

TOPIC 5

STAFF WELFARE & HEALTH

Welfare

What's the meaning of Welfare provision ?

Welfare provision generally refers to those policies which are directed at some aspect of employee well being both in a **physical** and **emotional** sense.



Why should organizations have a welfare policy ?

For saving costs by reducing absence and improving the performance of employees in the workplace by addressing any problem or concerns that they might have.

Employee Welfare Service

Following is generally given as a **PRINCIPLE** to be followed in setting up a employee welfare service:

The service should **satisfy real needs of the workers**. This means that the manager must first determine what the employee's real needs are with the active participation of workers.

Welfare Facilities

Objectives:

- a) Generates high morale to high productivity.
- b) Can help to reduce accidents the provision of good welfare facilities can produce a happy, well-motivated work force.

Social Securities may be of two types

1. **Social assistance**, under which the State finances the entire cost of the facilities and benefits provided.
2. **Social insurance**, under the State organizes the facilities financed by contributions from the workers and employers, with or without a subsidy from the state.

Professional Welfare and Development in Landscape Architect office:

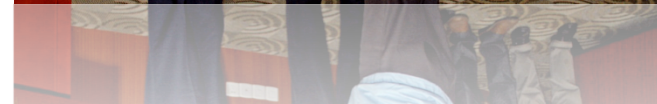
- Leave time and sabbaticals for long-term professional development opportunities
- Reimbursement of expenses and paid time off for attending conferences and giving papers or presentations on the work of the firm, agency, corporate employer, or educational Institution
- Covering the overhead costs, such as printing, mail, or telephone costs, related to professional development activities

Directing and Motivating Staff

Directing and motivating the staff take constant attention to detail, and the project manager needs good people skills.

Motivational skills are one of the intangible qualities of an effective project manager. Project managers need natural, people-oriented abilities.

The PM combines abilities to manage, schedule, and complete the tasks at hand with sensitivity to the personal problems, desires, and needs of each staff person.



Employee activities and programs

Welfare facilities can be in form of:

- Depot
- Basic Protective Clothing/ Uniform
- Insurances And Coverage

Depot

- Housing facilities
- Working/ base facilities (functioning as the central control point to as stores).
- Can be the place for resting, taking their meal and storage.




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Sistem Aplikasi	Video Muhasabah PPIPS.. Bagaimana Amalan Harian Boleh Menjadi	Slide Banner
<ul style="list-style-type: none"> ➤ Portal HRFIN ➤ Portal Aduan UTM ➤ Sistem ATMS2000 ➤ Sistem Maklumat Staf ➤ Sistem Pengurusan Mesyuarat ➤ Sistem E-Borang ➤ Sistem Maklumat Sepadu ➤ Email Staf ➤ Email Pelajar ➤ Muat Turun Perisian ➤ Sistem E-Learning ➤ Perpustakaan (P52) 	 <p>LARIAN MALAM (Endurance Night Run)</p> <p>Tarikh : 31 Dis 2009, 29 Jan 2010, 26 Feb 2010 & 26 Mac 2010</p> <p>Masa : 9.00 malam Tempat : Padang Kawad</p> <p>KATEGORI</p> <ul style="list-style-type: none"> 20 - 25 Tahun 26 - 34 Tahun 35 Tahun ke atas <p>Borang Penyerahan sila dapatkan di Unit Sukan, UTM Hubungi : Pn. Rodiah 07-553 6227 & En. Nazri 07-553 5780</p> <p>Menjana Minda Kreatif dan Inovatif</p> <p>Peristiwa Semasa / Berita Fakulti / Bahagian</p> <p>➤ Gangguan Talian TIME</p> <p>Untuk makluman, pihak TIME akan melaksanakan kerja-kerja baikpulihan dan penambakan pada talian sedia ada yang akan melibatkan sedikit downtime. Downtime akan mengambil masa 15-45 minit. Sekiranya berlaku masalah, cut off time adalah jam 7.00 malam. Downtime hanya melibatkan talian TIME sahaja. Laluan ke Internet tidak down (masih terdapat 2 link TM, 45x2 Mbps) Sekian, harap maklum. Tarikh down : 27 Jan 2010</p>	<ul style="list-style-type: none"> ➤ Bengkel Pengurusan Jenazah ➤ Making Innovation Work ➤ Larian Malam ➤ Argumentation Skills in English ➤ Kursus Perkahwinan Islam ➤ Perhimpunan Bulanan NC ➤ Journal Publication Workshop ➤ Majlis Pelancaran Buku ➤ S-SPEC 2010 ➤ Jom Masuk U ➤ UTM Share <p>Pengertian Logo dan Muatun Slide Rasmi UTM</p>

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System / Information technology


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 Academic Information Management System

