

## PROFESSIONAL RISK FOR THE HUMAN RESOURCES INSPECTOR POSITION

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**Abstract:** *The Human Resource Inspector deals mainly with the elaboration and management of personnel files, with organizing staff recruitment and selection, with the elaboration and management of employment records, with compiling retirement claims, with making out the payroll for the employed staff, with preparing and submitting the contribution statements to the state budget, the social insurance budget, the unemployment and health insurance budget, with providing information regarding staff problems, as well as with the management of the personnel database by using the computer . It isn't a job that requires a lot of physical work, but this study will value the risks implied by such an occupation. The result is supported by the "Assessment sheet", in which it is seen that out of 27 identified risk factors, only 8 exceed the value 3 as partial risk level.*

**Key words:** *risk, management, human, resource, inspector*

### 1. INTRODUCTION

According to the method used by I.N.C.D.P.M. Bucharest, there are several steps that must be taken in order to identify the risks of a job. They will be described next for the human resources inspector position [Darabont et al. 2001]. Therefore, the following functions and tasks of this position were identified in the section that regards the work process: establishing with the department manager the human resources needs; participating in recruitment and selection of personnel for vacancies; keeping track of the documents of the department regarding personnel fluctuation, hiring, promotions, transfers, departures from the company; checking the employment records, registering all documents at the Labour Inspectorate, the individual employment contracts, checking the accurate compiling of retirement claims according to the legislation in force; participating in the updating of job descriptions, of the Code Regulations, of the Collective labour contract; elaborating and submitting various reports required by company management regarding the personnel structure on different age, gender and socio-professional categories, personnel fluctuation, absenteeism, their causes, etc.

### 2. THE COMPONENTS OF THE ASSESSED WORK SYSTEM

The components of the assessed work system are:

- a. Capital goods: computers; printers; copy-machines; office furniture;
- b. Work load: handling materials; checking computing equipments; checking the existence and the state of the capital goods of joint use; receipt of services rendered;
- c. Work environment. Work is performed in offices (closed spaces), observing the legal provisions regarding: lighting, noise, and microclimate. Identified risk factors:

#### A. Risk factors of capital goods

- a. Mechanical risk factors: damages caused by the lack of space; the instability of the boarded floor on which work

equipments are placed; crushing by falling objects, equipments placed improperly on shelves or worktops; dangerous surfaces or contours – direct skin contact with cutting, stinging or slippery surfaces;

- b. Thermal risk factors: fires, burnings while operating printers, while touching their hot parts; fires caused by documents caught on fire or other flammable materials.

- c. Electric risk factors: electrocution caused by electrical circuits powering computing equipments; electrocution while working on the computer; electrocution while repairing defects of computing equipments; electrocution while plugging computing equipments to defective plugs or plugs without grounding conductor; electrocution by direct or indirect touch of damaged serving cables.

#### B. Risk factors of the work environment

- a. Physical risk factors: low air temperature in winter; high air temperature in summer; radiation emissions of the used equipments; noise emitted by functioning equipments; dust resulted from handling documents resulting in possible respiratory illnesses.

- b. Chemical risk factors: ozone emissions of the used equipments.

#### C. Risk factors of the work load

- a. Physical overload: forced, damaging work postures; predominantly orthostatic position; long working hours with computing equipments in front of monitors.

- b. Mental strain: the monotony of work and focusing on working with computing equipments; lack of concentration while working with the public

#### D. Risk factors of the executants

- a. Wrong actions: standing in dangerous areas, falling from the same level by slipping, tripping or losing balance; crushing by falling materials, shelf objects or worktops; crushing by falling materials (files, paper tops, other materials) placed improperly on shelves; crushing by falling transported materials due to their weight or volume; poor lighting; working without protective screens;

The global risk level at the work place is:

$$N_{gr} = \frac{\sum_{i=1}^{41} F_i \cdot R_i}{\sum_{i=1}^{41} F_i} = \frac{1 \cdot (7 \times 7) + 1 \cdot (6 \times 6) + 2 \cdot (5 \times 5) + 7 \cdot (4 \times 4) + 28 \cdot (3 \times 3) + 1 \cdot (2 \times 2) + 1 \cdot (1 \times 1)}{1 \times 7 + 1 \times 6 + 2 \times 5 + 7 \times 4 + 28 \times 3 + 1 \times 2 + 1 \times 1} = \frac{293}{138} = 2,12 \quad (1)$$

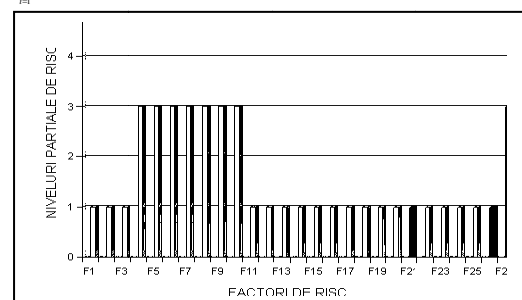


Fig. 1. The partial risk levels on risk factors. Position: "human resources inspector". Global risk level: 2.12.

