



Southeastern Oklahoma
State University

Department of Occupational Safety & Health Introduction to Occupational Safety & Health SFTY-1313 Spring 2019

Instructor	Dr. Wayne D. Jones
Office Location	OSH-223
Email	WJones@se.edu
Website	www.se.edu/osh
Office Phone	580-745-2292
Virtual Meeting Time	
Office Hours	8am – 2pm, Mon - Fri

Catalog Description: SFTY 1313 INTRODUCTION TO OCCUPATIONAL SAFETY & HEALTH
Overview of occupational safety and health in business and industry. Includes Program Organization, Hazard Information, and Program Implementation.

Required Course Materials

Textbook: Seventh Edition of *Fundamentals of Occupational Safety and Health* by Mark A. Friend and James P. Kohn

ISBN#: [978-1-59888-982-6](https://www.amazon.com/dp/9781598889826)

It is **extremely important** that you obtain course materials before the start date of the course, including the textbook. You do not have to wait until you receive a copy of the syllabus to find out the required book for a given course. You may use the SE Official Bookstore to find the book. Try it now! Go to goo.gl/jRh3v0 (*this is a shortened web-address for the SE Bookstore*), type in the information for one of your courses, and see the book!

Handouts and other Course Materials: These web sites can provide additional background and research information:

WWW.AIHA.org
WWW.OSHA.gov
WWW.ACGIH.org
www.cdc.gov/NIOSH/
WWW.EPA.gov
www.nsc.org
www.asse.org

Please read the *Technical Requirements* policy on the Southeastern Distance Education website.

<http://homepages.se.edu/blackboard/student-support/browser-recommendations/>

In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Oftentimes technical

problems are browser related, so if this occurs try a different browser. Typically Chrome and Firefox work best Blackboard.

Minimum Technical Skills

Students enrolled in this course will be expected to navigate BlackBoard to obtain course content and complete assignments. Students may also be required to use other SE resources such as the SE library. To ensure each student is adequately equipped for these requirements, you have each been enrolled in a resource course titled Online Student Orientation. There, you will learn to navigate within the BlackBoard folders and modules, as well as use the Bb resources. You will also learn about Respondus and ZOOM. You will complete tutorials on a variety of skills to help you take full advantage of what Blackboard and SE has to offer. If you have trouble loading the tutorials, please review the troubleshooting page upon entering the tutorials module. This course will provide you with the skills needed to succeed in this and other online courses. The Orientation course will take approximately two to four hours to complete in full. You will be required to provide proof of completion of the orientation before gaining access to course work folders. Discovery of falsified credentials (badge) is an integrity violation and will follow SE's academic integrity policy.

Prerequisites Knowledge/Skills:

Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource "course" Basics of Language Training (BOLT). These modules are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and APA format. The Basics of Language Training (BOLT) course contains self-paced modules on APA basic format as well as Citing Sources in APA. You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, your instructor(s) may require work to be completed in the Basics of Language Training (BOLT) Course. The BOLT course will remain available to students throughout the program so that they may return to it as necessary.

The logo for the Basics of Language Training (BOLT) course, featuring the word "BOLT" in a bold, black, sans-serif font with a yellow lightning bolt symbol integrated into the letter "O".

Additionally, the menu of each course will have a link to the Purdue OWL site, which is an excellent resource for quick reference when completing work.

Definition of a Week

Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week's folder. All assignments will be due at 11:59pm, and the last assignment each week will be due on Sunday. All times will be based on the time zone of the institution: **Central Standard Time**.

Work Load

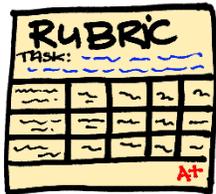
The amount of time you will spend in each course will vary from class to class, largely depending on prior education and experience with the topic of the class. Instructors will provide approximate time expectations for each task in the course, but individually, you may spend more or less on any given item depending on your reading speed, the need to re-read content, and how quickly you comprehend the subject and requirements. It is roughly estimated that you will

spend an average of 12-15 hours per week in any given course.

Standard Grading Rubrics

Each course will use standard rubrics. They will be attached digitally to your assignments. You should always review the rubric scores and comments to fully understand the grade received and obtain all feedback provided.

Course Policies



Course Availability

Courses will be made available to students one week (7 days) in advance of the start date. Instructors may choose to email students in advance with preview information.

Course Content Availability

Availability for general items within the course will not be withheld; however, if shortened visibility for assignments or exams is applied, a minimum of a 48-hour window of availability will be provided.