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Pengguna <ul style="list-style-type: none"> :: Eksekutif :: Urusetia :: Fakulti :: Hep :: Pelajar :: Pensyarah :: Bendahari :: Space 	Pengumuman Terkini Urusetia Akademik <ul style="list-style-type: none"> :: Pre-Registration Co-Curriculum Courses Semester I 2009/2010 :: Schedule for Course Registration, Application for Award of Diploma/Degree and Examination Semester I Sesi 2009/2010 :: Garis Panduan Semester Pendek Sesi 2009/2010 :: Jadual Kerja Urusan Pendaftaran Kursus & Peperiksaan Semester Pendek Sesi 2009/2010 :: Jadual Kerja Urusan Pendaftaran Kursus, Permohonan Penganugerahan Diploma/Jazah dan Urusan Peperiksaan Semester I 2009/2010 :: Jadual/Tarikh Yang Berkaitan Dengan Peperiksaan Semester I Sesi 2009/2010 :: Kaedah Pemakluman & Pengedaran Keputusan Peperiksaan Semester I Sesi 2009/2010 :: Peraturan Rayuan Keputusan Gred Kursus Semester I Sesi 2009/2010 :: Borang Rayuan Penyemakan Kursus Semester I Sesi 2009/2010 - UTM.E/5.1 :: Borang Perubahan Markah Kursus Semester I Sesi 2009/2010 - UTM.E/5.8 :: Borang Permohonan/Pilihan untuk Mengambil Keputusan Peperiksaan Semester I Sesi 2009/2010 - UTM.E/5.3 :: Pekeliling Peperiksaan 	Lain-lain Umum <ul style="list-style-type: none"> :: Pindah Data Ke Excel Perhatian <ul style="list-style-type: none"> :: Sila Logout selepas menggunakan sistem Capaian <ul style="list-style-type: none"> :: Homepage UTM :: UTMOnline :: Webmail Staf :: Webmail Pelajar :: Kalendar Akademik :: Tukar Password :: Sistem Penilaian Pengajaran Pensyarah (e-ppp) :: Pendaftaran Subjek :: Academic Portal :: Ekspres UTM-MARA
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Simple Management Information System (SMIS for Simple Application)

<ul style="list-style-type: none"> ✳ Slide Pelajar Balik Lewat (Aplikasi Web untuk kegunaan Pengawal Keselamatan bagi merakamkan pelajar balik lewat) ✳ Slide Harian Staf UTM (Sila bujuk Pentadbir Anda Sebelum Menggunakannya. Aplikasi Web untuk Staf UTM merokodkan Kehadiran Harian - Tarikh dan Masa yang diambil adalah tarikh dan masa Server) ✳ Sistem "USER ID" Berpusat (Aplikasi Web untuk Menukar Password oleh Staf) ✳ Senarai Kehadiran Program Khas (Aplikasi Web untuk Pentadbir melihat senarai kehadiran program khas yang diadakan seperti Syarahan Perdana, Program Khas di DST dan lain-lain) ✳ Email : UTM.MY 	<ul style="list-style-type: none"> ✳ Cuti Dan Perakam Waktu (Aplikasi Web untuk Urusetia dan Pegawai Waktu Berkomputer dan Sistem Keluar Pejabat) ✳ Sistem Kad ID Baru UTM (Aplikasi Web untuk Urusetia dan Pegawai PSM Fakulti/Bahagian Upload Photo Slaf, Staf/Pelajar boleh melihat bentuk Kad ID yang baru dan senarai maklumat yang akan dicetak pada kad) ✳ Pelekat Kenderaan (Aplikasi Web untuk menyemak maklumat Pelekat Kenderaan oleh Pengawal Keselamatan) ✳ Badan Kebajikan Staf UTM (Aplikasi Web untuk Urusetia Bakes menyemak potongan serta pecahan ahli) ✳ Download / Upload Softcopy (Aplikasi Web untuk Download @ Upload SoftCopy "Client Program" - Untuk kegunaan Pembangunan Sahaja)
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Basic Protective Clothing/ Uniform

- Welling Boot, Eye Goggles, Safety helmets, first aid
- Especially for those dealing with potentially hazardous chemical and equipments.



Insurances And Coverage

- SOCSO
(Social Security Organization)
- EPF
(Employees Provident)
- Workmen Compensates.

Health & Morale

The health and morale of staff and leaders is all important to the ability to continue to meet performance expectations and to interact with clients, colleagues and management positively.



Conclusions

- A workplace which promotes and sustains the welfare, health and morale (wellbeing) of staff has a higher energy and productivity
 - It is in the interests of employers to maintain staff morale, why?
 - Increase quality of employee products and works
- Let's brainstorm some answers....

