

Brazosport College

Syllabus for OSH 2309 - Safety Program Management

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I. COURSE DESCRIPTION

OSHT 2309 - Safety Program Management CIP 1507010011

Examines the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification. This course is designed to review the codes in some detail and to prepare students for the CSST exams. NCCER credit available. **Credit Hours:** 3 (3 lecture, 0 lab)

Samuel Chamberlain

Om Chawla

Gary Hicks

Dr. Mitchell Seal

II. COURSE OBJECTIVES

Upon completion, the student will understand how to develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements.

III. STUDENT LEARNING OUTCOMES

Develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements, by

1. Understand the activities involved in management leadership and employee involvement as well as human behavior modification
2. Demonstrate fundamental knowledge of worksite analysis skills and cost benefit analysis
3. Explain how to implement hazard control
4. Plan and implement safety training
5. Recognize the components to create a basic safety program incorporating a cost-benefit analysis, safety audit process, the requirements for recordkeeping and components of positive safety behavior.

IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

1. Safety Technology Training Guide, 2nd Ed., NCCER, Pearson Publisher, July 2018. ISBN: 978-0-13-4446363-3 (required)
2. Calculator (required)

Normally the Safety Technology 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.

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 events report about Construction Safety from a credible news source

<i>Week</i>	<i>MODULES</i>	<i>QUIZZES</i>	<i>MODULE DESCRIPTION</i>
1	Module 1 (75201)	Quiz Module 1 NO Performance Task	201-Intro to Safety Technology
2	Module 2 (75205) AND Module 3 (75219) Part 1	Quiz Module 2- Performance Task	205-Positive Safety Communication
3	Module 3 (75219) Part 2	Quiz Module 3 Performance Task	219-Hazard Recognition, Env. Awareness and Occupational Health
4	Module 4 (75220) (Progress Exam 1 Review Sheet Discussion)	Quiz Module 4 Performance Task	220-JSA and Pre-Task Planning
5	Take Progress Review Exam 1	Class Activity	Make-Up Performance Tasks
6	Module 5 (75221)	Quiz Module 5 Performance Tasks	221-Safety Data Tracking and Trending
7	Module 6 (75222)	Quiz Module 6 Performance Tasks	222-Site Specific Safety Plans
8	Module 7 (75223) (Progress Exam 2 Review Sheet Discussion)	Quiz Module 7 Performance Task	223-Safety Orientation and Safety Meetings
9	SPRING BREAK MARCH 11-15		
10	Take Progress Review Exam 2	Class Activity	2nd Chance Module Quizzes (Week 1,2,3,4) and Performance Tasks

11	Module 8 (75224)	Quiz Module 8 Performance Task	224-Permits and Policies
12	Module 9 (75225)	Quiz Module 9 Performance Task	225-Incident Investigations, Policies and Analysis
13	Module 10 (75226) (Progress Exam 3 Review Sheet Discussion)	Quiz Module 10 NO Performance Task	226-OSHA Inspections and Recordkeeping
14	Take Progress Review Exam 3	Class Activity	2nd Chance Module Quizzes (Week 6,7,8) and Performance Tasks
15	Final Exam Review	Class Activity	2nd chance Module Quizzes (Week 11,12,13 and for any others)
16	Final Exam	Regular Class-time	Location - TBD

Week	Activities
1	<p>Topics: Introduction to Safety Technology 201 Readings from Textbook: Module 75201</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: None</p> <p>Quiz Over Module 1</p>
2	<p>Topic: Positive Safety Communication 205 Readings from Textbook: Module 75205 Topic: Hazard Recognition, Environmental Awareness and Occupational Health (Part 1) Readings from Textbook: Module 75219</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: Communicate safety policies and procedures to all employees on a job site.</p> <p>Performance Task Assignment: Go to www.osha.gov and use the search bar to type in “chemical safety procedures” or “construction safety procedures” or “industrial safety procedures” or “safety policies”. Type a 1 page summary of the document you have found and be prepared to turn in your one page summary the following week and make a 3 minute presentation to the class (employees) on the key points describing safety benefits of the policy or procedure.</p> <p>Quiz Over Module 2</p>

