



Safety Program Management (OSHT 2309)

Credit: 3 semester credit hours (2 hours lecture, 1 hour lab)

Prerequisite: Passed the writing portion of COMPASS.

Course Description

Examine the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.

Required Textbook and Materials

1. *Nine Elements of a Successful Safety and Health System* by John Czerniak, CSP & Don Ostrander, CSP. NSC Press.
ISBN number is: 978-0-87912-257-7
2. Binder. 1 ½” – 2”, 3 ring binder with pockets
3. Dividers
4. Notebook paper for binder

Course Objectives

Upon completion of the course the student will be able to:

1. Develop and implement safety programs. (SCANS: C1.4, C3.4, C5.4, C7.5, C9.5, C12.5, C14.5)
2. Describe cost benefit analysis; summarize the basic components of human behavior modification. (SCANS: C15.5, C18.4, F1.5, F3.4, F4.4)
3. Apply the components of safety audit process including record keeping requirements. (SCANS: F6.5, F9.5, F11.3, F13.5, F16.5, F17.5)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.

Course Outline

- A. Welcome to LIT:
 - 1. Introduction of faculty and students
 - 2. Expectations
 - 3. Policies
- B. Today's Safety Professional
 - 1. Resources
 - 2. Career Paths
 - 3. Challenges of Non-Traditional Work Environments
- C. Code of Professional Conduct
 - 1. Fundamental Principles and Canons
 - 2. Professional Ethics
 - 3. Safety Management Systems
- D. Management Leadership and Commitment
 - 1. Management Responsibility
 - 2. Safety and Health Policy
 - 3. Goals and Objectives
 - 4. Performance Measurement
 - 5. Resources
 - 6. A System of Accountability
- E. Organization Communications and System Documentation
 - 1. Communication Policy
 - 2. Leadership Communication
 - 3. Record-keeping systems
 - 4. Record-keeping Information
- F. Assessments, Audits, and Continuous Improvement
 - 1. Periodic Assessments
 - 2. Assessment Process
 - 3. Types of Assessments
 - 4. Conducting Audits
 - 5. Types of Audits
 - 6. OSHA Record-keeping
 - 7. Continuous Improvement
- G. Hazard Recognition, Evaluation, and Control
 - 1. Hazard Recognition (Prevention)
 - 2. Worksite Hazard Analysis
 - 3. Determining Causes
 - 4. Categories/Types of Hazards
 - 5. Risk Assessment Method For Rating Hazards
 - 6. Control of Workplace Hazards

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Course Syllabus

- H. Workplace Design and Engineering
 - 1. Design and Start-Up Review
 - 2. Facility Layout
 - 3. Ergonomic Factors
 - 4. Material Handling
 - 5. Automated Processes
 - 6. Life Safety and Fire Protection
- I. Operational Safety and Health Programs
 - 1. Compliance Policies
 - 2. Occupational Health
 - 3. Occupational Safety Programs
 - 4. Controlling External Exposures
- J. Employee Involvement
 - 1. Benefits of Employee Involvement
 - 2. Individual Employee Involvement
 - 3. Job Safety Analysis
- K. Motivation, Behavior, and Attitudes
 - 1. Defining Factors of Motivation
 - 2. Reinforcing Desired Behaviors
 - 3. Motivational Models
 - 4. Changing Attitudes and Behaviors
- L. Training and Orientation
 - 1. Safety Training Implementation
 - 2. Annual Training Plan
 - 3. Management Training
 - 4. Contractor Training

Grading Scale

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Less than 69

Course Evaluation

- Test 1 = 25%
- Test 2 = 25%
- Notebook = 10%
- Final = 40%

Course Requirements

1. Written report as assigned.
2. Perform a Job Safety Analysis
3. Perform a Worksite Analysis

Course Policies

1. It is the responsibility of students to obtain notes for any class periods missed. Class schedule may change, so it is imperative to attend class to keep abreast of changes in the order of topics and/or tests.
2. There will be no food, drinks or tobacco products consumed or used while in class.
3. Please do not bring children to class.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination status that provides comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office located in the Cecil Beeson Building.

Course Schedule

Week 1	Course Introduction and Policies	
Week 2	The Safety Profession	
Week 3	Professional Ethics	
Week 4	Element 1: Management Leadership and Commitment	pp. 6-19
Week 5	Element 2: Organization Communications and System Doc.	pp. 22-33
Week 6	Exam I	
Week 7	Element 8: Motivation, Behavior and Attitudes	pp. 144-154
Week 8	Element 9: Training and Orientation	pp. 156-163
Week 9	Element 7: Employee Involvement	pp. 124-141
Week 10	Element 3: Assessments, Audits, and Continuous Imp.	pp. 36-52
Week 11	Exam II	
Week 12	Element 6: Operational Safety and Health Programs	pp. 86-117
Week 13	Element 5: Workplace Design and Engineering	pp. 74-83
Week 14	Element 4: Hazard Recognition, Evaluation and Control	pp. 56-72
Week 15	Final	

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Course Syllabus

Contact Information:

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