I. COURSE DESCRIPTION

OSHT 2309 Safety Program Management. CIP 1507010011
Examines the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification. This course is designed to review the codes in some detail and to prepare students for the CSST exam. NCCER credit available. (3 SCH, 3 lecture, 0 lab)

Craig E. Litton, Dr. P.H. Cassandra Dillon

Gary Hicks Jeff Detrick

August 2013
A. PREREQUISITE: N/A

II. COURSE OBJECTIVES
Upon completion, the student will understand how to develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements.

III. STUDENT LEARNING OUTCOMES
Develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements, by:

1. Understand the activities involved in management leadership and employee Involvement
   Assessment Module:
   • Module 75201-03 Introduction to Safety Technology
   • Module 75205-03 Employee Involvement
   • Module 75206-03 Site-Specific EHS Plans
   • Module 75207-03 Emergency Plans

2. Demonstrate fundamental knowledge of worksite analysis skills.
   Assessment Module:
   • Module 75202-03 Hazard Recognition, Evaluation and Control
   • Module 75203-03 Risk Analysis and Assessment
   • Module 75204-03 Inspections, Audits and Observations
   • Module 75213-03 Accident Investigation: Policies and Procedures
   • Module 75214-03 Accident Investigation Data Analysis
   • Module 75215-03 Recordkeeping
   • Module 75217-03 EHS Data Tracking and Trending

3. Explain how to implement hazard control.
   Assessment Module:
   • Module 75208-JSAs and TSAs
   • Module 75210-03 Work Permit Policies
   • Module 75211-03 Confined Space Entry Procedures
   • Module 75216-03 OSHA Inspection Procedures
   • Module 75218-03 Environmental Awareness

4. Plan and implement safety training.
   Assessment Module:
   • Module 75209-03 Safety Orientation and Training
   • Module 75212-03 Safety Meetings
IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

Required course materials are available at the Brazosport College bookstore, on campus or online at
http://www.brazosport.edu/bookstore. Students are not under any obligation to purchase a textbook
from the college bookstore. The same textbook is/may also be available from an independent
retailer, including an online retailer.

For Distance Education Courses include the following: Contact the Brazosport College
Bookstore with a credit card for course materials. Phone: 979.230.3651, Fax: 979.230.3653.
Email: bookstore@brazosport.edu. Website: http://www.brazosport.edu/bookstore

B. Course Outline

*This schedule is subject to change.

Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Topics: Fundamental Concepts</td>
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<td>• Class Housekeeping</td>
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<td>• Introduction to Safety Technology</td>
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<tr>
<td>Class Activity:</td>
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<tr>
<td></td>
<td>• Chapter Review</td>
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<td>• Current Events Discussion</td>
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<tr>
<td>SHEM Video/DVD: 40118 Lost Childhood: Growing Up In an Alcoholic Family</td>
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<tr>
<td>Homework Assignment: NCCER Safety Technology Performance Task</td>
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</table>

Week Activities

2 Labor Day Holiday

Week Activities

3 Quiz Over Module 201
   Topics: Evaluating Risks: Hazard Recognition
   Readings from Textbook: Module 75202-03 Hazard Recognition, Evaluation, and Control
   Class Activity: |
|      | • Chapter Review |
|      | • Current Events Discussion |
| SHEM Video/DVD: 40099 Pro-Active Safety |
| Homework Assignment: NCCER Safety Technology Performance Task – Calculate risk for
an unsafe condition at your workplace using the formula on pg. 2.6 - 2.7. |

