

BRAZOSPORT COLLEGE

OSHT 1313: Accident Prevention, Inspection, and Investigation

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I. COURSE DESCRIPTION

OSHT 1313 - Accident Prevention, Inspection and Investigation. CIP 1507010011

Principles and practices providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. An in-depth study of preliminary hazard analysis to prevent accidents and accident investigations after the fact is conducted. Credit Hours: 3 (3 lecture, 0 lab)

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Management

Gary Hicks
Division Chair
Physical Sciences and
Process Technologies

Jeff Detrick
Dean of Instruction

JANUARY 2022

A. PREREQUISITE:

OSHT 1405 and OSHT 2309 or approval of the division chair. Must have taken TSI placement prior to enrollment.

Required skill level: Beginning algebra level math (placement code 2).

B. COURSE OBJECTIVES:

Principles and practices providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

II. STUDENT LEARNING OUTCOMES

Describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

1. Identify in writing definitions, principles, and concepts discussed in the selected textbook.
2. Discuss the history of the OSHA, CSB and NTSB and evolution of accident investigation.
3. List and discuss in writing process of accident investigation including but not limited to:
 - a. The initial actions of a first at scene and on-scene accident investigator at an accident site.
 - b. The techniques and procedures for interviewing witnesses to an accident.
 - c. The basic techniques and procedures for photographing an accident site.
 - d. The various techniques to record evidence discovered at an accident site.
 - e. The various techniques and rationale for determining factors in an accident.
4. Prepare a written report on accident research or other accident investigation project as determined by the instructor

Progress Assessment: Participation in class discussion, homework quizzes, exams, and term project

III. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

1. *Accident Prevention Manual for Business and Industry. Administration and Programs 14th Edition* National Safety Council.
2. *Careful*, Steve Casner

Required course materials may be available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. *A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.*

For Distance Education Courses include the following: Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979.230.3651. Fax: 979.230.3653. Email: bookstore@brazosport.edu. Website: <http://www.brazosport.edu/bookstore>

B. Office Hours

The instructor's office hours for online courses are Monday through Thursday from 1 pm until the end of class. To set up an appointment contact the instructor as per the email address in the syllabus. The instructor will contact the student and set up a convenient time for both student and instructor to communicate by phone or by virtual meeting arrangements.

C. Proposed Course Outline

This is a sample outline only. Course schedule, assignments, homework, exams and content may vary with individual instructors. It will also vary based on whether the course is a summer course or a fall/spring course. Students should contact their instructor for questions regarding the course they are taking.

Chapter Readings: Each student should come to class prepared to discuss the chapters assigned for that class. Students will be called upon in random order. All chapters will be discussed for each class. The student is expected to read and comprehend each chapter assigned and may ask questions as appropriate for understanding, as each chapter may or may not be discussed in detail

Current Events: Each student should come to class with a current events report about Accident Prevention/Incidents from a credible news source {PBS, Reuters, BBC, Associated Press: Do NOT use Tabloids, TV, or New York Times}

MONDAY-CHAMBERLAIN				
OSHT 1313 ACCIDENT PREVENTION, INSPECTION, INVESTIGATION				
EXECUTIVE SUMMARY-SPRING 2022 (LAST WITHDRAWAL DATE MARCH 31)				
WEEK #	MONDAY	READING ASSIGNMENTS (Chapters) and/or LECTURE TOPICS	HW #1- Accident Prevent Chapters & Homework Assignment D2L	HW#2-Careful Homework Chapters on D2L
1	1/17/2022	MARTIN LUTHER KING HOLIDAY	HW DUE WEEK AFTER ASSIGNMENT	
2	24-Jan-22	Safety Culture; Regulatory History;(3,4) ; Home Survey Topic for Mid-Term and Individual Term Project-FACE	Chapters 3 and 4-	Chapters 1,2
3	31-Jan-22	Components of an Effective Accident Investigation(5,11)- Part 1; Mid Term Home Survey Progress	Chapter 5 and 11	Chapters 3,4
4	7-Feb-22	Components of an Effective Accident Investigation(9,10)- Part 2- Mid Term Home Survey/Term Project Progress	Chapters 9 and 10	Chapters 5,6
5	14-Feb-22	Components of an Effective Accident Investigation(12)- Part 3 -Term Project Interview Questions Due	Chapter 12	Chapters 7, 8

