



## Safety Program Management (OSHT 2309)

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

**Prerequisite:** Passed the reading and 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.

### Required Textbook and Materials

1. *Nine Elements of a Successful Safety and Health System* by John Czerniak, CSP & Don Ostrander, CSP. NSC Press.
  - a. ISBN number is: 978-0-87912-257-7
2. 1 ½” – 2”, 3 ring binder with pockets  
Dividers  
Notebook paper for binder  
\*Organization of notebook; contents should include:
  - Cover page with first and last name
  - Title of course
  - Day and time of weekly class meeting
  - Dividers labeled: syllabus, PPT. lectures, handouts, exams
3. USB Flashdrive
4. Texas Instruments calculator, TI 30XA

### Course Objectives

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.

### 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
- 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 60

\*Notebooks will be graded the evening of the final.

### **Course Evaluation**

Final grades will be calculated according to the following criteria:

Test 1 = 20%

Test 2 = 20%

JSA = 15%

Notebook = 5%

Final = 40%

### **Course Policies**

1. No food, drinks, or use of tobacco products in class.
2. Computers, telephones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. If you wish to drop a course, the student is 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.
5. Additional class policies as defined by the individual course instructor are in the addendum

### **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide 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 her office located in the Cecil Beeson Building, room 116B.

\*\*Students with special needs and/or medical emergencies or situations should communicate with their instructor regarding individual exceptions/provisions. It is the student's responsibility to communicate such needs to the instructor.

### **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](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document change.