

Brazosport College

Syllabus for OSH 1405 - OSHA Regulations – Construction Industry

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I. COURSE DESCRIPTION

OSHT 1405 - OSHA Regulations – Construction Industry CIP 1507010011

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. This course is designed to review the codes in some detail and to prepare students for the CSST exams. NCCER credit available. **Credit Hours:** 4 (4 lecture, 0 lab)

Samuel Chamberlain, M.S.

Om Chawla

Gary Hicks

Jeff Detrick

II. COURSE OBJECTIVES

Upon completion, the student will be able to understand the role and function of OSHA and with 29 CFR 1926 Construction Industry Standards in the workplace as demonstrated by

III. STUDENT LEARNING OUTCOMES

Identify the OSHA regulations which apply to the construction industry; and exhibit proficiency in retrieving specific information from Title 29 C.F.R. Part 1926 regulations, by:

1. Understand the functions of OSHA regulations regarding occupational safety and health.
2. Understand how to apply regulations relating to physical workplace hazards and controls for Hazardous Materials.
3. Understand how to implement preventive measures to control hazards and investigate incidents.
4. Understand how to implement preventive measures to control hazards in ordinary construction activity.
5. Understand how to implement preventive measures to control hazards in ordinary construction activity involving heavy machinery.
6. Be able to identify safety hazards in a safety scenario and determine the OSHA construction standards in 29CFR1926 that apply. In concert with this form conclusions for mitigating these hazards.

IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

1. Field Safety, Participant Guide, NCCER, Pearson Publisher, 2nd Edition, July 2013. ISBN: 978-0-13340245-2

Quick Study Guide from BC bookstore – keep and reuse guides from previous courses.

Normally the Field Safety Guide is obtained via Associated Builders and Contractors in Freeport, call 979-233-1616 for details

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. 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://brazosport.edu/bookstore/home.html>

B. Course Outline

This is a sample outline which 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 the outline of the course they are taking.

Week	Mondays	Topics	Module #/Activities	Quizzes/Assignments
1	3-Jun-19	Introduction to Safety	Module 75101-13 Class Performance Task.	> Quiz Module 75101-13. > <u>Homework</u> : Select SDS Chemical from Home or Work. Go to Vark-Learn.com and take test for your learning style.
2	10-Jun-19	Confined Spaces and Excavations	Module 75120-13 Class Performance Task (Progress Exam 1 Review Sheet/Discussion) Term Project Assigned	Quiz Module 75120-13. (<i>Study for Progress Exam</i>)
3	17-Jun-19		Take Progress Exam 1	Make-up: Quizzes/Tasks
4	24-Jun-19	Work Zone Safety / Electrical Safety.	Modules 75104-13 & 75121-13. Class Performance Task.	Quiz Modules 75104 & 75121.
5	1-Jul-19	Working from Elevations	Module 75122-13. Class Performance Task. (Progress Exam 2 Review Sheet/Discussion)	Quiz Module 75122. (<i>Study for Progress Exam</i>)
6	8-Jul-19		Take Progress Exam 2	Make-up: Quizzes/Tasks
7	15-Jul-19	Steel Erection and a Visit to PET lab for Joint Safety Mtg./ Heavy Equip, Forklifts and Cranes.	Modules 75110-13 & 75123-13.	Quiz Modules 75113 & 75123.
8	22-Jul-19	Concrete and Masonry/Intro to Material Handling.	Modules 75119-13 & 75124-13. (Progress Exam 3 Review Sheet/Discussion) Term Project Due	Quiz Modules 75119 & 75124. (<i>Study for Progress Exam</i>)
9	29-Jul-19		Take Progress Exam 3	Make-up: Quizzes/Tasks
10	5-Aug-19		> Performance Tasks Assessments. > Make-up Modules Quizzes. > Corrections to Progress Exams 1, 2, & 3. > Final Exam Review.	Class Activities (<i>Study for Final Exam</i>)
11	12-Aug-19		Final Exam	

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.

Current Events: Each student should come to class with a current event report about Construction Safety from a credible news source.