6	21-Feb-22	Analysis of Contributing Factors to Accidents(6)-Part 1 Term Project Witness Forms Due	Chapter 6	Chapters 9,10
7	28-Feb-22	Analysis of Contributing Factors to Accidents(17)-Part 2 Draft Presentation of 4 Slides of Home Survey; Term Project Timeline Due	Chapter 17	Chapters 11, 12
8	7-Mar-22	Analysis of Contributing Factors to Accidents(19)-Part 2- Submit Mid-Term on Home Survey; Place in D2L; Incident Investigator Toolkit Forms Due	Chapter 19	
9	14-Mar-22	SPRING BREAK		
10	21-Mar-22	Mid-Term Presentations; Risk Matrix and Calculations due		
11	28-Mar-22	Recommended Appropriate Changes to Prevent Future Accidents(7,23)-Part 1 - Discuss Term Project Progress; Recommendations for Corrective Actions due	Chapters 7 and 23	Chapters 13,14
12	4-Apr-22	Recommended Appropriate Changes to Prevent Future Accidents(11,12)-Part 2-Turn in All/Revised Term Project Documents		Chapter 15
13	11-Apr-22	Term Project Presentations: Conduct presentation on your assigned incident.		
14	18-Apr-22	Term Project Presentations: Conduct presentation on your assigned incident.		
15	25-Apr-22	Appropriate Recommendations to Prevent Hazards; (31, 33)- Review for Final		
16	2-May-22	REVIEW FOR FINAL PLUS ANY MAKEUP WORK		
17	9-May-22	FINAL EXAM (CRITICAL THINKING)		

***Homework due at 11:30 PM the following week of Assignment**

IV. STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

V. TITLE IX STATEMENT

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator
Office C-114; 979-230-3303; mareille.rolon@brazosport.edu

VI. ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you and is yours alone. **Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion (unauthorized collaboration in preparing/copying any work offered for credit) shall be treated appropriately.** Plagiarism is using another resource, author or entity's work or ideas without giving credit for the ideas or material they take from another resource or student. Plagiarism is dishonest because it misrepresents the work of another as your own. This includes both copying the work verbatim or re-phrasing the ideas of another without properly acknowledging the source. When preparing work for course requirements, students must be careful to differentiate between their ideas and language and information derived from other sources. Sources include but are not limited to published and unpublished materials, the Internet and information and opinions gained directly from other people including faculty or other students. Plagiarism is considered a violation of academic integrity and professional honesty.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. **In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication and may, at a minimum, result in forced rewrite or a failing grade for the assignment, a failing grade for the course or other relevant penalties. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.**

Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Click on the CATALOG link under STUDENTS and then click on STUDENT GOVERNANCE.

VII. ATTENDANCE, PARTICIPATION AND WITHDRAWAL POLICIES

If the student decides to WITHDRAW from the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to receive a “W” on their transcript.

The Instructor may count tardiness as a partial absence. Since a significant part of the grade is based on class attendance, students are expected to be on time and attend the full class, until dismissed by the Instructor.

Students who miss 3 or more classes in a fall or Spring Session will usually be assumed to have abandoned the class and may be withdrawn before the last withdrawal date assigned by the college. After the last withdrawal date, a failing grade of “F” may be assigned for missing 3 or more classes and/or withdrawn from the class by the instructor. It is the Student’s responsibility to immediately make timely contact with the Instructor and explain any and all missed class time.

Since attendance is so important a part of the learning experience it has become necessary to modify the grading system. Full fall and Spring Semesters have typically about 15 weeks of classes depending on holidays and exams schedule. For regular classes that means about 12 weeks of educational activity aside from mid-term and finals. **Someone missing 3 classes then has missed almost 25% of course content.**

Partial class attendance, arriving late or leaving early can result in a % loss of that day’s attendance. For all absences after the 3rd absence each absence will count as 2 classes missed or as determined by the instructor.

