

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

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. Demonstrate ability to think critically.
2. Transfer social and natural science theories into practical applications.
3. Use effective communication skills.

Program Outcomes

1. Manage employees and participate in a team environment.
2. Apply continuous improvement strategies to the supervision process.
3. Manage processes and systems to maximize organizational productivity and quality.
4. Ensure legal compliance to all laws regarding employer/employee relationships and safety.
5. Evaluate employee performance.
6. Facilitate change in an organization.
7. Apply ethical standards to the workplace.
8. Utilize quality strategies and tactics.

9. Apply effective leadership skills.
10. Apply Human Resource policies and procedures.
11. Perform supervisory management functions to achieve organizational objectives.

Course Competencies

1. Promote safety awareness

Assessment Strategies

- 1.1. through a discussion of direct and indirect costs of accidents
- 1.2. in a written paper on how their employer manages work place safety at the supervisor level
- 1.3. in the creation of a list of safety responsibilities for 1) employees 2) supervisors and 3) upper management
- 1.4. in a personal philosophy of safety

Criteria

Criteria - Performance will be satisfactory when:

- 1.1. learner defines accident, hazard, hazard control and loss control
- 1.2. learner summarizes the safety responsibilities of employees, supervisors and upper management
- 1.3. learner analyzes direct and indirect costs of accidents and illnesses and the cost effectiveness of safety

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

2. Measure compliance with all federal, state, local and company safety/health regulations and policies

Assessment Strategies

- 2.1. in a written report answering the question " What is the purpose of OSHA?"
- 2.2. in a flow chart of how OSHA and EPA information is passed onto employees
- 2.3. in a written report indicating if OSHA, EPA, and state regulations impact the cost of doing business

Criteria

Criteria - Performance will be satisfactory when:

- 2.1. learner defines OSHA
- 2.2. learner identifies employer and employee rights and responsibilities with regards to OSHA compliance and strategies for dealing with non-compliance
- 2.3. learner explains the hazard communication standard, the labeling system, and the use of material safety data sheets

Learning Objectives

- 2.a. Analyze the need and implication of regular compliance
- 2.b. Identify strategies for dealing with non-compliance
- 2.c. Identify employer and employee rights and responsibilities with regards to OSHA compliance
- 2.d. Define OSHA
- 2.e. Identify sources of OSHA regulations
- 2.f. Explain the hazard communication standard
- 2.g. Recognize the various types of warning labels that must be used on all containers of hazardous materials
- 2.h. Explain the use of material safety data sheets

3. Analyze accidents and illnesses

Assessment Strategies

- 3.1. in a flowchart of proper steps to take when investigating an accident or illness
- 3.2. in a completed accident report with an analysis of the factors leading up to and contributing to the accident

Criteria

Criteria - Performance will be satisfactory when:

- 3.1. learner identifies the proper steps to take when investigating an accident or illness
- 3.2. learner completes an accident report

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. Complete an accident report
- 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. in an explanation of the importance of a supervisor's communication (verbal, written, and nonverbal) and listening skills
- 4.2. in a written report identifying the leadership skills that affect employees' attitudes towards safety
- 4.3. in a list of issues in off-the-job safety

Criteria

Criteria - Performance will be satisfactory when:

- 4.1. learner assesses the supervisor's role in ensuring a safe, healthy work environment
- 4.2. learner determines methods for handling employees health and social problems that can cause a threat to job safety and productivity

Learning Objectives

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

5. Organize new employee orientation/ training programs

Assessment Strategies

- 5.1. through participation in a group discussion regarding orientation and ongoing safety training
- 5.2. in a completed a Job Safety Analysis (JSA)

Criteria

Criteria - Performance will be satisfactory when:

- 5.1. learner discusses the difference between new employee orientation and ongoing safety training
- 5.2. learner completes a Job Safety Analysis (JSA)
- 5.3. learner describes how to coach employees in safety and healthy behaviors

