



Western Technical College

10196136 Safety in the Workplace

Course Outcome Summary

Course Information

Description An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal and state mandated regulations.

Career Cluster Business Management and Administration

Instructional Level Associate Degree Courses

Total Credits 3

Total Hours 54

Pre/Corequisites

Prerequisite 10196128 Professional Development Strategies

Textbooks

Supervisors' Safety Manual. 11th Edition. Copyright 2018. Martin, Linda F. and Daniel Corcoran. Publisher: National Safety Council. **ISBN-13**: 978-0-87912-354-3. Required.

Success Abilities

1. Cultivate Passion: Increase Self-Awareness
2. Live Responsibly: Develop Resilience
3. Live Responsibly: Embrace Sustainability
4. Refine Professionalism: Act Ethically
5. Refine Professionalism: Improve Critical Thinking

Program Outcomes

1. Utilize quality strategies and tactics
2. Apply effective leadership skills
3. Apply Human Resource policies and procedures
4. Perform supervisory management functions to achieve organizational objectives

Course Competencies

1. Promote safety awareness.

Assessment Strategies

- 1.1. Written Product

Criteria

You will know you are successful when

- 1.1. you define accident, hazard, hazard control and loss control.
- 1.2. you summarize the safety responsibilities of employees, supervisors and upper management.
- 1.3. you analyze direct and indirect costs of accidents and illnesses and the cost effectiveness of safety.
- 1.4. you list the safety responsibilities for 1) employees 2) supervisors and 3) upper management.
- 1.5. you describe the need for PPE.
- 1.6. you identify when PPE would be used/worn.

Learning Objectives

- 1.a. Define accident, hazard, hazard control and loss control
- 1.b. Identify the safety responsibilities of employees, supervisors and upper management
- 1.c. Analyze the cost effectiveness of safety
- 1.d. Identify direct and indirect costs of accidents and illnesses
- 1.e. Research different Personal Protective Equipment (PPE) and relate to specific workplace usage.

2. Measure compliance with safety regulations and policies.

Assessment Strategies

- 2.1. Written Product

Criteria

You will know you are successful when

- 2.1. you identify necessary safety and health regulations.
- 2.2. you define OSHA.
- 2.3. you describe employer and employee rights and responsibilities with regards to OSHA compliance.
- 2.4. you explain the application of OSHA standards specific to organizations.
- 2.5. you discuss strategies for dealing with non-compliance.

Learning Objectives

- 2.a. Identify federal, state, local and company safety regulations.
- 2.b. Identify federal, state, local and company health regulations.
- 2.c. Analyze the need and implication of regular compliance
- 2.d. Identify strategies for dealing with non-compliance
- 2.e. Define OSHA
- 2.f. Identify OSHA regulations
- 2.g. Identify employer and employee rights and responsibilities with regards to OSHA compliance
- 2.h. Explain the use of material safety data sheets

3. Analyze accidents and illnesses.

Assessment Strategies

- 3.1. Flowchart
- 3.2. Written Product

Criteria

You will know you are successful when

- 3.1. you identify the proper steps to take when investigating an accident or illness.
- 3.2. you complete an accident report with an analysis of the factors leading up to and contributing to the accident.
- 3.3. you create a plan, with strategies, to reduce accidents in the workplace.
- 3.4. you apply the specific OSHA requirements for record keeping.

Learning Objectives

- 3.a. Outline the purpose and objectives of accident reporting
- 3.b. Identify the proper steps to take when investigating an accident or illness
- 3.c. Research types of accident reports and OSHA guidelines for reporting.
- 3.d. Explain how to preserve evidence and select and interview accident witnesses

4. Apply effective human relations techniques with regards to safety.

Assessment Strategies

- 4.1. Written Product

Criteria

You will know you are successful when

- 4.1. you summarize the supervisor's role in ensuring a safe, healthy work environment.
- 4.2. you explain the legal aspects of handling employees health and social problems.
- 4.3. you identify situations where an employee's health/social concerns may pose a threat to job safety and productivity.
- 4.4. you explain safety motivation techniques.

Learning Objectives

- 4.a. Assess the supervisor's role in ensuring a safe, healthy work environment
- 4.b. Determine methods for handling employee health and social problems that can cause a threat to job safety and productivity
- 4.c. Compare and contrast safety incentive programs.

5. Organize new employee orientation/ training programs.

Assessment Strategies

- 5.1. Written Product

Criteria

You will know you are successful when

- 5.1. you discuss the difference between new employee orientation and ongoing safety training.
- 5.2. you complete a Job Safety Analysis (JSA).
- 5.3. you describe how to coach employees in safety and healthy behaviors.
- 5.4. you create a safety training for a specific workplace task.

Learning Objectives

- 5.a. Explain the need to provide safety training for your employees
- 5.b. Discuss the difference between new employee orientation and ongoing safety training
- 5.c. Complete a Job Safety Analysis (JSA) and Job Instruction Training (JIT)
- 5.d. Describe how to coach employees in safety and healthy behaviors
- 5.e. Identify the need for employee involvement in accident prevention programs
- 5.f. Practice conducting an assigned safety training.