General Brazosport College Policies and Procedures apply to self-initiated course withdrawal and the time period within which that may occur. Please check with the current published College information for details, especially to determine the last date of withdrawal from a course.

VIII. COURSE REQUIREMENTS AND GRADING POLICY

Mid Term Exam	20%
Final Exam	20%
Quizzes and/or Homework	20%
Term Project	20%
Attendance and Participation	20%

A. Scoring:

- A (90 - 100%) -- Unqualified and unsurpassed mastery of the learning outcomes.
- B (80 - 89.9%) -- Unqualified mastery of the learning outcomes.
- C (70 - 79.9%) -- Qualified mastery of the learning outcomes.
- D (60 - 69.9%) -- Mastery of the learning outcomes but with significant qualifications.
- F (0 - 59.9%) -- Has not mastered the learning outcomes.
- I (Incomplete) -- Failed to complete assigned components.

Honest and serious participation in each of the five course elements is required to pass the course. The instructor may adjust the course content and grading, if necessary, to meet course objectives. Homework and quizzes are treated equal in grading and for student accountability and responsibility.

A failing grade will be assigned regardless of the overall score if the student fails to complete any one of the following items:

- (1) Complete the mid-term exam**
- (2) Submit a term paper and/or Make Presentation,**
- (3) Complete the final exam.**

B. TESTING

A Mid Term and a Final Exam are required. A variety of quizzes or assignments in place of formal exams may be utilized as an equivalent at the discretion of the Instructor.

C. MAKE-UP POLICY

A student will normally be given only one week in which to make up missed quizzes or assignments. Students who miss class delay the ability of other students to received timely feedback on their work. It is the responsibility of each student to contact the Instructor on the day following the absence and to make time to come in before the next class to clear up the missed quiz or assignment. **The Instructor is usually expected to give a score of zero to missed exams, quizzes or assignments and/or apply an appropriate penalty pursuant to the syllabus requirements.**

IX. STUDENT RESPONSIBILITIES

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

- a. Understand the syllabus requirements
- b. Use appropriate time management skills
- c. Communicate with the instructor
- d. Complete course work **on time**, and
- e. Utilize online components (such as Desire2Learn) as required.
- f. **Participate in class discussions**
- g. **Show respect for students and instructors**
- **PARTICIPATE IN THE ONLINE LEARNING LECTURES**
- **RESPOND WHEN CALLED UPON DURING ONLINE LEARNING LECTURES**

A. HOUSEKEEPING

- 1) Keep the room ready for the next class. When you leave each evening, the room is to be returned to the condition it was in when you arrived, or better.
- 2) Keep it clean and place all trash in the proper containers before you leave.
- 3) Do not alter the computer or audio-visual electronics.
- 4) Improper use of computer and other equipment in violation of Brazosport College policies may result in penalties according to College rules.

B. EXPECTATIONS:

- 1) You are largely responsible for your own success or failure as a student.
- 2) As a minimum, students are expected to read the assigned chapter(s) each week. Being prepared is a necessary part of your continuing education and a vital part of the construction/chemical industry.
- 3) We expect all assignments to be completed on time and to the best of your ability.
- 4) *While we encourage cooperation with your fellow students, academic honesty is the standard; you are solely responsible for submitting your own work and not the work identical to another student (this is “collusion” and a violation of academic honesty)*
- 5) We expect and will demand adult behavior in the classroom, both physical and on-line. We expect to have fun and hope you do too.
- 6) **You are always expected to abide by the Student Code of Conduct and come to class prepared and alert. No sunglasses or sleeping in class will be allowed.**
- 7) If there is a problem with the material call upon the instructor first for help.
- 8) There are no bad questions. Always ask if you are unsure.