Legend: F1-Crushing by falling materials, equipments placed improperly on shelves or worktops; F2-The instability of the boarded floor on which work equipments are placed; F3-Insufficient space to run the activity; F4-Fires, burnings while operating printers, while touching their hot parts; F5-Fires caused by documents caught on fire or other flammable materials; F6-Electrocution caused by electrical circuits powering computing equipments; F7-Electrocution while working on the computer; F8-Electrocution while repairing defects of computing equipments; F9-Electrocution while plugging computing equipments to defective plugs or plugs without grounding conductor; F10-Electrocution by direct or indirect touch of damaged serving cables; F11-Low air temperature in winter; F12-High air temperature in summer F13-Radiation emissions of the used equipments; F14-Noise emitted by functioning equipments; F15-Dust resulted from handling documents resulting in possible respiratory illnesses F16-Ozone emissions of the used equipments; F17-Forced, damaging work postures; F18-Working in a predominantly orthostatic position; F19-Long working hours with computing equipments in front of monitors; F20-Mental strain due to the monotony of work and focus on working with computing equipments; F21-Standing in dangerous areas; F22-Falling from the same level by slipping, tripping or losing balance; F23-Crushing by falling materials, shelf objects or worktops F24-Crushing by falling materials placed improperly on shelves F25-Crushing by falling transported materials due to their weight or volume; F26-Poor lighting or working without protective screens; F27-Accidents while coming to work and going home [Moraru & Babut 2000].

Recommended measures

Technical measures:

- completing electrical circuits according to the technical and security requirements in force;
- protecting electrical circuits with automatic fuses or automatic switches.

Technical measures:

- the peripheral devices of the computer must be fitted with a switch that allows the operator to unplug the device if necessary.

Organisational measures:

- the rigorous check of how security restrictions are observed;
- training employees.

Technical measures:

- remedial intervention is prohibited during the functioning of the computing equipment;
- all interventions will be done by trained personnel.

Organisational measures:

- training employees.

Technical measures:

- checking and repairing utility lines;
- completing circuits according to the technical and security requirements in force;
- the visual checking of the earthing devices' integrity (NSPM 65,art. 145);
- the periodical checking of the electrical wiring.

Organisational measures:

- training employees;
- the rigorous check of how security restrictions are observed;
- monitoring the checking chart of the means of protection (both technical equipments and the individual protection gears) [Ghita et al. 2009].

Technical measures:

- it is forbidden to use faulty plugs or plugs without grounding conductor;
- employees are forbidden to intervene in electrical panels, plugs, power cords or other specific ancillary devices.

Organisational measures:

- keeping the surfaces of travel routes perfectly clean and signalling humps, obstacles, etc.

Organisational measures:

- training employees about traffic on public roads and traffic within the unit according to specific norms and traffic regulations [Moraru & Babut 2002].

Organisational measures:

- training employees on the consequences of non-compliance with the technological disciplines and with the security restrictions – carelessness towards executed operations, omitting some of the operations stipulated in the working task, entering in dangerous areas, even with only parts of the body, etc., the unemployment, partial use or the full use of inadequate individual means of protection.

Organisational measure: no smoking on work premises.

### 3. INTERPRETING THE ASSESSMENT RESULTS

The global risk level calculated for the “HUMAN RESOURCES INSPECTOR” position equals 2.12, a value that places it in the category of jobs with low risk level.

These 8 risk factors are: F6: Electrocution caused by electrical circuits powering computing equipments – partial risk level 3; F7: Electrocution while working on the computer – partial risk level 3; F8: Electrocution while repairing defects of computing equipments – partial risk level 3; F10: Electrocution by direct or indirect touch of damaged serving cables – partial risk level 3; F9: Electrocution while plugging computing equipments to defective plugs or plugs without grounding conductor – partial risk level 3; F27: Accidents while coming to work and going home – partial risk level 3; F4: Fires, burnings while operating printers, while touching their hot parts – partial risk level 3; F5: Fires caused by documents caught on fire or other flammable materials – partial risk level 3. To reduce or eliminate these 8 risk factors, the measures presented generically in the “Chart of recommended measures” are necessary.

Regarding the allotment of risk factors on generating sources, the situation is as follows: 53.63% production means factors; 25.34% work environment factors; 6.31% work load factors; 14.72% executives' factors.

It is desirable to achieve a minimization of these risk categories and factors, because we can't talk about their total disappearance in the current society.

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