3	<p>Topic: Hazard Recognition, Environmental Awareness, Occupational Health (Part 2) 219 Readings from Textbook: Module 75219</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: Prioritize Risks using a written formula Performance Task Assignment: INSTRUCTOR TO HANDOUT RISK ASSESSMENT HOMEWORK. Complete the risk assessment formula handout and turn in next week.</p> <p>Quiz Over Module 3</p>
4	<p>Topic: Job Safety Analysis and Pre-Task Planning 220 Readings from Textbook: Module 75220</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: 1-Conduct a job safety analysis and 2-Conduct pre-task planning Performance Task Assignment: INSTRUCTOR TO HANDOUT TASK AND JSA ASSIGNMENT. Form 2 person teams and complete assignment. Present your Task and JSA assignment in a 3 minute Safety Meeting to class. <u>This Safety Meeting presentation will also count as completion of the Safety Meeting Performance Task for Module 75223.</u> Turn in worksheets to instructor.</p> <p>Quiz Over Module 4</p>
5	<p>Take Progress Review Exam 1; Make-Up Performance Tasks</p>
6	<p>Topic: Safety Data Tracking and Trending 221 Readings from Textbook: Module 75221</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: Conduct two or more of the following: a-Safety Inspection, b-Safety Audit, c-Employee safety observation, d-Near miss report Performance Task Assignment: INSTRUCTOR TO HANDOUT SAFETY INSPECTION FORM AND EMPLOYEE SAFETY OBSERVATION/NEAR MISS FORM. Complete the Safety Inspection form for your garage or work area at home. Complete the employee safety observation form and near miss form at work or home. Complete the two forms and turn in next week to instructor.</p> <p>Quiz Over Module 5</p>

7	<p>Topic: Site Specific Safety Plans 222 Readings from Textbook: Module 75222</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: 1-Use a risk assessment matrix to determine the risk of a given situation. 2-Modify an existing site safety plan to meet specific job conditions Performance Task Assignment: INSTRUCTOR TO HANDOUT RISK ASSESSMENT MATRIX AND THE SITE SPECIFIC SAFETY PLAN ASSIGNMENT. Form 2 person teams and complete assignment and report to class. Turn in worksheets to instructor.</p> <p>Quiz Over Module 6</p>
8	<p>Topics: Safety Orientation and Safety Meetings 223 Readings from Textbook: Module 75223</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: Deliver and document a safety meeting Performance Task Assignment: <u>Performance Task was completed as part of Module 75220.</u> A Safety Meeting presentation was made for completion of the previous performance task.</p> <p>Quiz Over Module 7</p>
9	Spring Break March 9 - 13
10	Progress Review Exam 2 and 2nd Chance Module Exams Weeks 1-4 and any Make-Up Performance Tasks
11	<p>Topic: Permits and Policies 224 Readings from Textbook: Module 75224</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: 1-Perform a pre-inspection, 2-Complete a hot work permit, 3-Use lockout and tagout devices Performance Task Assignment: INSTRUCTOR TO HANDOUT PRE-INSPECTION FORM, HOT WORK AND LOTO FORM. Complete these as homework assignments and turn in next week. HANDS ON LOTO USING LOTO DEVICES WILL BE USED IN THE CLASSROOM AND/OR AT THE PROCESS TECHNOLOGY UNIT AS TIME PERMITS.</p> <p>Quiz Over Module 8</p>
12	<p>Topic: Incident Investigations, Policies and Analysis 225 Readings from Textbook: Module 75225</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: 1-Conduct an incident investigation interview, 2-Complete an incident investigation form, 3-Use one of the following methods to analyze data to determine the cause</p>