C. STUDENT RESPONSIBILITIES:

- 1) This is not a self-paced course but requires weekly interaction with the class and the instructor.
- 2) Assignments such as term papers and/or research projects require a great deal of self-discipline to complete, as much of what is done is at your pace (within the timelines that the instructor has established in the syllabus)
- 3) It is your responsibility to read, understand and follow the syllabus and other instructions and information provided by the instructor!
- 4) **If you fail to submit assignment(s) or tests on time, the instructor has the option of not accepting the late work or accepting the late work! If the instructor accepts late work, 20 points per day penalty will apply for any assignment, for a maximum time of 5 days. Additional deductions may apply based on meeting the requirements of the assignment. No assignment will be accepted after 5 days unless the instructor deems special circumstances apply and will grade at his/her discretion.**
- 5) You should make every effort to stay on track with the assignments, as it is very difficult to “play catch-up.”
- 6) If for any reason you should fall behind in their work, (illness, accident, temporary duty, etc.) **contact the instructor immediately.**

- 7) Any “Instructor Approved” extensions for exams/papers and assignments must be completed on the date assigned by the instructor. The instructor may approve submittals, but they must be made prior to the end of the scheduled term (**FINAL EXAM**). Any extension approved by the instructor and not met by the student may risk being graded zero for that work and run the risk of failure of the course.
- 8) All forms of communication between students and course instructors will be conducted at a professional level. **Profanity, threats of violence, or acts of physical or verbal intimidation will not be tolerated. Failure to maintain a professional demeanor during all interactions will result in security being alerted and may result in course failure or academic suspension. There will be no second chances for being disruptive or disrespectful in words or actions during class.**
- 9) Students who are found to have violated any of the behavioral expectations outlined in the syllabus or Brazosport College Student Guide “Code of Student Conduct” will be subject to disciplinary action. *Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC”.* Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services. **Penalties may include referral to the Dean of Student Services for prompt adjudication and may result in dismissal from class, a failing grade for the course, or other relevant penalties.** There is zero tolerance for academic dishonesty or unprofessional behavior in this course.

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.
- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this spring.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer.

- The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College is located in BC Central B-Wing. While walk-ins are available, your visit will be easier if you pre-register by creating an account at www.mychn.org. In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.

- 10) At times, life situations occur where you will need to make hard choices between getting a good grade in a course (or even finishing it) and other priorities in your life, such as a job, family, etc. It is up to each student to make those choices. Occasionally, one will have to make the commendable choice that job or family must take priority and then live with the consequences that has on your studies and GPA. The College has an ethical obligation to ensure that a level playing field is provided for all students, so those who make the hard choices don't get short changed by students who ask for extra time to get their school work done when they haven't made those hard choices.
- 11) Extensions/Incompletes are **NOT** a right, but a **VERY RARE** exception that are granted only in the most extraordinary of situations. If you feel that you will require an extension/incomplete (again, the exception, not the rule), it is your responsibility to contact the instructor **BEFORE THE END OF THE COURSE** and make this request. In most cases, written third party documentation will be required to support

your request. It is at the discretion of the instructor whether an extension/incomplete will be granted and for what length of time it will be granted, with an absolute maximum extension period of 90 days.

D. STUDENT COMPUTER RESPONSIBILITIES:

- 1) It is a fact of life that we must use computers to complete class work, access presentations and take some tests. You should have a computer, software, and internet access at hand to do this. If you do not, at best consult with Learning Services next to the library. There are numerous campus resources available to you.
- 2) **The default software being used is Microsoft Word for ALL text documents and Microsoft PowerPoint for presentations.** At a minimum, these programs for students are downloadable free from the www.microsoft.com website.
- 3) “*The computer ate my homework*” is not an acceptable excuse. It is a fact of life that computers are not perfectly reliable, and those computers using Windows have a certain reputation. Users should learn how to survive and readily recover from crashed programs and the need to reboot. When creating your own work, you should save the document after each page and learn how to recover from computer problems. If worse comes to worse, read the manuals.
- 4) The instructor generally cannot help you solve your computer problems. Exception – problems with SHEM files, in which case the Instructor will help to the best of his/her ability.
- 5) You are responsible for your own SPAM and viruses. No one should use personal computers, email or the Internet for these courses without possessing their own anti-virus software. If you open a strange email and get your computer infected with a virus, it is your own doing and your own responsibility. You should learn how to block unwanted email.