WEEK	ACTIVITIES
Week 1	Module 75101-13, Introduction to Safety
	<p>Topics: Field Safety Edition 2 Compliance vs. Best Practices PPE Used on Construction Sites Hazards with Walking and Working Surfaces Hot and Cold Weather Hazards Fire Prevention and Firefighting Hand and Power Tool Safety Elements of a Hazard Communication Systems</p> <p>Recommended: Videos and You-Tube presentations as appropriate</p> <p>Additional Resource: 1926 Subpart D - Occupational Health and Environmental Controls</p> <p><i>Performance Activity 75101-13 Task 2 Demonstrate How to Safety Operate Hand Tools and 75101-13 Task 3 Demonstrate How to Safety Operate Power Tools</i></p> <p><i>Quiz Module 75101-13</i></p> <p>Homework Assignment: 1-Find an SDS for a chemical of your choice and write a one-page summary of the SDS (include all 16 sections) and bring a copy of the SDS and One</p> <p>Page Summary to next class period. Place your SDS one-page summary in the Drop box. 2-Go to Vark-learn.com and determine your learning style and turn in a hard copy to instructor</p> <p><i>Performance Activity 75101-13 Task 1-Identify Types and Classes of Fire Extinguishers</i></p>
Week 2	Module 75120-13, Confined Spaces and Excavations
	<p>Topics: Field Safety Edition 2 Safety Requirements for Working in Confined Spaces Safety Requirements for Working in Excavations</p> <p>Recommended: Videos and You-Tube presentations appropriate Additional</p> <p>Resource: CFR 1926 Construction Regulations</p>

Week 2 (cont.)	<p><i>Performance Activity 75120-13 Task 1 Demonstrate How to Properly Fill Out a Confined-Space Work Permit</i></p> <p><i>Quiz Module 75120-13; Review for Progress Exam 1</i></p>
Week 3	Take Progress Exam 1; Make Up Performance Tasks
Week 4	Module 75104-13, Work Zone Safety / Module 7575121-13, Electrical Safety
	<p>Topics: Field Safety Edition 2 Identifying Signs, Signals and Barricades Highway Work-Zone Safety Requirements Risks Associated with Working Around Electricity Performing Lockout/Tagout Procedures for All Energy Sources</p> <p>Recommended: Videos and You-Tube presentations as appropriate</p> <p>Additional Resource: CFR 1926 Constructions Regulations</p> <p><i>Performance Activity 75104-13 Task 1 Demonstrate How to Properly use Traffic Control Devices</i></p> <p><i>Performance Activity 75121-13 Demonstrate How to Properly use a Lockout and Tagout Device</i></p> <p><i>Quiz Modules 75104-13 & 75121-13</i></p>
Week 5	Module 75122-13, Working from Elevations
	<p>Topics: Field Safety Edition 2 Types of Fall Protection Equipment Safety Guidelines for the Use of Ladders and Scaffolding Guidelines for the Safety Operation of Aerial Lifts</p> <p>Recommended: Videos and You-Tube presentations as appropriate</p> <p>Additional Resource: CFR 1926 Construction Regulations</p> <p><i>Performance Activity 75122-13 Task 1 Demonstrate How to Properly Inspect and Don Fall- Protection Equipment and Task 2 Demonstrate How to Properly Inspect a Ladder</i></p> <p><i>Quiz Module 75122-13; Review for Progress Exam 2</i></p>
Week 6	<p>Take Progress Exam 2; 2nd Chance Module Quizzes for Weeks 1-4 and any Performance Tests.</p> <p>Student must have passed Progress Exam 1 to have a 2nd Chance at Modules for Weeks 1-4.</p>

Week 7	Module 75110-13, Steel Erection / Module 75123-13, Heavy Equipment, Forklifts and Cranes
	<p>Topics: Field Safety Edition 2 Identifying Safety Concerns Related to Steel Erection Heavy Equipment Safety Forklift Safety Crane Safety</p> <p>Recommended: Videos and You-Tube presentations as appropriate</p> <p>Additional Resource: CFR 1926 Construction Regulations</p> <p><i>Performance Activity-None</i></p> <p>Quiz Modules 75110-13 & 75123-13</p>
Week 8	Module 75119-13, Concrete and Masonry / Module 75124-13, Introduction to Material Handling
	<p>Topics: Field Safety Edition 2 Safety Hazards Associated with Concrete Construction and Masonry Work Material Handling Hazards and Safety Procedures Selecting Materials-Handling Equipment</p> <p>Recommended: Videos and You-Tube presentations as appropriate</p> <p>Additional Resource: CFR 1926 Construction Regulations</p> <p><i>Performance Activity-None</i></p> <p>Quiz Modules 75119-13 & 75124-13; Review for Progress Exam 3</p> <p>Term Project Due</p>
Week 9	Take Progress Review Exam 3; 2nd Chance Module Quizzes (Weeks 1-8) and Make-Up Performance Tasks
Week 10	FINAL EXAM REVIEW; 2nd CHANCE MODULE QUIZZES (WEEK 7 & 8 AND ANY OTHERS). MAKE-UP PERFORMANCE TASKS (LAST CHANCE FOR SECOND ATTEMPT AT BRAZOSPORT COLLEGE AND ANY PERFORMANCE TASKS)
Week 11	FINAL EXAM

Important Semester Dates:

Last Day to Withdraw from Classes– Check BC Academic Calendar at
<http://catalog.brazosport.edu/index.php>

**** Term Project is due on week 8, July 22rd, 2019 (or before) at the beginning of class.
NO EXCEPTIONS!!!**

V. LAB REQUIREMENTS:

Selected classroom performance activities are part of the required curriculum.