Late Work

Late work will generally not be accepted. Instructors may make arrangements/exceptions on an individual basis for *extenuating* circumstances, and such exceptions may still be accompanied by significant penalty. If a student knows in advance that he or she will be traveling or unable to access the course for any reason, it is his or her responsibility to contact the instructor in advance and make arrangements to work ahead. If a student contacts the instructor *after* the due date, documentation will be expected. This includes documentation from IT in the case of technical difficulties. (If you submit a Bb Student Support Request form, you will automatically receive an



email confirmation, which will be time stamped evidence of your due diligence in resolving the issue.) Keep back-up copies of your assignments and have a backup plan with at least one alternate location to complete the assignment or take a quiz or exam. Don't wait until the last minute to complete assignments or take the quizzes and you won't encounter these types of problems. Excuses such as "*I had to work,*" "*The system was down,*" "*My computer crashed,*" "*I lost my flash drive with my work on it,*" "*I couldn't get to a computer,*" "*I forgot about the assignment,*" "*I didn't see the reminder announcement,*" "*I overlooked*

the assignment folder," "*I didn't realize I submitted the wrong document,*" "*I didn't realize I submitted a blank document,*" "*I couldn't find the assignment in Bb,*" etc., etc., etc., are **not** considered extenuating circumstances. No extra assignments will be given to "*bring up your grade.*"

University Policies:

Attendance:

The Registrar's office defines attendance in online and blended classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with the instructor

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course. Statistics Tracking in Blackboard will be utilized in part for determining teacher candidates' accessing of Bb.

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, **and** participating in discussion forums. Seven (7) consecutive days of non-participation **will** result in your access being disabled without warning. Participation, or lack thereof, may also affect your financial aid. Remember, Blackboard automatically tracks and records every click once you log into a Bb course. Bb administrators can see if and when you logged on, the date and time of day you logged on, and what you accessed once you logged in to the course.

This is an online course, but it does require active participation. You should log in every day during 7 weeks of this course. There will be a schedule posted, but updates to the schedule and additional information may be necessary during the course of this class. If you do not log in, you are oblivious to these changes. Just as in a standard class setting, updated announcements take precedence over syllabus and schedule postings. Missing an announcement and deferring to the schedule or syllabus will not be a legitimate excuse.

Registrar's definitions above will be used for all reporting purposes, per SE policy.

Internet Etiquette (Netiquette):

Distance conveys a degree of anonymity, and as a result, many people feel less inhibited in online situations than in their everyday lives. This lessening of inhibitions sometimes leads people to drop their normal standards of decorum when communicating online. Become familiar with the following guidelines regarding both online discussions and email messages. View entirety of policy: <http://www.se.edu/dept/online-learning/technology/communication-netiquette/>

This course may use video conferencing as a tool. This includes live/virtual class sessions in which student behavior and dress should mimic that of a traditional classroom setting. It could also include individual meetings with an instructor in which a student's behavior and dress should mimic that of an office setting. As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Your instructor is required to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. All students are expected to maintain a professional demeanor and respect the presence and opinions of fellow students, and any guest participants. During video conferencing, please be mindful of your location and the people and objects that appear in the background. Please be aware that events and objects in your background may serve as a distraction to other learners and the instructor. The instructor has the right to ask you to adjust your camera or to disconnect you from the meeting if they perceive a distraction. If an

instructor views or hears an incident during a video conference that violates the University Code of Conduct, they are required to report the incident to the Vice-President for Student Affairs.

Southeastern Student Code of Conduct: *All participants in this course are bound by the University of Code of Conduct, found at:* <http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>

Southeastern Academic Calendar: <http://www.se.edu/dept/registrar/calendar/>
Assistance/Tutoring in Writing:

Smart Thinking: Online tutorial service. **Smart Thinking's** services include personalized, live, and online assistance. Visit <http://www.se.edu/current-students/smart-thinking/> to take advantage of these services.

The Writing Center is also available to help with your writing. Here is the contact information: <http://www.se.edu/dept/learning-center/writing-center/>

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Blackboard Support: Can be found on the Southeastern Blackboard homepage at: <https://blackboard.se.edu/> by clicking on Bb technical support request or in the lower right hand corner on "Live Chat" between the hours of 7:00am-1:00am CST.

Equity and Non-Discrimination Statement: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

Course Format

Menu: Each course will utilize a Course Template to accomplish a common look and feel. The template will contain a course menu with nine buttons:

- **Course Home Page** - Here, students may obtain quick information regarding announcements, assignments due, etc.

- **Announcements** - Announcements may be used to clarify assignments, make changes in the schedule, provide holistic feedback to the class, etc.
- **Start Here** - This section will contain the syllabus, the instructor's contact information, course policies, etc.
- **Course Work** - Here students will find a folder for each week of the course. All the content, assignments, etc. will be placed into the appropriate week's folder. An outline of contents should be placed on the front of the folder. Assignments may be due throughout the week.
- **Henry G. Bennett Library** - This is a link to the SE online library for convenience.
- **Student Tools** – Students may access any student tool from this area, including grades. They can also email the instructor or classmates from here.
- **Student Email** - All university announcements and other communication with instructors will be sent to student email. This link gives quick convenient access to student email.