E. TELECOMMUNICATION DEVICES:

- Electronic devices, including but not limited to cell phones, “Blackberry” e-mail type devices, and PDA’s MUST be turned completely off or placed on vibrate for work-related callouts. All electronic devices must be stored so that they are not visible in the classroom.
- **Smart Watches shall not be accessed at any time for any reason during the class period (clocks are available in the classroom) and the instructor will advise the time for breaks and class dismissal.**
- **CELL PHONES WILL NOT BE ALLOWED TO BE USED AS A CALCULATOR OR FOR ANY OTHER PURPOSE UNLESS APPROVED BY THE INSTRUCTOR!!!!!!** Calculators are for sale in the BC Bookstore to support math problems.
- Cheating via use of telecommunications devices (or any other sources) such as smart watches, cell phones, etc., will result in an immediate ZERO for the test involved and may result in further penalties.
- **Cheating while at home taking online quizzes will not be tolerated. While it is difficult to monitor, a student is expected to be honest and ethical by taking the exam as per the instructor guidelines.**

- **Backpacks and other additional non-course materials carried into the classroom must be placed on the floor.**

X. PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

For OSH 1313, The Semester Term Project will be a **RESEARCH PAPER ON A NIOSH FACE (Fatality Assessment Control and Evaluation) INCIDENT.**

ASSIGNMENT:

- You will be given OPTIONS on selection of a FACE Incident.
- You will pick one incident
- You will analyze the incident and prepare to conduct an analysis and presentation of the incident in class.
- Perform all necessary research on the chosen accident
- You must be organized and prepared (practice is recommended) for your presentation

DUE DATE FOR TERM PROJECT

For OSH 1313, the Term Project is due on or before week 12 by 11:30 pm at the latest. See the separate guidance document for dates for turning in specific material. An optional date/time may be assigned as determined by the instructor. This due date is for your success so that if you have problems the Instructor can help you recover before end of term. If you wait until the last moment to complete the term project you can fail the course.

LATE PENALTIES APPLY: (This TERM PROJECT MUST BE COMPLETED ON DUE DATE OR A FAILURE OF COURSE WILL BE PENALIZED.)
-FOR THE NORMAL TERM PROJECT 20 POINTS PER DAY PENALTY WILL APPLY AFTER THE ASSIGNED DATE AND TIME BY THE INSTRUCTOR. ADDITIONAL DEDUCTIONS MAY APPLY BASED ON THE CONTENT AND MEETING SYLLABUS REQUIREMENTS. NO TERM PROJECT PAPER WILL BE ACCEPTED AFTER DUE DATE/TIME UNLESS THE INSTRUCTOR DEEMS SPECIAL CIRCUMSTANCES APPLY.

General Guidelines for a successful Book Report or Research Paper or Slide Development and/or Slide Presentation includes but is not limited to:

Book Report/Research Paper Guidance

- **MUST be submitted in MS Word (No PDF, No Notes, etc.)**
- **Format is 12 point Font, Times New Roman, 1.5 line spacing and 1 inch margins all around and **page numbers at bottom right****
- **FIRST page is the COVER Page (Include Name, Date, Semester, Instructor, Course, Report Title and Author, if applicable) and**

- **LAST page is the BIBLIOGRAPY page (Neither the FIRST page or the Last page count as part of the assignment)**
- Use Spellcheck for spelling and grammar and sentence structure
- Paragraphs should include main points and complete sentences
- **No more than ½ page of graphics for the assignment; No graphics or pictures allowed for assignments less than 5 pages.**
- **Nor more than ½ page of quotes for the assignment; No quotes allowed for assignments less than 5 pages.**
- Do not use “quotes” for quotes. Use single space, block and indented one inch: For example: In his book Beyond Belief, Johnny Depp stated:
 If I were to sail the Black Pearl around the
 World in search of gold, diamonds, rubies, etc.
- Consult the Writing Center often for guidance!
- Consult the “TERM PAPER GUIDANCE DOCUMENT” in the “CONTENT” section of D2L

Slide Format Guidance:

