

**OAKTON COMMUNITY COLLEGE
GENERIC COURSE SYLLABUS**

I.	<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Name</u>	<u>Credit</u>	<u>Lecture</u>	<u>Lab</u>
	FME	110	Safety Program Organization and Management (formerly MGT 110)	3	3	0

II. Prerequisite:

None.

III. Course (Catalog) Description:

Course examines safety issues involved in management. Content includes Worker's Compensation, safety committee, accident records, reporting, accident investigation, management responsibilities, employee training effect on cost and productivity and personnel protective equipment.

IV. Learning Objectives:

This course should enable the students:

1. To understand the importance of safety and management's responsibility.
2. To know the OSHA requirements and procedures.
3. To learn practical techniques of loss control and how they help promote efficient supervision and management.
4. To develop a workable safety program based on the seven elements of a safety organization.

V. Academic Integrity:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating
- plagiarism (turning in work not written by you, or lacking proper citation)
- falsification and fabrication (lying or distorting the truth)
- helping others to cheat
- unauthorized changes on official documents
- pretending to be someone else or having someone else pretend to be you
- making or accepting bribes, special favors, or threats, and

- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

VI. Outline of Topics:

1. Reasons for Safety
2. Economics
3. OSHA Act -- Employer's and Employee's Responsibilities
4. Basic Elements of a Safety Program
5. Safety Inspections
6. Accident Records and Reports
7. Accident Investigation, Analysis and Costs
8. Safety Training
9. Safety Motivation and Employee Involvement
10. Machine Guiding
11. Material Handling and Storage
12. Personal Protective Equipment
13. Fire Prevention and Protection
14. Occupational Health and Chemical Hazards

VII. Methods of Instruction:

1. Class discussion of actual programs, hazards, accidents.
2. Movies, slides and other visuals will be used when appropriate and available.
3. Discussion of students' specific questions and problems.
4. If possible a plant tour and a study of its program and facilities will be arranged.

VIII. Course Practices Required:

Class presentation of assigned case problems.

IX. Instructional Materials:

Handbook of Occupational Safety and Health, National Safety Council, Chicago, IL 60611 and miscellaneous handouts.

X. Methods of Evaluating Student Progress:

Final grading will give equal credit to:

- | | | |
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| 1. | Attendance and class participation: | 15% |
| 2. | Quiz grade average: | 25% |
| 3. | Course assignment project | 25% |
| 4. | Final examination grade | 35% |

XI. Other Course Information:

- Attendance is mandatory
- Make-up examination will be given only for medical reasons.

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in Instructional Support Services. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Effective beginning term Spring 1999 **Ending term** _____

Syllabus prepared by: Frederick Salzberg **Date:** 9/98

Reviewed by Dept/Program Chair: Frederick Salzberg **Date:** 9/98

Approved by Dean: Ed Garcia **Date:** 9/98