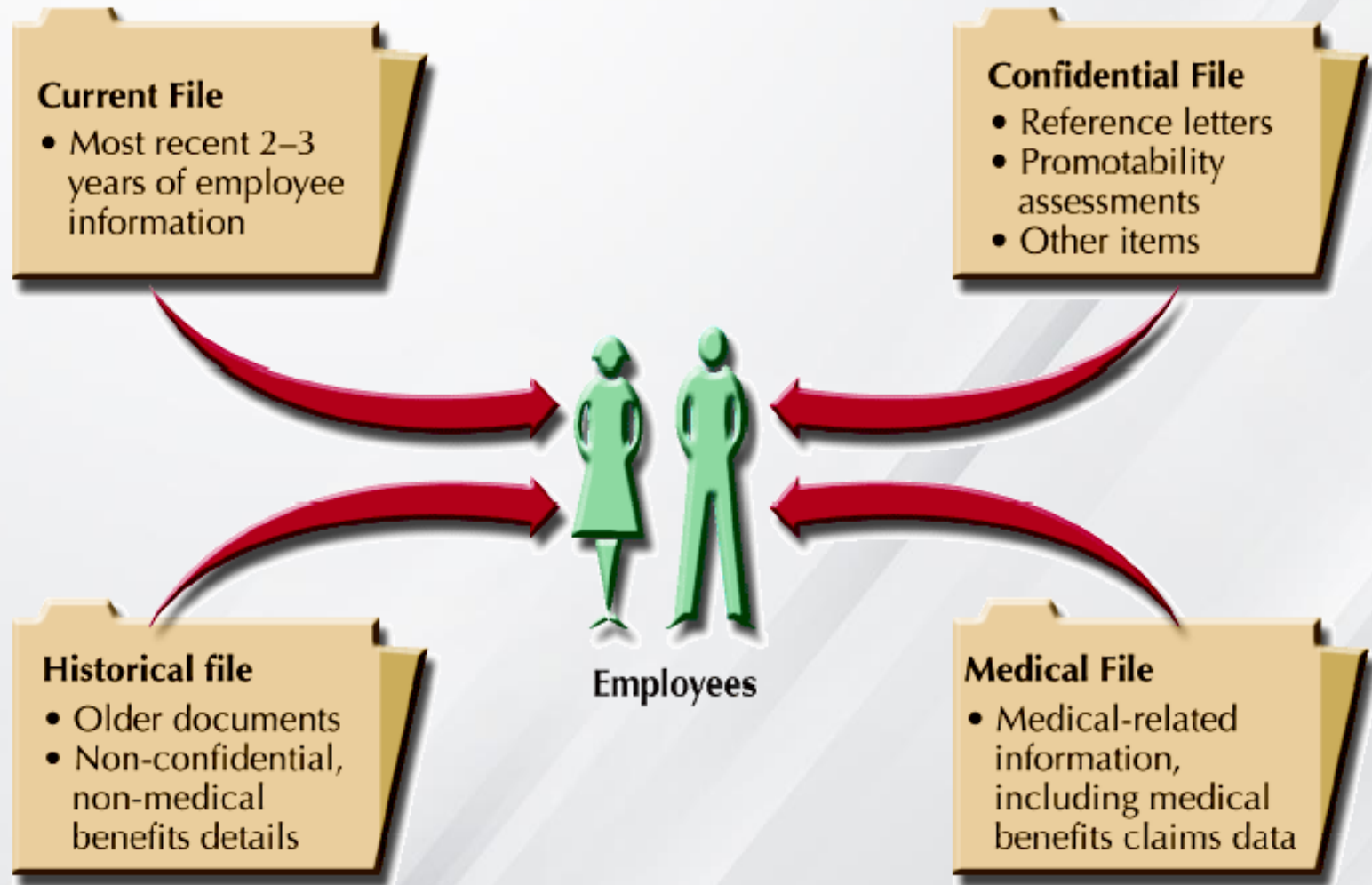
