SYLLABUS - Safety Program Management (OSHT 2309)

CREDIT
3 Semester Credit Hours (lecture)

MODE OF INSTRUCTION
Face to Face. Tuesday 5.30pm – 9.25pm

PREREQUISITE/CO-REQUISITE:
Passed the writing portion of TSI or other accepted testing instrument.

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

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:

1. Develop and implement safety programs.
2. Describe cost benefit analysis; summarize the basic components of human behavior modification.
3. Apply the components of safety audit process including record keeping requirements.

INSTRUCTOR CONTACT INFORMATION

Instructor: **R. Peter Whittaker MHS REHS**

Email: rpwhittaker@lit.edu

Office Phone: 409 247 5283

Office Location: MPC 239

Office Hours: **Monday – Thursday 2.00-5.00pm.   Friday 11.00am-12.00pm (Appointment Recommended).**

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. USB Flashdrive.

ATTENDANCE POLICY

This is an attendance based class. Attendance is required for all scheduled lectures and activities. Attendance and participation account for 10% of the overall class grade (as shown in course evaluation). 3% points will be deducted from your overall grade (up to a maximum of 10%) for each unexcused absence.

An excused absence will only be granted if the student provides a written justification (for example, by email) which is vetted and approved by the instructor (such as a sickness/injury, or job related requirement). If the student is applying for a job related excused absence documentation must be provided from their employer, including their supervisor's contact information. A sick note from a Doctor or hospital is required for long term sickness/injury.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 8/27/24	Course Introduction and Policies. The 9 Elements, the Safety Profession and Career Paths. Professional Ethics ongoing throughout course	**Week 1 PowerPoint.** Pages 1-3	
Week 2 9/3/24	Element 1: Management Leadership and Commitment	**Week 2 PowerPoint.** Pages 6-19	
Week 3 9/10/24	Element 2: Organization Communications and System Documentation	**Week 3 PowerPoint.** Pages 22-33	
Week 4 9/17/24	Element 8: Motivation, Behavior and Attitudes	**Week 4 PowerPoint.** Pages 144-154	
Week 5 9/24/24	**Exam # 1** Followed by Element 9: Training and Orientation	**Week 5 PowerPoint.** Pages 156-163	**Exam 1 (9/24/24). On Week 1 – 4 Material.**
Week 6 10/1/24	Element 7: Employee Involvement	**Week 6 PowerPoint.** Pages 124-141	**Outline of proposal for Selected Topic for Class Presentation to be submitted in writing (10/1/24).**

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Week 7 10/8/24	Element 3: Assessments, Audits, and Continuous Improvement	**Week 7 PowerPoint.** Pages 36-52	
Week 8 10/15/24	Element 6: Operational Safety and Health Programs	**Week 8 PowerPoint.** Pages 86-117	
Week 9 10/22/24	**Exam # 2** Followed by Introduction to Workplace Design and Engineering	**Week 9 PowerPoint.**	**Exam 2 (10/22/24). On Week 5 – 8 Material.**
Week 10 10/29/24	Element 5: Workplace Design and Engineering	**Week 10 PowerPoint.** Pages 74-83	
Week 11 11/5/24	Element 4: Hazard Recognition, Evaluation and Control	**Week 11 PowerPoint.** Pages 56-72	
Week 12 11/12/24	**Lab.:** Case Histories	**Week 12 PowerPoint.**	
Week 13 11/19/24	**Lab.:** Class Presentations of Selected Topics		**Class Presentations of Selected Topics. 11/19/24**
Week 14 11/26/24	**Lab.:** Class Presentations of Selected Topics		**Class Presentations of Selected Topics. 11/26/24**
Week 15 12/3/24	**Exam 3 (12/3/24).** Followed by conclusion of Class Presentations of Selected Topics		**Exam 3 (12/3/24) On Week 9 – 11 Material. Followed by conclusion of Class Presentations.**
Week 16 12/10/24	**Final Exam – Comprehensive**		**Final Exam – Comprehensive. 12/10/24**

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

1. Class Attendance and Participation   10%
2. Three Class Tests (3 x 20%)   60%
3. Class Presentation of Selected Topic/Instrument   10%
4. Final Exam   20%

GRADE SCALE

- 90-100   A
- 80-89   B
- 70-79   C

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- 60-69   D
- 0-59   F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.