Week Activities

4 Quiz Over Module 202
   Topics: Evaluating Risks: Risk Assessment
   Readings from Textbook: |
<p>|      | • Module 75203-03 Risk Analysis and Assessment |
|      | • Module 75217-03 ES&amp;H Data Tracking and Trending |</p>
<table>
<thead>
<tr>
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<th>Activities</th>
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</thead>
</table>
| 5    | Quiz Over Modules 203 and 217  
*Topics: Evaluating Risks:*  
- Inspections  
- Job Safety & Task Safety Analysis  
*Readings from Textbook:*  
- Module 75204-03 Inspections, Audits, and Observations  
- Module 75208-03 JSA’s and TSA’s  
*Class Activity:*  
- Chapter Review  
- Current Events Discussion  
*SHEM Video/DVD: 40097 Job Hazard Analysis  
*Homework Assignment:* NCCER Safety Technology Performance Task – Complete a job observation. Use Fig. 6 on pg. 4.7 as your guide. |
| 6    | Quiz Over Modules 204 and 208  
*Topics: Management Leadership and EH&S Trending:*  
- Employee Involvement  
- Safety Meetings  
*Readings from Textbook:*  
- Module 75205-03 Employee Motivation  
- Module 75212-03 Safety Meetings  
*Class Activity:*  
- Chapter Review  
- Current Events Discussion  
*SHEM Video/DVD: 40101 The Safety Mentor  
*Homework Assignment:* TBD |
| 7    | Quiz Over Modules 205 and 212  
*Topics: Safety Planning:* Site Specific Safety Planning  
*Readings from Textbook:* Module 75206-03 Site Specific EHS Plans  
*Class Activity:*  
- Chapter Review  
- Current Events Discussion  
*SHEM Video/DVD: 40102 Safety Programs  
*Homework Assignment:* NCCER Safety Technology Performance Task – Use the Risk Assessment Matrix on pg. 6.2 Table 1 of Module 75206-03 to calculate risk for an unsafe condition at your work place. |
<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
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</table>
| 8    | Quiz Over Module 206  
Readings from Textbook: Module 75207-03 Emergency Plans  
Class Activity:  
  - Chapter Review  
  - Current Events Discussion  
SHEM Video/DVD: 40094 Emergency Action Plans  
Homework Assignment: Prepare for the midterm exam. |
| 9    | Midterm Exam and Quiz Over Module 207 |
| 10   | Quiz Module Retakes  
Topics: Safety Training  
Readings from Textbook: Module 75209-03 Safety Orientation and Training  
Class Activity:  
  - Chapter Review  
  - Current Events Discussion  
SHEM Video/DVD: 40100 Safety Committees  
Homework Assignment: NCCER Safety Technology Performance Task - Prepare a Tool Box Talk of a topic of your choosing. Include the text or what will be covered in the talk plus a handout for the crew. |
| 11   | Quiz Over Module 209  
Topics: Work Place Permitting  
Readings from Textbook:  
  - Module 75210-03 Work Permit Policies  
  - Module 75211-03 Confined Space Entry Procedures  
Class Activity:  
  - Chapter Review  
  - Current Events Discussion  
  - Divide into three teams fill out three major different confined space permits, compare and review  
Homework Assignment: TBD  
Turn in Term Paper |
| 12   | Quiz Over Modules 210, 211  
Topics: Accident Investigation  
  - Accident Policies  
  - Accident Recordkeeping  
Readings from Textbook:  
  - Module 75213-03 Accident Investigation: Policies and Procedures  
  - Module 75214-03 Accident Investigation: Data Analysis  
Class Activity:  
  - Chapter Review  
  - Current Events Discussion |
**SHEM Video/DVD:** 40104 Star Witness-Accident Reporting

**Homework Assignment:** NCCER Safety Technology Performance Task – Complete a root cause analysis using the techniques found in Module 75214-03 pg. 14.1 – 14.5. You may choose from the four following methods: Accident Causation Model; The Why Method; Sequence of Events: Why Method; or OSHA’s Change Analysis.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 13   | Quiz Over Modules 213, 214  
Topics: OSHA Recordkeeping  
**Readings from Textbook:** Module 752115-03 Recordkeeping  
**Class Activity:**  
- Chapter Review  
- Current Events Discussion  
**Homework Assignment:** NCCER Safety Technology Performance Task - Bring to class safety statistics from the BLS and safety statistics from another source. You will need to do search to find this second source of safety stats. |
| 14   | Quiz Over Module 215  
Topics: OSHA Inspections  
**Readings from Textbook:** Module 75216-03 OSHA Inspection Procedures  
**Class Activity:**  
- Chapter Review  
- Current Events Discussion  
- Review and discuss the OSHA documents in the rack. |
| 15   | Quiz Over Module 216  
Topics: EPA Regulations  
**Readings from Textbook:** Module 75218-03 Environmental Awareness  
**Class Activity:**  
- Chapter Review  
- Current Events Discussion  
**SHEM Video/DVD:** 40054 Historic Pollution Films |
| 16   | Quiz Over Module 218  
**Term Project Presentations:** each student deliver a verbal summary  
**Final Exam**  
**Finish Performance Activities and Make up Quizzes** |

**Chapter Readings:** Each student should come to class prepared to discuss the chapters assigned for that class. Students will be called upon in random order. All chapters will be discussed for each class.

**Current Events:** Each student should come to class with a current events report about Construction Safety from a credible news source

**V. LAB REQUIREMENTS:**
Selected classroom performance activities are part of the required curriculum.
VI. STUDENTS WITH DISABILITIES
Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact the Special Populations Counselor, 979.230.3236, for further information.

VII. ACADEMIC HONESTY
Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu. Click on the CATALOGS AND SCHEDULES link under STUDENTS.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

VIII. ATTENDANCE AND WITHDRAWAL POLICIES
If the student decides to drop out of the class it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a “W” on their transcript. If this is not done the student will receive a grade based on the test grades and class grades earned before he/she stopped coming to class.

Class attendance is not graded, but you must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar. If you stop attending class and do not withdraw, you will receive a performance grade, usually an “F”.