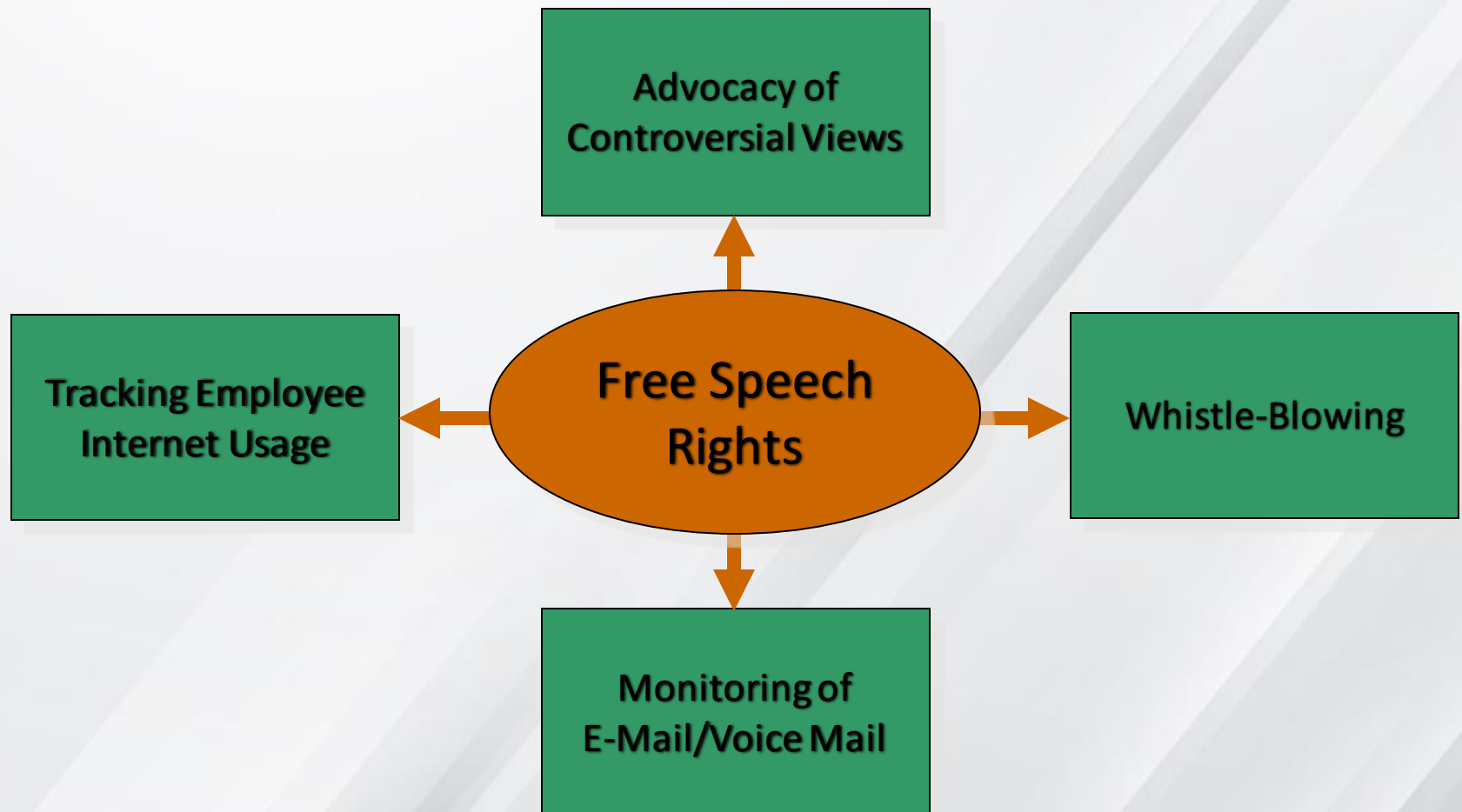