VI. STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. BC 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.

VII. 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.

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator
Office J-117D; 979-230-3355; kelli.fordespiers@brazosport.edu

Victoria Young, HR Coordinator and Deputy Title IX Coordinator
Office C-114; 979-230-3303; victoria.young@brazosport.edu

VIII. 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 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 will, at a minimum, result in forced rewrite or fail of assignment or other relevant penalties.** Please refer to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>.

IX. ATTENDANCE AND WITHDRAWAL POLICIES

Class attendance contributes to your final grade, but you must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office. **If the student decides to drop out of the class it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript.** If this is not done the student will receive a grade based on test grades and class grades earned during their attendance and absence (i.e. zeros on all missed materials, exams, skills tests, and final exam).

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 contact the Instructor and explain any and all missed class time at the time of the absence.

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 holidays, 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. 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.

X. COURSE REQUIREMENTS AND GRADING POLICY

A. Grading:

Progress Review Exams (3):	20%
Final Exam:	20%
Module Quizzes:	20%
Term Project	20%
Class Participation and Attendance	20%

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

- (1) Complete the midterm exam
- (2) Submit a term paper,
- (3) Complete the final exam.

Your first score on an NCCER module exam counts as your Brazosport College grade for that module. A NCCER

Module exam grade of at least 70 is required for passing the module exam. A score below 70 will require the student to pass the BC Progress Exam in order to have a second attempt to pass the NCCER module exam:

For OSH 1405, the FIRST Progress Exam will cover NCCER Modules 75101-13 and 75120-13 Lectures. A student passing the Progress Exam #1 will be able to have a second opportunity to re-take Module Exam 75101-13 and 75120-13. A student failing to pass the Progress Exam will NOT be allowed to take a second attempt at the module exams for these lectures. A student passing the module exams the first time are still required to take the BC Progress Exam as these count toward your BC college grade.

- **For OSH 1405, the SECOND Progress Exam will cover NCCER Modules 75104-13 and 75121-13 and 75122-13 Lectures. A student passing the Progress Exam #2 will be able to have a second opportunity to re-take Module Exams 75101-1, 75120-13, 75104-13, 75121- 13, and 75122-13. A student failing both the first and second Progress Exams will NOT be allowed to take a second attempt at any module exams for these lectures. A student passing the module exams the first time are still required to take the BC Progress Exam as these count toward your BC college grade.**
 - **A student failing the first Progress Exam and passing the second Progress Exam may take a second attempt at any of the module exams covered during the first or second Progress Exam time period.**
 - **A student passing the first Progress Exam and failing the second Progress Exam may only take a second attempt at the module exams covered during the first Progress Exam period.**

- **For OSHT 1405, the THIRD Progress Exam will cover NCCER Modules 75110-1, 75123-13, 75119-13, and 75124-13 Lectures. A student passing the Progress Exam #3 will be able to have a second opportunity to re-take Module Exam 75101-1, 75120-13, 75104-13, 75121-13, and 75122-13, 75110-1, 75123-13, 75119-13, and 75124-13. A student passing the module exams the first time are still required to take the BC Progress Exam as these count toward your BC college grade.**
 - **A student failing the first, second and third Progress Exam must contact the Associated Builders and Contractors (ABC) in Freeport, Texas to take any second attempts.**
 - **A student taking the second attempt at any of the NCCER Module exams and fails the second attempt must contact the Associated Builders and Contractors (ABC) in Freeport, Texas. ABC will allow a student to take a third attempt BUT they must wait 90 days before taking a third attempt and may be required to pay a fee.**
- **ALL OF THE SECOND ATTEMPTS MUST BE TAKEN BEFORE THE BC FINAL EXAM.**

NO THIRD ATTEMPTS AT RETAKING AN NCCER MODULE EXAM WILL BE OFFERED AT BRAZOSPORT COLLEGE.

C. Testing:

Progress Exams #1, #2, #3, a Term Project and a Final Exam are required to pass the course. An additional variety of quizzes, special projects or assignments may be assigned at the discretion of the Instructor.

D. NCCER Testing Guidelines:

- Instructor will pass back tests by the following class period and may review NCCER tests individually or collectively, but only when all students have taken the test.
 - ✓ Student will/should record their NCCER module grades and be responsible for keeping a record of their grade (this will be for their record).
 - ✓ Instructor MUST keep records as they are responsible for the final ABC report form. The records for the NCCER Module Exams and Performance Tasks should be turned in by the instructor to the BC NCCER Program Assistant as soon as possible after each Program Review Exam has been completed and any second attempts made.
- Assigning times to take NCCER retests
 - ✓ Student can retake the test during a time block set by instructor (such as 30 minute period after class, etc.) NOTE: NCCER retakes (second attempt) will be offered only after the student passes the Programs Exams covering the lecture material.
 - ✓ If a student cannot make the scheduled time with instructor for the second attempt, they will need to obtain approval from the instructor in order to schedule a time with Fanny Frausto (979-230-3364) at Workforce Development and School Partnership during the day (8am to 5pm).
 - ✓ Students can meet with the instructor to review for the tests – (the intent of the review should be for the student to learn the material and not to be given the answers for the tests).
 - ✓ Students are limited to one NCCER module retake (i.e. a second try)!

