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Course Outline for BUSN 84

WRKPLACE SAFETY, SECURITY & HLTH

Effective: Fall 2007

I. CATALOG DESCRIPTION:

BUSN 84 — WRKPLACE SAFETY, SECURITY & HLTH — 3.00 units

Management's responsibilities in workplace safety, security, health and accident prevention. Focus on managers' and supervisors' role; Cal-OSHA, California SB 198 and the American Disabilities Act in relation to a secure, safe and healthy work environment; identifying and containing different types of safety and security hazards; safety and security analysis; and incident investigation; health and safety training aids, stress reduction and management; ergonomics and future challenges in safety and security issues.

3.00 Units Lecture

Strongly Recommended

BUSN 56 - Introduction to Management

Grading Methods:

Discipline:

	MIN
Lecture Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. BUSN56

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Understand supervisory responsibilities in workplace health, safety and security;
- B. Learn how to evaluate hazards in accidents in order to develop corrective measures;
- C. Study the different types of security and safety hazards;
- D. Understand some of the legal implications involved in workplace health, safety and security;
- E. Learn how to stimulate interest in health, safety and security and related training;
- F. Gain a knowledge of the sources of workplace health, safety and security information;
- G. Be able to review and understand a hazardous materials business plan, complete a hazardous materials data sheet, and learn the specifications of an injury an illness prevention program all found under SB 198;
- H. Understand the legal ramifications of non-compliance;
- I. Be able to discuss future concerns and practices.

V. CONTENT:

- A. History of workplace health, safety and security
 1. Challenges
 2. Management Requirements and Commitments
- B. Cal-OSHA, SB 198 and ADA as they apply to worker' health, safety and security
 1. Core regulatory requirements
 2. Record keeping
- C. Ethics of a healthy, safe and secure work environment
- D. Hazards
 1. Types
 2. Recognition and identification
 3. Management and response
- E. Incident investigation, reports and analysis
- F. Creating a Healthy, Safe and Secure Culture
 1. Promoting safe working conditions
 2. Safety training
- G. Hazardous materials
 1. Recordkeeping, Labeling and Training

- 2. Handling, storage and management
- 3. Exposure and disposal requirements
- H. Environmental health and safety-air, water and pollution
- I. Emergency Response Plans
- J. Workers' compensation
- K. Current issues, practices and developments

VI. METHODS OF INSTRUCTION:

- A. Problem solving tasks and activities in which students are expected to use theory and generally accepted standards to make decisions and report their conclusions.
- B. Formal and informal lectures enhanced by classroom discussion based on student questions related to the material.
- C. Lectures utilizing power Point overhead transparencies, computer media, handouts, whiteboard and/or blackboard.
- D. Audio-visual materials including but not limited to video tapes and Internet web casts with handouts for note taking, and small group discussion.
- E. In class current topic discussions and assignments handled individually, with class partners, in teams and/or as the whole class.
- F. Readings of text assignments, journals, magazines, class handouts and/or study guide applications.
- G. Written exercises and case studies to evaluate concepts and facts.
- H. Small group and individual problem solving tasks and activities where students are expected to reach consensus or make decisions and report their findings; and
- I. **Guest Lecturers** - as appropriate.
- J. Critical thinking exercises to integrate students' overall ability to understand the material.

VII. TYPICAL ASSIGNMENTS:

Instructors will utilize a variety of assignments designed to meet the objectives of the course, to enhance the students' varied strengths and to minimize learning weaknesses in students. A. Recognition tasks: matching, identifying correct facts, etc. For example completing a crossword puzzle based on the terms from the chapter. B. Practical writing, reading, speaking and listening tasks that demonstrate or elicit and understanding of and/or a possession of the facts. Examples include: 1. Students are expected to read assigned sections of the textbook before each class. a. Answer questions that review each week's reading material(s). b. Ask questions that clear up any gaps in the student's understanding of the assigned reading material(s). 2. Group Presentations 3. Reading a. Read the chapter "Ethics and Safety" in the text. Complete the "Your Choices" case study at the end of the chapter and be prepared to discuss within small groups in class. b. Read the Employment and Safety journal article "Violence in the Workplace" posted on Blackboard and the accompanying case study. Be prepared to discuss and create an action plan during class. 4. Writing a. Chapter Reviews: Using complete sentences, write answers to the end of the chapter case studies. The questions require definitions, identifications of methodologies, descriptions of assessments of evaluation systems, extrinsic and intrinsic rewards and composition of good/poor performance reviews to employee compensation. b. Write a review of the chapter's Case Study; and/or c. Project: Research the hazard assessment, prevention and control strategies. Analyze and discuss the strengths and weaknesses of each of the methodologies. Interview an IIPP managers at a local company to determine the risk strategy used at that company and how it compares to the systems you researched. 5. Small Group Work a. Collect at least three safety communication policies. Critique and provide recommendations to improve each of the policies. b. Using the input from the rest of the group and the research on safety training and communication policies each student will prepare a report recommending improvements and a recommended training plan.

VIII. EVALUATION:

A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Research Projects
- 4. Papers
- 5. Group Projects
- 6. Class Participation
- 7. Other:
 - a. Methods:
 - 1. Class and small group discussions of current issues
 - 2. Chapter Assignments
 - a. Vocabulary building through crossword puzzles, matching and end of chapter questions; and
 - b. Completion of assigned chapter projects
 - 3. In-class written case study analyses of video and written cases
 - 4. Research paper
 - a. Select topic from instructor's list
 - b. Use literature, periodicals, interviews and Internet resources
 - c. Prepare at least a 10-page paper
 - 5. Periodic multiple choice, true/false and short answer examinations on topic segments and chapters and a comprehensive final with objective questions
 - 6. Student participation individually and in small groups

B. **Frequency**

- 1. Frequency:
 - a. Instructors may choose how and when to evaluate students through the use of a variety of written assignments, quizzes and tests
 - b. Frequent feedback is expected to insure students are building on the foundation concepts and to identify if there needs to be a change in the type of assignments or the presentation of material

IX. TYPICAL TEXTS:

- 1. Asfahl, C. Ray *Industrial Safety and Health Management*. 5th ed., Pearson Prentice Hall, 2004.
- 2. Goetsch, David L. *Occupational Safety and Health for Managers*. 6th ed., Pearson Prentice Hall, 2008.
- 3. Hopwood, Dan and Steve Thompson *Workplace Safety Guide for Small and Mid-Sized Companies.*, Wiley, 2006.
- 4. Friend, Mark and Celeste A. Winterberger *Fundamentals of Occupational Safety and Health*. 3rd ed., Government Institutes, 2003.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Computer and printer access
- B. Internet access