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**University Examinations 2016/2017**

SECOND YEAR FIRST SEMESTER EXAMINATION

FOR

CERTIFICATE IN ELECTRICAL INSTALLATION

**EMC 1205: WORKSHOP ORGANIZATION AND MANAGEMENT**

**DATE: DECEMBER 2016 TIME: 1 ½ HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two***questions.

**QUESTION ONE (30 MARKS)**

1. Define management and state three reasons why it’s important in an organization (4 marks)
2. Define ‘trade union’ what benefits does an employee derive from belonging to a union (4 marks)
3. Name four types of safety signs used in the workshop (4 marks)
4. State four general precautions for reducing fire risks in the workshop. (4 marks)
5. State five functions of a store in the workshop (5 marks)
6. Briefly describe the purpose of occupation safety and health act 2007. (6 marks)
7. State three methods of estimating the cost of electrical work. (3 marks)

**QUESTION TWO (15 MARKS)**

1. Briefly describe personal safety and health practices in relation to hand protection, head protection and eyes and face protection while in a workshop or building site. (12 marks)
2. State three responsibilities of director of occupational health and safety services (3 marks)

**QUESTION THREE (15 MARKS)**

1. Describe four factors that determine store layout (8 marks)
2. Briefly describe the major provisions of work injury benefits acts 2007. (7 marks)

**QUESTION FOUR (15 MARKS)**

1. Discuss the open tendering process (10 marks)
2. List five responsibilities of a registered trade union member. (5 marks)