12 cont.	<p>of an incident (a. Three Levels of Accident Causation, b. Why Method, c. OSHA problem-solving techniques)</p> <p>Performance Task Assignment: INSTRUCTOR TO HANDOUT PERFORMANCE TASK ASSIGNMENTS 1, 2, 3, and 4. This is a classroom assignment. Follow the instructions per Part 1 and turn in all worksheets to instructor:</p> <p>A. Form 3 Person Teams</p> <p>B. Assign 1 Person as the Investigator, another as the Scribe and another as the Witness (Judy Chang)</p> <p>#1-Use the witness statement form and interview Judy Chang to complete the form</p> <p>C. The team is now the Investigation Team.</p> <p>#2-Pick an Investigation Method (a. Three Levels of Accident Causation, or b. Why Method, or OSHA problem-solving techniques) to conduct your investigation). See Module 225 for guidance.</p> <p>#3-Complete the Investigation Form</p> <p>#4-Complete the OSHA 300 Form</p> <p>Quiz Over Module 9</p>
13	<p>Topic: OSHA Inspections and Recordkeeping 226</p> <p>Readings from Textbook: Module 75226</p> <p>Class Activity: Lecture and Class Discussion (Video as time permits)</p> <p>Performance Task: None</p> <p>Quiz Over Module 10</p>
14	Take Progress Review Exam 3; 2nd Chance Module Quizzes (Weeks 1-8) and Make-Up Performance Tasks
15	FINAL EXAM REVIEW; 2nd CHANCE MODULE QUIZZES (WEEK 11,12,13 AND ANY OTHERS). MAKE-UP PERFORMANCE TASKS (LAST CHANCE FOR SECOND ATTEMPT AT BRAZOSPORT COLLEGE AND ANY PERFORMANCE TASKS)
16	FINAL EXAM

Important Semester Dates:

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

Office Hours:

For fulltime faculty, office hours may change from semester to semester. Current faculty office hours are included on the syllabus, see link: <https://brazosport.edu/faculty-and-staff/resources/course-syllabi-instructor-information/>

For an adjunct faculty, no office hours are required, and they are not assigned an office. To set up an appointment with an adjunct, contact the instructor as per the email address on the syllabus, see link: <https://brazosport.edu/faculty-and-staff/resources/course-syllabi-instructor-information/>

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.

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 shall be treated appropriately.

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 F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Plagiarism is using another person's work or ideas without giving credit. 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. 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.

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 13 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. 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

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 Assignments	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 score if the student fails to complete any one of the following items:**

- (1) Complete the midterm exam, a score of zero for any reason is a failure**
- (2) Submit a term paper, a score of zero for any reason is a failure**
- (3) Complete the final exam, a score of zero for any reason is a failure**

Your first score on an NCCER Module Quiz counts as your Brazosport College grade for that module. A NCCER Module Quiz grade of at least 70 is required for passing the Module Quizzes.

A score below 60 will require the student to pass the BC Progress Exam in order to have a second attempt to pass the NCCER Module Quizzes:

- For OSH 2309, the FIRST Progress Exam will cover NCCER Modules 1, 2, 3 and 4 Lectures. A student passing the Progress Exam #1 will be able to have a second opportunity to re-take Module Quizzes 1, 2, 3 and 4. A student failing to pass the Progress Exam will NOT be allowed to take a second attempt at the module quizzes for these lectures. A student passing the module quizzes the first time are still required to take the BC Progress Exams as these count toward your BC college grade.
- For OSH 2309, the SECOND Progress Exam will cover NCCER Modules 5, 6, and 7 Lectures. A student passing the the Progress Exam #2 will be able to have a second opportunity to re-take Module Quizzes 1, 2, 3, 4, 5, 6, and 7 Lectures. A student failing both the first and second Progress Exams will NOT be allowed to take a second attempt at any Module Quizzes for these lectures. A student passing the module quizzes 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 quizzes 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 quizzes covered during the first Progress Exam period.
- For OSH 2309, the THIRD Progress Exam will cover NCCER Modules 8, 9, and 10 Lectures. A student passing the Progress Exam #3 will be able to have a second opportunity to re-take Module Quizzes 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 Lectures. A student passing the module quizzes 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 Quizzes 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.
- **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, Term Project and a Final Exam are required. An additional variety of quizzes, special projects or assignments may be assigned at the discretion of the Instructor.