Figure 16–6

Employee Free Speech Rights Violence



Methods of Dealing with Workplace Theft

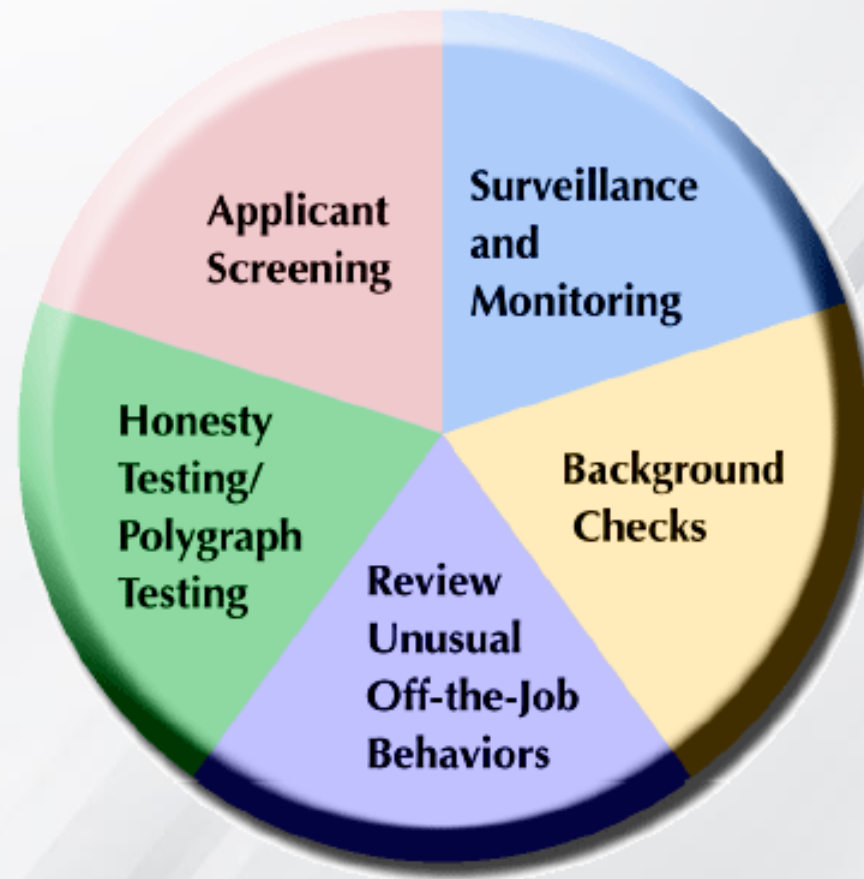


Figure 16–8

Impact of Substance Abuse on Employers

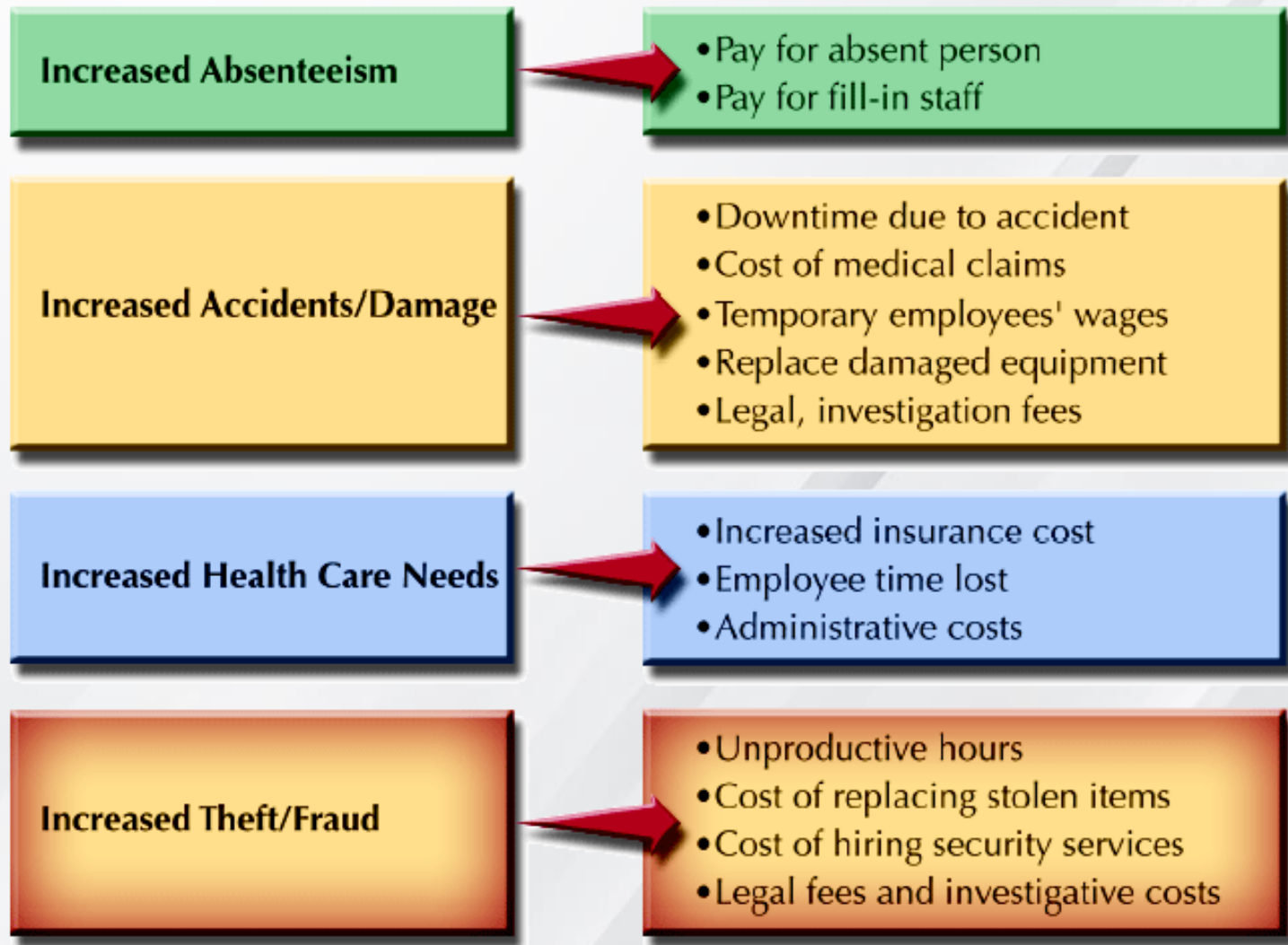


Figure 16-9

Chapter
15/16**Drug Testing and Employee Rights**

- **Arguments Against Drug Testing**
 - It violates employees' privacy rights.
 - Drugs may not affect performance in every case.
 - Employers may abuse the results of tests.
 - Drug tests may be inaccurate.
 - Test results can be misinterpreted.

Chapter
15/16

Drug Testing

- **Conducting Drug Tests**
 - Random testing of all employee at periodic intervals