IX. COURSE REQUIREMENTS AND GRADING POLICY

A. Grading:
   - Final Exam                             20%
   - Midterm                                20%
   - Quizzes:                               20%
   - Term Project                           20%
   - Class Participation and Assignments    20%

B. Scoring:
   - A (90 - 100%) -- Unqualified and unsurpassed mastery of the learning outcomes
   - B (80 - 89.9%) -- Unqualified mastery of the learning outcomes
   - C (70 - 79.9%) -- Qualified mastery of the learning outcomes
   - D (60 - 69.9%) -- Mastery of the learning outcomes but with significant qualifications
   - F (0 - 59.9%) -- Has not mastered the learning outcomes
   - I (Incomplete) Failed to complete assigned components.
Honest and serious participation in each of the five course elements is required to pass the course. A failing grade will be assigned regardless of the overall score if the student fails to complete any one of the following items:

1. Complete the mid-term exam
2. Submit a term paper,
3. Complete the final exam.

A student must pass the course for the quiz and activity scores to be reported to NCCER for the CSST certificate.

C. Testing:
A Mid Term and a Final Exam are required. A variety of quizzes or assignments in place of quizzes may be presented at the discretion of the Instructor.

D. Make up policy:
A student will normally be given only one week in which to make up missed quizzes or assignments. Students who miss class delay the ability of other students to received timely feedback on their work. It is the responsibility of each student to contact the Instructor on the day following the absence and to make time to come in before the next class to clear up the missed quiz or assignment. The Instructor is usually expected to give a score of zero to quizzes or assignments that are two weeks or more late.

X. STUDENT RESPONSIBILITIES
Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

- understand the syllabus requirements
- use appropriate time management skills
- communicate with the instructor
- complete course work on time, and
- utilize online components (such as Desire2Learn) as required.

A. HOUSEKEEPING
1) Keep the room ready for the next class. When you leave each evening, the room is to be returned to the condition it was in when you arrived, or better.
2) We do not want to look like we were raised in a barn. Keep it clean and place all trash in the proper containers before you leave.
3) Do not alter the computer or audio-visual electronics. Improper use of computer and other equipment in violation of Brazosport College policies may result in penalties according to College rules.

B. EXPECTATIONS:
1) You are largely responsible for your own success or failure as a student.
2) As a minimum, students are expected to read the assigned chapter(s) each week. Being prepared is a necessary part of your continuing education and a vital part of the construction industry.
3) We expect all assignments to be completed on time and to the best of your ability.
4) While we encourage cooperation with your fellow students, academic honesty is the standard; you are solely responsible for your own work.
5) We expect and will demand adult behavior in the classroom, both physical and on-line. We expect to have fun and hope you do too.
6) If there is a problem with the material call upon the instructor first for help.
7) There are no bad questions. Always ask if you are unsure.

C. STUDENT RESPONSIBILITIES:
1) This is not a self-paced course, but requires weekly interaction with the class and the instructor. Like Woody Allen said “Most of Life is about showing up”.
2) It is your responsibility to read the syllabus and other information provided by the instructor, and to follow the instructions contained therein.
3) If you fail to submit assignment(s) or tests on time, the instructor has the option of not accepting the late work, or accepting the late work with a downgrade penalty.
4) You should make every effort to stay on track with the assignments, as it is very difficult to “play catch-up.”
5) If for any reason you should fall behind in their work, (illness, accident, temporary duty, etc.) contact the instructor immediately.
6) You must complete exams/papers and assignments prior to the end of the scheduled term, or risk being graded zero for that work and run the risk of failure of the course
7) At times, life situations occur where you will need to make hard choices between getting a good grade in a course (or even finishing it) and other priorities in your life, such as a job, family, etc. It is up to each student to make those choices. Occasionally, one will have to make the commendable choice that job or family must take priority and then live with the consequences that has on your studies and GPA. The College has an ethical obligation to ensure that a level playing field is provided for all students, so those who make the hard choices don’t get short changed by students who ask for extra time to get their school work done when they haven't made those hard choices.
8) Extensions/Incompletes are NOT a right, but a VERY RARE exception that are granted only in the most extraordinary of situations. If you feel that you will require an extension/incomplete (again, the exception, not the rule), it is your responsibility to contact the instructor BEFORE THE END OF THE COURSE and make this request. In most cases, written third party documentation will be required to support your request. It is at the discretion of the instructor whether an extension/incomplete will be granted and for what length of time it will be granted, with an absolute maximum extension period of 90 days.