D. CSST Testing Guidelines for SHEM Program:

Instructor will pass back tests (and/or post grades in D2L) by the following class period and review NCCER tests individually or collectively, only when all students have taken the test.

- a. Student will/should record their grade at that time 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 NCCER report form. The NCCER Module Exams and Performance Tasks grades (Pass or Fail) should be turned in to the BC NCCER Program Assistant as soon as possible after each Progress Review Exam has been completed and any second attempts made should be submitted once they are graded**
- b. 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 Progress Exams covering the lecture material.
- c. 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 at Workforce Development and School Partnership during the day (8 am to 5 pm)
- d. Students can meet with the instructor to review for the tests and retakes – (the intent of the review is for the student to learn the material and not to be given the answers for the tests)
- e. **Students are limited to one retake (a second chance as per the guidance provided in this syllabus)!**
- f. All NCCER retakes and Performance Tasks must be taken before the Brazosport College Final Exam:

1-Re-testing can only occur 48 hours after the first test; this is the 2nd attempt

2-If a student fails 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 Tasks 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 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 on an absence or the day following the absence to make time to come in before the next class to clear up the missed module exam. **The Instructor is usually expected to give a score of zero to exams, quizzes or assignments for missed assignments and/or apply an appropriate penalty pursuant to the syllabus requirements.**

XI. STUDENT CONDUCT STATEMENT

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. 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.

XII. COVID-19 STATEMENT

At Brazosport College, all of us, including faculty, staff and students, share a common goal this spring 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.

XIII. CAMPUS CLOSURE STATEMENT

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.

XIV. 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. 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) We do not want to look like we were raised in a barn. Keep it clean and place all trash in the proper containers before you leave.
- 3) Do not alter the computer or audio-visual electronics. 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.
- 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) **It is your responsibility to read understand and follow the syllabus and other instructions and information provided by the instructor!**

- 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 and based upon instructor discretion. 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.**
- 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) You must complete exams/papers and assignments prior to the end of the scheduled term, or risk being graded zero for that work and run the risk of failure of the course.
- 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 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.
- 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 removal from class, 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 will be subject to disciplinary action. **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.
- 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 the LAC in E.150 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, 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:

- All electronic devices including but not limited to cell phones, “Blackberry” e-mail type devices, and PDA’s **MUST** be turned 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 CALCULATORS 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.
- 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 LAC in.

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.

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

A term project is required on a relevant topic. This must be original work not a duplication of work for another class. The instructor will assign the term project. The term project may require a narrative paper or an alternative assignment.

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 PDR, No Notes, etc.)
- Format is 12 – point Font, Times Roman, 1.5 lines spacing and 1 inch margins all around and page numbers at the 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
- Nor 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:

1. Use SHEM Master Slide with WHITE background
 2. Slide 1 is your COVER (Introductory) SLIDE and does count in the slide count as the assignment.
 3. Slides should have 3-6 bullet points per slide
 4. Heading on slides should be 32-36 point and BOLDFACE font
 5. Bullet Points in Body should be 22-24 point font
 6. Everything in Times New Roman
 7. Illustrations (graphics/pictures) support the main points of the slides
 8. Illustrations (graphics/pictures) is limited to 25% of the slide and is limited to no more than 25% of the slides in the assignment
 9. Last slide is your BIBLIOGRAPHY (References) SLIDE and does not count in the slide count
- 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 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 course.

Late Penalties Apply:

For the Term Project 20 points per day penalty will apply after midnight upon Additional deductions may apply based on the content and meeting syllabus requirements. No Term Project paper will be accepted after 5 days.

XVI. 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:

WECM Course							
Safety Program Management							
CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
15.0701	OSHT	2309	Safety Program Management	Active	3	48	96

Course Level: **Intermediate**

Course Description: **Examine the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.**

End-of-Course Outcomes: **Develop and implement safety program; describe cost benefit analysis; summarize the basic components of human behavior modification; apply the components of the safety audit process including record keeping requirements.**

Lab Recommended

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

Year: **2010**