- ✓ Use SHEM Master Slide with WHITE background
- ✓ **Slide 1 is your COVER (Introductory) SLIDE and does NOT count as the assignment**
- ✓ Slides should have 3-6 bullet points per slide
- ✓ Bullet points should have no more than 6-8 words per bullet point
- ✓ **Slides should have page numbers at bottom right of page**
- ✓ Heading on slides should be 32-36 point and BOLDFACE font
- ✓ Bullet Points in Body should be 22-24 point font
- ✓ **Everything in Times New Roman**
- ✓ Illustrations (graphics/pictures) support the main points of the slides
- ✓ Illustrations (graphics/pictures) is limited to 25% of the slide and is limited to no more than 25% of the slides in the assignment
- ✓ **Last slide is your BIBLIOGRAPHY (References) SLIDE and does NOT count as part of the assignment)**
- ✓ Slides should have most current up-to-date information on the subject
- ✓ Consult the Writing Center often for Guidance

Slide Presentation Guidance:

- **Practice, Practice, Practice**
- When presenting Each slide should communicate a key “take away” for audience (as the presenter you might say “The key take away from this slide is” or “Notice the trend in this graph, how it represents continuous improvement”
- Introduction and key points should be presented in a logical order
- **Present more information than just read the slides (Very Important)**
- **Cite personal examples during presentation**

- Establish eye contact with audience
- Engage audience in discussion
- State conclusions and/or recommendations clearly
- Answer audience questions sufficiently
- Consider your time limit that is set by the instructor!
- **Practice, Practice, Practice**
- **Watch the YouTube Videos for presentation help under Content in D2L**

Also consult the “TERM PAPER GUIDANCE DOCUMENT” in the “CONTENT” section of D2L.

XI. OTHER STUDENT SERVICES INFORMATION

- A. BC COMPUTER ACCOUNTS:** Each student is expected to go to IT services and obtain a computer account, BEFORE the second class of the term. They can be reached at 979-230-3266. You may need to call for an appointment before class for evening classes. Improper use of computer accounts in violation of Brazosport College policies may result in penalties according to College rules. Be aware that ALL online activity is monitored and logged; you have NO right to privacy.
- B. COLLEGE WEBSITE** www.brazosport.edu you should learn to use the college website to find most student information. If you need to take computer classes to learn to use the internet or other computer programs please check with Learning Services next to the Library, call 979.230.3253.
- C. CLASSROOM COPYRIGHT:** An implicit copyright of original work not otherwise referenced from others exists for all class materials. Visual or audio recording of class activity is restricted to the College and Instructor. No class material or activity may be recorded or posted on the Internet except by approval of the Instructor.
- D. NOTES ON SCHEDULE:** A general sixteen-week recommended schedule follows in this document. The instructor will adjust it to meet the details of the specific semester schedule, recognizing variances due to Brazosport College exam schedules, State and Federal Holidays weather events and the availability of such items as a guest speaker, etc.
- E. LIBRARY AND TUTORING AND TEST TAKING:** Information about the Library is available at <http://www.brazosport.edu/library> or by calling 979.230.3310. For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979.230.3253, or visit <http://www.brazosport.edu/learningservices>.

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979.230.3158, or visit <http://www.brazosport.edu/studentsuccesscenter>.

Contact the **Physical Sciences and Process Technology Division** office at 979-230-3618. The Student Services provides assistance in the following:

Counseling and Advising	979.230.3540
Financial Aid	979.230.3000
Student Life	979.230.3412

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979.230.3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

STATE OF TEXAS WORKFORCE EDUCATION COURSE MANUAL REQUIREMENTS:



WORKFORCE EDUCATION COURSE MANUAL, 2010-2011

WECM Course

Accident Prevention, Inspection, and Investigation

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
15.0701	OSHT	1313	Accident Prevention, Inspection, and Investigation	Active	3	48	96

Course Level: Introductory

Course Description: Provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

End-of-Course Outcomes: Describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

Lab Recommended

CIP Code Description: 15.0701 (Occupational Safety and Health Technology/Technician)

Year: 2010