6. Organize safety inspections.

Assessment Strategies

- 6.1. safety inspection

Criteria

You will know you are successful when

- 6.1. you describe procedures used to plan and conduct an effective safety inspection.
- 6.2. you complete a safety audit.
- 6.3. you analyze the results of safety inspection.

6.4. you create a plan for corrective actions from results of safety inspection.

Learning Objectives

- 6.a. Outline the purpose and objectives of safety inspections
- 6.b. Identify procedures used to plan and conduct an effective safety inspection
- 6.c. Describe how to inspect work practices
- 6.d. Practice a safety audit
- 6.e. Identify a plan for follow-up of recommendations made
- 6.f. Compare results to safety training requirements.

7. Minimize the risk of hazards in the work place.

Assessment Strategies

7.1. Written Product

Criteria

You will know you are successful when

- 7.1. you describe various chemical, physical, ergonomic, and/or biological health hazards commonly encountered on the job.
- 7.2. you identify methods of controlling various harmful environmental hazards and stresses.
- 7.3. you explain proper manual materials handling and storage, and basic requirements of safe guarding machines and equipment.
- 7.4. you describe the use of material safety data sheets.

Learning Objectives

- 7.a. Categorize types of risk: chemical, physical, ergonomic and biological.
- 7.b. Explore chemical, physical, ergonomic, and/or biological health hazards commonly encountered on the job.
- 7.c. Define industrial hygiene, environmental hazards, personal protection equipment, safeguarding, and ergonomics
- 7.d. Identify methods of controlling various harmful environmental hazards and stresses
- 7.e. Identify types of personal protective equipment PPE and when PPE would be used on the job.
- 7.f. Identify why and how material safety data sheet are used.

8. Explore issues of work place violence and substance abuse.

Assessment Strategies

8.1. Written Product

Criteria

You will know you are successful when

- 8.1. you identify the warning signs of substance abuse and workplace violence.
- 8.2. you describe the supervisor's role in the referral and intervention process.
- 8.3. you explain the responsibility to both the employee and the organization when substance abuse is recognized
- 8.4. you follow regulations for referring personnel to human resources.

Learning Objectives

- 8.a. Define alcohol and drug addiction and its effect on the workplace
- 8.b. Identify the warning signs of substance abuse
- 8.c. Identify the warning signs of workplace violence
- 8.d. Discuss the referral and intervention process
- 8.e. Discuss the supervisor's responsibility to both the employee and the organization

9. Examine effective fire protection practices

Assessment Strategies

9.1. Written Product

Criteria

You will know you are successful when

- 9.1. you identify safeguards required to prevent fires.
- 9.2. you demonstrate procedures for reporting fires.

- 9.3. you describe common fire hazards.
- 9.4. you evaluate work areas for potential fire hazards.
- 9.5. you describe the importance of safety training in the workplace.
- 9.6. you identify the types of fire extinguishers.
- 9.7. you describe the specific use of each type of fire extinguisher.

Learning Objectives

- 9.a. Research common fire hazards, causes of fires, and safeguards required to prevent fires.
- 9.b. Examine the importance of building-wide fire protection measures.
- 9.c. Explore procedures for reporting fires, fighting fires, and evaluating work areas
- 9.d. Define the supervisor's responsibility
- 9.e. Summarize the types of fire extinguishers and their uses.

10. Examine electrical safety principles.

Assessment Strategies

- 10.1. Written Product

Criteria

You will know you are successful when

- 10.1. you explain proper safety standards and procedures to handle electrical equipment safely.
- 10.2. you describe how to use extension cords, hand and power tools safely.
- 10.3. you identify common workplace electrical hazards.
- 10.4. you define who a qualified employee is.
- 10.5. you explain the responsibilities of a qualified employee.

Learning Objectives

- 10.a. Research the effect of electricity on the human body and how to use grounding to prevent shocks and shock hazards.
- 10.b. Identify how to use extension cords, hand and power tools safely.
- 10.c. Identify the uses and limitations of ground-fault circuit interrupters.
- 10.d. Examine proper safety standards and procedures to handle electrical equipment safely.
- 10.e. Define the supervisor's responsibility for electrical safety in the workplace.
- 10.f. Define qualified employees and their ability to work on specific equipment.

11. Develop emergency preparedness plans.

Assessment Strategies

- 11.1. Written Product

Criteria

You will know you are successful when

- 11.1. you describe the elements of Emergency Planning.
- 11.2. you summarize the possible effects of emergencies and natural disasters on the employees, organization, and community.
- 11.3. you develop an emergency response plan (ERP) customizing the plan to meet local needs.

Learning Objectives

- 11.a. Analyze the possible effects of emergencies and natural disasters on the employees, organization, and community.
- 11.b. Identify the major elements of Emergency Planning.
- 11.c. Define emergency response plans (ERP).
- 11.d. Identify situations in need of an ERPs.