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

6. Organize safety inspections

Assessment Strategies

- 6.1. in a list of the steps for conducting a safety inspection
- 6.2. through the performance a safety inspection
- 6.3. through a completed safety inspection form

Criteria

Criteria - Performance will be satisfactory when:

- 6.1. learner identifies procedures used to plan and conduct an effective safety inspection
- 6.2. learner completes a safety audit

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. Complete a safety audit
- 6.e. Identify a plan for follow-up of recommendations made

7. Minimize the risk of chemical, physical, ergonomic and biological hazards in the work place

Assessment Strategies

- 7.1. in a list of four categories of health hazards found on the job and provide examples of these hazards from the workplace
- 7.2. in a written report discussing the role of the Supervisor in forming positive attitudes by their employees using personal protective equipment (PPE)
- 7.3. in a design of an ergonomically correct workstation and rationale supporting the design
- 7.4. in a 5 minute Hazardous Communication on a chemical that is used in the workplace or at home

Criteria

Criteria - Performance will be satisfactory when:

- 7.1. learner describes various chemical, physical, ergonomic, and/or biological health hazards commonly encountered on the job
- 7.2. learner identifies methods of controlling various harmful environmental hazards and stresses
- 7.3. learner identifies the principles and goals of ergonomics
- 7.4. learner explains proper manual materials handling and storage, and basic requirements of safe guarding machines and equipment.

Learning Objectives

- 7.a. Define industrial hygiene, environmental hazards, personal protection equipment, safeguarding, and ergonomics
- 7.b. Describe various chemical, physical, ergonomic, and/or biological health hazards commonly encountered on the job
- 7.c. Identify methods of controlling various harmful environmental hazards and stresses
- 7.d. Explain the importance of using personal protective equipment (PPE)
- 7.e. List reasons for employee resistance to the use of PPE and explain how to overcome those objections
- 7.f. Identify the proper PPE to match specific hazards
- 7.g. Develop a Personal Protective Equipment program
- 7.h. Describe ergonomic problems and symptoms
- 7.i. Identify the principles and goals of ergonomics
- 7.j. Identify the elements of a corrective ergonomics plan
- 7.k. Explain proper manual materials handling and how to instill back injury awareness
- 7.l. Identify the principles, benefits, and basic requirements of safeguarding machines and equipment on the job
- 7.m. Identify the principles and guidelines for safe materials handling and storage

8. Explore issues of work place violence and substance abuse

Assessment Strategies

- 8.1. in a list of warning signs a supervisor should be aware of for 1) substance abuse 2) workplace violence
- 8.2. in a written evaluation of your company policies regarding substance abuse and workplace violence

Criteria

Criteria - Performance will be satisfactory when:

- 8.1. learner identifies the warning signs of substance abuse and workplace violence
- 8.2. learner describes the supervisor's role in the referral and intervention process and responsibility to both the employee and the organization

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. Communicate blood borne pathogens policies and procedures

Assessment Strategies

- 9.1. in the design of an exposure control plan

Criteria

Criteria - Performance will be satisfactory when:

- 9.1. learner explains the proper training and procedures for ensuring personal safety with regards to biohazards
9.2. learner identifies legal concerns regarding blood borne pathogens and biohazards
9.3. learner describes the contents of a biohazard cleanup kit

Learning Objectives

- 9.a. Define blood borne pathogens, AIDS/HIV, HBV, and biohazards
9.b. Explain the proper training and procedures for ensuring personal safety with regards to biohazards
9.c. Describe the contents of a biohazard cleanup kit
9.d. Discuss AIDS in the workplace with regards to employees' rights, testing, and education
9.e. Design an exposure control plan
9.f. Identify legal concerns regarding blood borne pathogens and biohazards

10. Examine proper first aid and CPR techniques

Assessment Strategies

- 10.1. in a list of the correct steps for administering CPR
10.2. through discussion of the proper first aid techniques for various injuries that occur in the workplace