Weekly Folders: There are Seven Weekly Folders, located on the Blackboard Home page tabs, containing all course exercises. Students will collaborate with the instructor and each other via the online tools provided by Bb, including discussion boards. All assignments, instructions, and explanations will be posted to Bb within the corresponding weekly folder. On the front of the folder is the Introduction. It will give you a summary of the contents of the folder as well as an introduction to the subject matter. Assignments, Quizzes, Discussion Boards, and Exams are contained in the sub-folders. The course content will be available from the beginning of the course with due dates listed for each assignment. Please note that early submission of an assignment will not result in the assignment being graded earlier.

Course Calendar

Week One: Introduction and OSHA Inspections

Module objective...After this week the student should be able to identify the historical aspects of OSH and understand the OSHA inspection process.

This week, you will complete the following Course Work:

- Introduction videos (Four 15-minute videos)
- Read Chapter One (1-hour)
- Discussion Board Chapter One (1-hour) Due by Thursday @ 11:59pm
- Read Chapter Two (1-hour)
- Discussion Board Two (1-hour) Due by Sunday @ 11:59pm

Total Estimated Time Expectation: Five hours

Tied to Objective: Six

Week Two – Workers Compensation and Legal Aspects

Module objective...After this week the student will be able to identify worker's compensation and legal aspects of OSHA law and regulations.

This week you will complete the following course work:

- Video "Three Mile Island" (1-hour)
- Read chapter three (1-hour)
- Discussion Board three (1-hour) Due by Thursday @ 11:59pm
- Read chapter four (1-hour)
- Discussion board four (1-hour) Due by Sunday @ 11:59pm
- **Exam One (Will be posted on Monday @ 8am with 48-hours to complete)**

Total estimated time for this week: Six hours
Tied to Objective: Two, Three, and Seven

Week Three – Accidents and IH

Module objective...After this week the student will be able to state the OSHA accident investigation procedures and state the basic principles of Industrial Hygiene.

This week you will complete the following course work:

- Video “Anatomy of a Disaster” (1-hour)
- Read chapter five (1-hour)
- Discussion board five (1-hour) Due by Thursday @ 11:59pm
- Read chapter six (1-hour)
- Discussion board six (1-hour) Due by Sunday @ 11:59pm

Total estimated time for this week: Five hours
Tied to Objective: Four and Five

Week Four – Ergonomics and Fire Prevention

Module objective...After this week the student will be able to state the basic principles of Ergonomics and Identify fire prevention principles and industrial practices.

This week, you will complete the following course work:

- Video “Half an hour to Tragedy” (1-hour)
- Read chapter seven (1-hour)
- Discussion board seven (1-hour) Due by Thursday @ 11:59pm
- Read chapter eight (1-hour)
- Discussion board eight (1-hour) Due by Sunday @ 11:59pm
- **Exam Two (Will be posted on Monday @ 8am with 48-hours to complete)**

Total estimated time for this week: Six hours
Tied to Objective: Four and Five

Week Five – Systems Safety and Management

Module objective...After this week the student should be able to identify basic Systems Safety causes and identify general safety program management principles and methods.

This week, you will complete the following course work:

- Video “Destruction in the Desert” (1-hour)
- Read chapter nine (1-hour)
- Discussion board nine (1-hour) Due by Thursday @ 11:59pm
- Read chapter 10-11 (1-hour)
- Discussion board 10-11 (1-hour) Due by Sunday @ 11:59pm
- **Exam Three (Will be posted on Monday @ 8am with 48-hours to complete)**

Total estimated time for this week: Six hours
Tied to Objective: One, Two, Three and Seven

Week Six – Behavior-based safety and Workplace Violence

Module objective...After this module the student should be able to identify behavior-based safety concepts and identify strategies to overcome workplace violence and terrorism.

This week, you will complete the following course work:

- Video “Violence in the Workplace” (1-hour)
- Read chapter 12 (1-hour)

- Discussion board 12 (1-hour) Due by Thursday @ 11:59pm
- Read chapter 13 (1-hour)
- Discussion board 13 (1-hour) Due by Sunday @ 11:59pm

Total estimated time for this week: Five hours

Tied to Objective: One and Two

Week Seven – Transportation and Weather

Module objective...After this week the student should be able to identify transportation safety and checklist components and identify various severe weather programs.