- NCCER Time limitations for retaking tests
 - ✓ **All NCCER retakes need to be taken before the Brazosport College Final Exam:**
 - 1. Re-testing can occur 48 hours after the first test; this is the 2nd attempt**
 - 2. If they fail the 2nd attempt, then any additional testing to pass an NCCER module must occur after 90 days and the student must contact Associated Builders and Contractors (ABC) in Freeport, Texas to schedule the retake.**
 - 3. Note that the NCCER National Registry does NOT keep a record of “partial” completions! Knowledge (Module) Tests and Performance Tests must BOTH be passed to be recorded in the National Registry.**

E. Make up policy:

A student will normally be given only one week in which to make up missed NCCER module exams. Students who miss class delay the ability of other students to receive 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 quizzes or assignments and/or apply an appropriate penalty pursuant to the syllabus requirements.**

XI. 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:

1. Read and understand the syllabus requirements
2. Use appropriate time management skills
3. Communicate with the instructor for absences and late arrivals
4. Complete course work on time, and
5. Utilize online components (such as Desire2Learn) as required.
6. Participate in class discussions
7. Show respect for students and instructors

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 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 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. 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) It is your responsibility to read the syllabus and other information provided by the instructor, and to follow the instructions contained therein.
- 3) If you fail to submit assignment(s) or tests on time, the instructor has the option of not 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 or at the instructor discretion. **No assignment will be accepted after 5 days unless the instructor deems special circumstances apply.**
- 4) You should make every effort to stay on track with the assignments, as it is very difficult to “play catch-up.”
- 5) If for any reason you should fall behind in their work, (illness, accident, temporary duty, etc.) contact the instructor immediately.
- 6) Any “Instructor Approved” extensions for exams/papers and assignments must be completed on the date assigned by the instructor. The instructor may approve submittals that 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.
- 7) 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/argumentative 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.

- 8) At times, life situations occur where you will need to make hard choices between getting a good grade in a course (and 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.
- 9) 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 the LAC in E-201. 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, readers for these programs 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 our files, in which case the Instructor will help to the best of 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:

- 1) All electronic devices, including by 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 electron devices must be stored so that they are not visible in the classroom.

- 2) **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.**
- 3) 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.
- 4) Cheating via use of telecommunications devices will result in an immediate ZERO for the test involved and may result in further penalties.
- 5) Backpacks and other additional non-course materials carried into the classroom must be placed on the floor.

F. 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.

G. 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.

H. 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.

I. 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 and the availability of such items as a guest speaker, etc.

Information about the **Library** is available at <http://www.brazosport.edu/library> or by calling 979.230.3310.

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

A Term Project consisting of a book report or research paper or another special project is on a relevant topic for OSH 1405. This must be original work not a duplication of work for another class. **Safety, Health and Environmental Management Guidelines for a successful term project include 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 nor 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 more than ½ page of quotes for the assignment
- 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!**

POWERPOINT 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 subject

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**

DUE DATES FOR TERM PAPER PROJECTS

For all Fall and Spring Term Sixteen Week Classes: Term Project is due upon the date/time assigned as determined by the instructor. If you wait until the last moment to complete the term project you can fail the assignment. A Term Project must be submitted to pass the course.

LATE PENALTIES APPLY:

For the Term Project -20 points per day may apply after midnight upon DUE DATE which is 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 5 days unless the instructor deems special circumstances apply.

XIII. OTHER STUDENT SERVICES INFORMATION

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-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://brazosport.edu/students/for-students/places-services/learning-services/>.

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979.230.3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>.

To contact the Physical Sciences and Process Technologies Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Life	979-230-3355

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 REQUIREMENT REQUIREMENTS:

OSHA Regulations - Construction Industry

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs.	Min Cont. Hrs.	Max Cont. Hrs.
15.0701	OSHT	1305	OSHA Regulations - Construction Industry	Active	3	48	144
15.0701	OSHT	1405	OSHA Regulations - Construction Industry	Active	4	64	160

Course Level: Introductory

Course Description: A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

Learning Outcomes: Identify the OSHA regulations which apply to the construction industry; and exhibit proficiency in retrieving specific information from Title 29 C.F.R. Part 1926 regulations.

Lab Recommended

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

Year: 2010