Criteria

Criteria - Performance will be satisfactory when:

- 10.1. learner explains the proper first aid techniques for various injuries that occur in the workplace
10.2. learner determines the need for employee involvement in ongoing first aid and CPR training

Learning Objectives

- 10.a. Explain the proper first aid techniques for various injuries that occur in the workplace
10.b. Identify the correct steps in administering CPR
10.c. Determine the need for employee involvement in ongoing first aid and CPR training

11. Create an effective fire protection program

Assessment Strategies

- 11.1. in a report explaining the elements of combustion and the classes of fires
11.2. through the creation of a list of responsibilities a supervisor has regarding fire safety

Criteria

Criteria - Performance will be satisfactory when:

- 11.1. learner identifies fire hazards, causes of fires, and safeguards required to prevent fires
11.2. learner demonstrates procedures for reporting fires, fighting fires, and evaluating work areas

Learning Objectives

- 11.a. Outline the basic principles of fire
11.b. Identify fire hazards, causes of fires, and safeguards required to prevent fires
11.c. Explain the use and operation of fire protection equipment and systems
11.d. Demonstrate procedures for reporting fires, fighting fires, and evaluating work areas
11.e. Define the supervisor's responsibility

12. Practice effective electrical safety

Assessment Strategies

- 12.1. through creation of a company procedure for safe use of hand tools and portable power tools in the workplace
12.2. in a written report discussing the role supervisors play in ensuring that all machine operations are adequate, fail-safe and maintained

Criteria

Criteria - Performance will be satisfactory when:

- 12.1. learner explains proper safety standards and procedures to handle electrical equipment safely
- 12.2. learner describes how to use extension cords, hand and power tools safely

Learning Objectives

- 12.a. Explain the action of electricity on the human body and how to use grounding to prevent shocks and shock hazards
- 12.b. Describe how to use extension cords, hand and power tools safely
- 12.c. Describe the uses and limitations of ground-fault circuit interrupters
- 12.d. Explain proper safety standards and procedures to handle electrical equipment safely
- 12.e. Define the supervisor's responsibility

13. Develop emergency preparedness plans

Assessment Strategies

- 13.1. in the preparation of an employee evacuation plan

Criteria

Criteria - Performance will be satisfactory when:

- 13.1. learner identifies the major elements of the Emergency Planning and Community Right to Know Act of 1986
- 13.2. learner analyzes the possible affects of emergencies and natural disasters on the employees, organization, and community
- 13.3. learner develops an emergency response plan (ERP) customizing the plan to meet local needs

Learning Objectives

- 13.a. Analyze the possible affects of emergencies and natural disasters on the employees, organization, and community
- 13.b. Identify the major elements of the Emergency Planning and Community Right to Know Act of 1986
- 13.c. Develop an emergency response plan (ERP) customizing the plan to meet local needs
- 13.d. Define emergency response plans (ERP), emergency response team (ERT), emergency response networks (ERN) and training response teams (TRT)

14. Monitor compliance with all federal, state, and local environmental protection agencies

Assessment Strategies

- 14.1. in an outline of the proper documentation required to show compliance with chemical management regulations
- 14.2. in a report outlining the Supervisor's role in environmental management

Criteria

Criteria - Performance will be satisfactory when:

- 14.1. learner identifies the principle elements in the management of hazardous chemicals
- 14.2. learner explains the proper storage of and cleanup procedures for hazardous chemicals and materials
- 14.3. learner recognizes the major federal and state laws in environmental protection and implication for the workplace

Learning Objectives

- 14.a. Recognize the major federal and state laws in environmental protection and implication for the workplace
- 14.b. Identify the principle elements in the management of hazardous chemicals
- 14.c. Explain the proper storage of and cleanup procedures for hazardous chemicals and materials
- 14.d. Outline the proper documentation required to show compliance with chemical management regulations
- 14.e. Determine waste minimization, source reduction, and other policies to reduce environmental pollution