 - Testing only in cases of probable cause
 - Testing after accidents
- **When to Test (Conditions)**
 - Job consequences outweigh privacy concerns
 - Accurate test procedures are available
 - Written consent of the employee is obtained
 - Results are treated confidentially
 - Employers have a complete drug program

Chapter
15/16**HR Policies, Procedures, and Rules****• Policies**

- General guidelines that focus organizational actions.
 - “Why we do it”

• Procedures

- Customary methods of handling activities
 - “How we do it”

• Rules

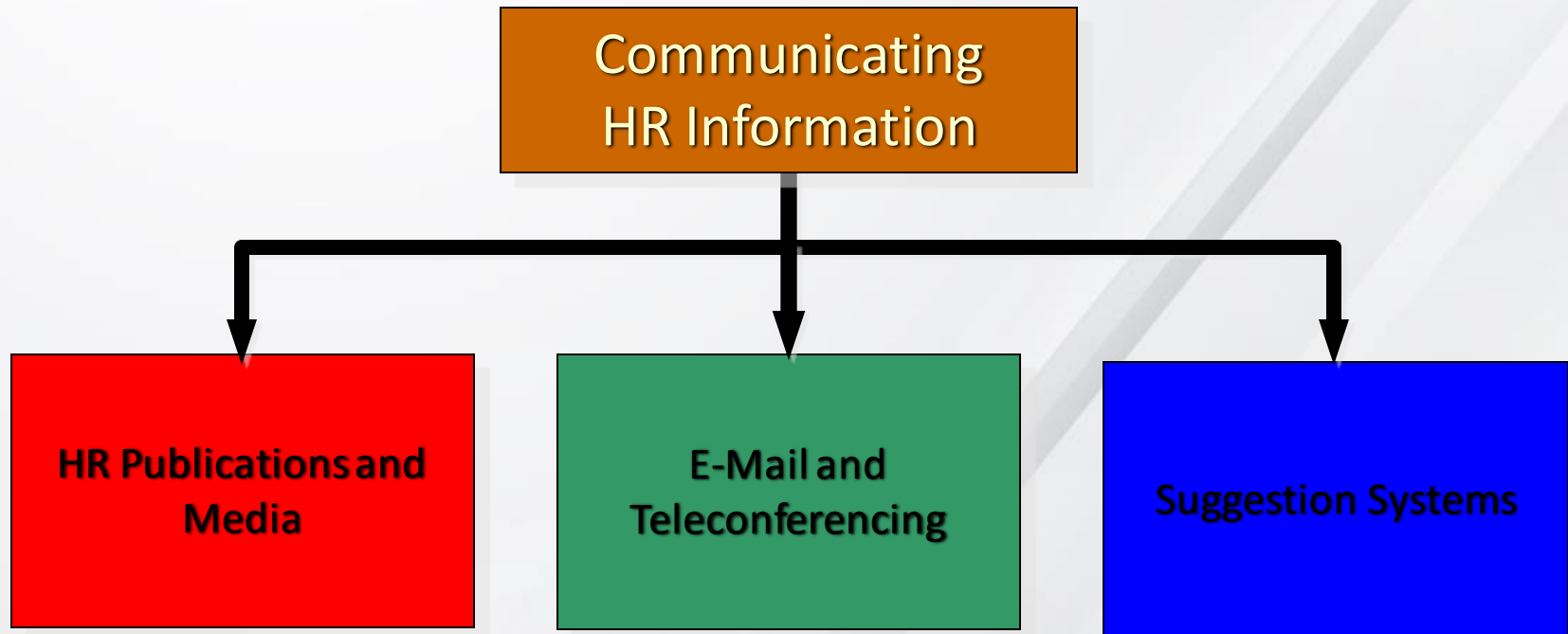
- Specific guidelines that regulate and restrict the behavior of individuals.
 - “The limits on what we do”