D. STUDENT COMPUTER RESPONSIBILITIES:
1) It is a fact of life that we must use computers to complete class work, access presentations and take some tests. You should have a computer, software, and internet access at hand to do this. If you do not, at best consult with the LAC in E-201. There are numerous campus resources available to you.
2) The default software being used is Microsoft Word for text documents and Microsoft PowerPoint for presentations. At a minimum, readers for these programs are downloadable free from the www.microsoft.com website.
3) The computer ate my homework is not an acceptable excuse. It is a fact of life that computers are not perfectly reliable, and those computers using Windows have a certain reputation. Users should learn how to survive and readily recover from crashed programs and the need to reboot. When creating your own work you should save the document after each page and learn how to recover from computer problems. If worse comes to worse, read the manuals.

4) The instructor generally cannot help you solve your computer problems. Exception – problems with our files, in which case the Instructor will help to the best of ability.

5) You are responsible for your own SPAM and viruses. No one should use personal computers, email or the Internet for these courses without possessing their own anti-virus software. If you open a strange email and get your computer infected with a virus, it is your own doing and your own responsibility. You should learn how to block unwanted email.

E. TELECOMMUNICATION DEVICES:
   1) All cell phones, “Blackberry” e-mail type devices, and PDA’s MUST be turned completely off and stowed so that you cannot access them in the classroom.
   2) Calculators are for sale in the BC Bookstore to support math problems, as long as they do not have stored test information they may be used.
   3) Cheating via use of telecommunications devices will result in an immediate ZERO for the test involved and may result in further penalties.

XI. PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

A term paper is required. This must be original work not a duplication of work for another class. Normally for this course this is an approved safety plan based on a business profile from Best Loss Control software which will be selected by the instructor and is available on a computer in the BC Library. You will use the model plan in the textbook. It may be longer than typical book report papers.

The general rules for all narrative papers are

- MS Word Document format submitted both electronically and in hardcopy; if not in MS Word will be rejected; if you need to convert from MS Works, WordPerfect or other obtain help from Learning Center before due date.
- All such reports are scanned via Turnitin.com for plagiarism
- Format must be 1” margins all around, Times Roman 12 point font, 1.5 lines spacing; use Page Setup
- Do Not use “quotes” for emphasis (as shown here). Quoted material is to be a single spaced block, additionally indented one inch, quote marks at start and end of block.
- No more than ½ page of illustration counts to the narrative page count. Excess will not be included in page count.
- No more than ½ page of quoted material counts toward the narrative page count. Excess will not be included in page count.
- Cover and reference citation pages are required but do not count toward the narrative page count
- Pages short will affect score to the nearest half page: e.g. -10 points for ½ page short, etc.
Improper use may also reduce page count and or score

Due on or before Lesson 11 end of class: Late penalties apply:
-10 points if received between end of class 11 and midnight before the start of class 12;
-20 points if received between end of class 12 and midnight before the start of class 13;
-40 points if received between end of class 13 and midnight before the start of class 14;
-80 points if received between end of class 14 and midnight before the start of class 15; no paper accepted thereafter

XII. OTHER STUDENT SERVICES INFORMATION

A. BC COMPUTER ACCOUNTS: Each student is expected to go to IT services and obtain a computer account, BEFORE the second class of the term. They can be reached at 979-230-3266. You may need to call for an appointment before class for evening classes. Improper use of computer accounts in violation of Brazosport College policies may result in penalties according to College rules. Be aware that ALL online activity is monitored and logged; you have NO right to privacy.

B. COLLEGE WEBSITE: www.brazosport.edu you should learn to use the college website to find most student information. If you need to take computer classes to learn to use the internet or other computer programs please check with LAC in.

C. CLASSROOM COPYRIGHT: An implicit copyright of original work not otherwise referenced from others exists for all class materials. Visual or audio recording of class activity is restricted to the College and Instructor. No class material or activity may be recorded or posted on the Internet except by approval of the Instructor.

D. NOTES ON SCHEDULE: A general sixteen-week recommended schedule follows in this document. The instructor will adjust it to meet the details of the specific semester schedule, recognizing variances due to Brazosport College exam schedules, State and Federal Holidays and the availability of such items as a guest speaker.

Information about the Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling 979-230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC); see www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call 979-230-3253.

To contact the Physical Sciences and Process Technology Department call 979-230-3618.

The Student Services provides assistance in the following:

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Counseling and Advising</td>
<td>979-230-3040</td>
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<tr>
<td>Financial Aid</td>
<td>979-230-3294</td>
</tr>
<tr>
<td>Student Activities</td>
<td>979-230-3355</td>
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To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.

STATE OF TEXAS WORKFORCE EDUCATION COURSE MANUAL REQUIREMENTS:

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<td>Safety Program Management</td>
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Course Level: **Intermediate**

Course Description: **Examine the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.**

End-of-Course Outcomes: **Develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements.**

Lab Recommended

CIP Code Description: **15.0701 (Occupational Safety and Health Technology/Technician)**

Year: **2010**