This week, you will complete the following course work:

- Video “Hazardous Weather” (1-hour)
- Read chapter 17 (1-hour)
- Discussion board 17 (1-hour) Due by Thursday @ 11:59pm
- Read chapter 18 (1-hour)
- Discussion board 18 (1-hour) Due by Sunday @ 11:59pm
- **Exam Four (Will be posted on Monday @ 8am with 48-hours to complete)**

Total estimated time for this week: Six hours

Tied to Objective: One, Five, and Seven

Learning Objectives -- Upon completion of this course the student will be able to:

1. The student will be able to identify and discuss the concept of safety as it is applied to the work environment including the history of occupational safety and how standards are formulated. (Meets OSH Program Goals 2 and 3 and module objectives 1 and 2)
2. Identify government regulations, fines, citations and policies. (Meets module objective 2 and 3)
3. The student will be able to identify state worker’s compensation and regulation formation. Meets module objectives 2, 3, and 5)
4. Select proper safety equipment and explain their use.
(Meets OSH Program Goal 3 and module objectives 3, 4, and 5)
5. Recognize hazards, the types of investigation tools and their selection.
(Meets OSH Program Goals 2, 3, and 6 and module objectives 3, 4, 5, 6, and 7)
6. Identify workplace violence and protections, and weather related emergencies. Meets module objectives 6 and 7)
7. Identify basic recordkeeping including forms 301, 300, and 300A and their use.
(Meets OSH Program Goal 5 and 6 and module objectives 1, 2, 4, and 5).

OSH Program Objectives

1. Demonstrate an ability to analyze and interpret data by understanding fundamental mathematical concepts and to apply those concepts to practical situations in industry.
2. Anticipate, identify, and evaluate hazardous safety and health conditions and practices.

3. Develop safety and health hazard control designs, methods, procedures, and programs including homeland security and emergency program management.
 4. Evaluate and utilize appropriate technology and library resources in occupational safety & health situations and training opportunities.
 5. Manifest oral and written communication skills in presentation of occupational safety and health training situations.
 6. Work independently in analyzing and solving problems in occupational safety & health.
- Obtain a job in occupational safety & health or be admitted to graduate school.

There are no recognized national, state, local or industry standards for this topic. This course does align with the Department program objectives of presenting the principles for understanding the human dynamics of safety and methods for improving safety in the workplace.

Grading Policy:

Each activity will incur points. Points for homework assignments emailed to the instructor will vary, depending on the assignment. Exams are worth 100 points each for a total of 400 points. Discussion Board questions are worth 10 points for each assignment for a total of 140 points. Grades are cumulative.

Possible points total = 470 and will be assigned letter grades based on the % total of 470. 400 points for exams (4 x 100) and 70 points for discussion boards.

The grading scale for this course is:

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 69 and below = F

Rounding to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor.

***See last page for grading rubrics

Exams	4 x 100 points	400
Discussion Boards	14 x 5 points	70

RUBRIC FOR DISCUSSION BOARD

	5	3	2	1
Promptness and Initiative	Consistently responds to postings in less than 24 hours; demonstrates good self-initiative	Responds to most postings within a 24-hour period; requires occasional prompting to post	Responds to most postings several days after initial discussion; limited initiative	Does not respond to most postings; rarely participates freely
Delivery of Post	Consistently uses grammatically correct posts with rare misspellings	Few grammatical or spelling errors are noted in posts	Errors in spelling and grammar evidenced in several posts	Utilizes poor spelling and grammar in most posts; posts appear “hasty”
Relevance of Post	Consistently posts topics related to discussion topic; cites additional references related to topic	Frequently posts topics that are related to discussion content; prompts further discussion of topic	Occasionally posts off topic; most posts are short in length and offer no further insight into the topic	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks
Expression Within the Post	Expresses opinions and ideas in a clear and concise manner with obvious connection to topic	Opinions and ideas are stated clearly with occasional lack of connection to topic	Unclear connection to topic evidenced in minimal expression of opinions or ideas	Does not express opinions or ideas clearly; no connection to topic
Contribution to the learning Community	Aware of needs of community; frequently attempts to motivate the group discussion; presents creative approaches to topic	Frequently attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely	Occasionally makes meaningful reflection on group’s efforts; marginal effort to become involved with group	Does not make effort to participate in learning community as it develops; seems indifferent

Instructor Feedback:

Students should expect a timely response to email questions and prompt grading and posting of

assignments and exams. You should receive a response to your email within 24 hours. If you haven't received a response within 24 hours, please email again just in case I overlooked it. You should do your best to email from your official SOSU student email account. **Be sure to include your name in the body of every email you send as well as the assignment number you are referencing.**

Students should expect prompt grading and posting of assignments and exams. Instructor feedback will be provided to students in 3 business days or Instructor feedback will be provided to students before the next assignment is due.

The professor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the course schedule.

Course Evaluations

All students are asked to complete an anonymous evaluation of this course. A link to the course evaluation will be provided in Blackboard/Announcements during the last week of the course.