Chapter
15/16

Employee Handbooks

- **Legal Review of Language**
 - Eliminate controversial phrases in wording.
 - Use disclaimers disavowing handbook as a contract.
 - Keep handbook content current.
- **Readability**
 - Adjust reading level of handbook for intended audience of employees.
- **Use**
 - Communicate and discuss handbook.
 - Notify all employees of changes in the handbook.

Communicating HR Information



**Chapter
15/16****Employee Discipline**

- **Discipline**
 - A form of training that enforces organizational rules.
- **Positive Discipline Approach**
 1. Counseling
 2. Written Documentation
 3. Final Warning (decision day-off)
 4. Discharge

Progressive Discipline Procedure

First Offense

Verbal Caution



Second Offense

Written Reprimand



Third Offense

Suspension



Fourth Offense

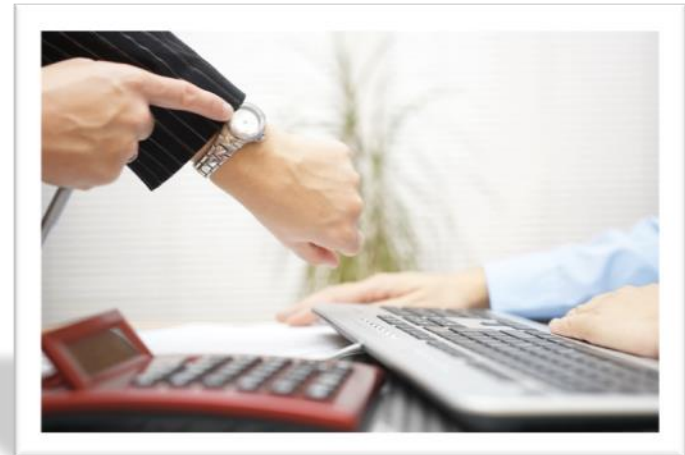
Discharge

Figure 16–12

Chapter
15/16

Reasons Why Discipline Might Not Be Used

- Organization culture regarding discipline
- Lack of support by higher management
- Guilt
- Loss of friendship
- Time loss
- Fear of lawsuits



Chapter
15/16

Discharge: The Final Disciplinary Step

- **Handling Discharges**

- Provide discharge warning at last disciplinary step before termination.
- Provide the employee with written notice of the discharge that clearly states the reason(s) for the discharge decision, do not try to “sugarcoat” the reason(s).
- Have an HR representative attend the termination meeting as a witness.
- Inform the employee of HR or benefits issues.
- Maintain a professional demeanor at all times.



End Of work Journey



هيئة حقوق الإنسان
Human Rights Commission



مكافأة نهاية الخدمة

إذا انتهت علاقة العمل وجب على صاحب العمل أن يدفع إلى العامل مكافأة عن مدة خدمته تحسب على أساس :

أجر نصف شهر عن كل سنة من السنوات الخمس الأولى.



أجر شهر عن كل سنة من السنوات التالية.



يتخذ الأجر الأخير أساساً لحساب المكافأة.



يستحق العامل مكافأة عن أجزاء السنة بنسبة ما قضاه منها في العمل.

