



Safety Program Management (OSHT 2309)
Section 6A1 - Fall 2018
Course Syllabus Class Addendum

Instructor Contact Information

Instructor	Joy Griffin, ASP
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Office Phone	409-880-8850
Office Location	MPC 240
Office Hours	Fall 2018 MTWR: 5:00-5:30 pm F: 9:00am-1:00 pm

Course Requirements

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

Assignment Schedule

Week 1	Course Introduction and Policies & The Safety Profession	
Week 2	Professional Ethics	
Week 3	Element 1: Management Leadership and Commitment	pp. 6-19
Week 4	Element 2: Organization Communications and System Doc.	pp. 22-33
Week 5	Exam I	9/25/2018
Week 6	Element 8: Motivation, Behavior and Attitudes	pp. 144-154
Week 7	Element 9: Training and Orientation	pp. 156-163
Week 8	Element 7: Employee Involvement	pp. 124-141
Week 9	Element 3: Assessments, Audits, and Continuous Improvement	pp. 36-52
Week 10	Plant Tour	10/30/2018
Week 11	Exam II	11/6/2018

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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	Case Histories	
Week 16	Final 12/4/2018	

*The order in which topics are covered is subject to change. Tests dates are also subject to change.

Additional Course Policies/Information

1. Coming to class prepared is your ticket into the classroom. ***Being prepared is defined as having the following:*** textbook, notebook, pen/pencil, paper, calculator, and completed assignments (such as study questions).
2. All exams are worth *at least* 100 and possibly more points. Any papers, presentations or special projects are worth 100 points. Late work is unacceptable. Refrain from being absent on test nights. ***There are no makeup tests.*** *Remember, YOU are responsible for anything discussed in class; this includes your text assignments, notes, handouts and lectures.
3. **Policy on Final Grade at Semester's End – *Final grades are non-negotiable.*** The grade you earn equals the grade you receive. No extra credit will be awarded so please don't ask.
4. **Academic Integrity:** It shall be considered a breach of academic integrity (***cheating***) to Use or possess on your body any of the following devices during any examination unless It is required for that examination and approved by the instructor: cell phone, smart watch/ Watch phone, laptop, tablet, electronic communication devices (including optical) and Earphones connected to or used as electronic communication devices.

The OSHT Program has a “NO TOLERANCE” policy regarding academic dishonesty. Any student guilty of cheating on tests will be expelled from the OSHT Program.

5. **Attendance.** Perfect attendance means not missing any classes or any portion of a class. This includes not having any tardies or leaving class early. ***Four tardies equals one absence.**
6. It is YOUR responsibility to sign the roll sheet. If you forget then you are ABSENT. **No one else may sign the roll on your behalf.**
7. You are expected to be in class (in your seat on time.) If you do find yourself in the position of arriving late due to unavoidable circumstances, enter the classroom with the ***least*** amount of disruption possible. Some lectures are only 45 minutes in length and coming in late is unacceptable.
8. Class Departure Time – you are required to stay the entire length of each lecture class unless dismissed, as a class, by the instructor.
9. Cell phones, beepers, headphones and any other electronic communication devices ***will*** be turned off at all times in class – especially on test nights. **Anyone using their cell**

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phone during class time will be required to leave class for the remainder of the class period.

Personal Disposition and Behavior in Class – you are now in a higher education environment. The instructor's expectations are that each student will:

- Demonstrate a positive professional demeanor (behavior, attitude, etc.) throughout this course. Keep any negative comments and remarks to yourself.
- Participate in class discussions when appropriate and indicate your desire to ask questions or make comments to the instructor/class by first raising your hand.
- Demonstrate leadership qualities by initiating study groups with fellow classmates, distributing contact information to fellow group members so that others may contact you, being prepared for class by having assignments ready, reading assignments and/or study questions completed ahead of time.
- Give your full and undivided attention to the instructor during class. This means no side conversations, excessive talking in class, no chatting on cell phones or text messaging, loud yawning, gum popping, etc. ***In the case of disruptive behavior, the instructor reserves the right to ask you to leave the classroom. The instructor also reserves the right not to allow you back in the class.**