

North Carolina Agricultural and Technical State University  
 OSH 516  
**Occupational Safety and Health Management – Syllabus**  
*Fall semester 2006*

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**Help**

Course Syllabus

**Required Texts** Kohn, James and Theodore Ferry. [Safety and Health Management Planning](#). New York: Van Nostrand Reinhold, 1999.

**Course Description** This course is an overview of the application of management principles to the establishment and maintenance of Occupational Safety and Health Programs.

*Prerequisites: OSH 312, Accident Investigation; BUAD 422 Management Concepts or approval by instructor*

**Course Objectives** At the end of successful completion of the course, the student will have acquired:

- Discuss the roles and duties of management and employees in complying with the OSHAct.
- Plan, develop, control and evaluate effective operating policies
- Reduce costs through safety and health management, cost analysis and budgeting
- Know at an acceptable level, the history and development of safety and accident prevention
- Evaluate regulations and write occupational safety and health programs
- Develop and write a safety program with an acceptable budget allocation
- Know how to conduct an accident investigation
- Know at an acceptable level, workers' compensation legislation
- Present a safety, health, or environmental program at a competent level

**Course Syllabus** **Course Content:**

UNIT	TOPIC	ASSIGNED READING
<i>Unit 1</i>	Introduction to Course	
	Course Objectives, Grading Procedure	Chapter 1
<i>Unit 2</i>	Safety and Corporate Management	Chapter 3
	Project Assignments	
<i>Unit 3</i>	Workers' Compensation and Loss Control	Chapter 4

<b>Unit 4</b>	Safety Professions	Chapter 2
<b>Unit 5</b>	Economic Decisions	Chapter 6
	Budgeting	Chapter 15
<b>Unit 6</b>	Multinational Organizations	Chapter 7
<b>Unit 7</b>	Safety Culture	Chapter 8
<b>Unit 8</b>	Determining Safety and Health Requirements	Chapter 9
<b>Unit 9</b>	Total Quality Management	Chapter 10
<b>Unit 10</b>	Benchmarking	Chapter 11
<b>Unit 11</b>	The Changing Workforce	Chapter 5
<b>Unit 12</b>	Staffing	Chapter 13
<b>Unit 13</b>	Training	Chapter 22
<b>Unit 14</b>	Resource Protection	Chapter 14
<b>Unit 15</b>	Safety in Design	Chapter 12
<b>Unit 16</b>	Project Design	Chapter 16
<b>Unit 17</b>	Safety Program Implementation	Chapter 17
<b>Unit 18</b>	Personal Protective Equipment	Chapter 21
<b>Unit 19</b>	Maintenance & security	Chapter 28
<b>Unit 20</b>	Environmental Issues	Chapter 29

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**General Policies** The General Policies section below outlines the terms and agreements of the course for each student.

***Assignment Deadlines***

Weekly assignments will be given on Monday and are due no later than that Friday by 12-noon EST of each week. If you have missed the deadline, one point per day will be deducted. Assignments handed in the following Week will still be accepted but the grade will be no higher than a C (5 points). Should an emergency arise you must contact me and explain the problem. This does not guarantee that you will receive no penalty, only that it will be considered.

All homework shall be submitted through Blackboard. All homework shall be typed in 11 or 12 pica and the style shall be in Times New Roman. **All homework assignments shall include your name, homework assignment/unit and date in this order.** If your

homework assignment is submitted without a name no grade can or will be given.

***Incomplete Grades***

There will be NO incomplete grades because you got behind in your work in this course. You will get what you earn by the end of the course. You should keep up with all readings, assignments, and other activities.

***Courtesy Code:***

I expect you to follow rules of common courtesy in all your email messages and your critiques. If I deem any of them to be inappropriate or offensive, I will let you know.

***Student Responsibilities:***

Since the course is conducted on-line, you are expected to be responsible for working on group activities if and when assigned and taking part in the discussions. It is your responsibility to pace yourself so that work is completed on time. When working in a group, you are expected to take an active role in the group activity. Remember, I can monitor what each group does. This means that if you do not take an active part you can earn a lower grade for the assignment than others in your group.

You are responsible for solving your own technical problems. Heavy Internet use occurs during the evening hours of 8-10 PM. Consider logging on at other times.

***Attendance:***

It is expected that students participate in class. In-class assignments/exercises, homework, group projects, tests, quizzes etc. cannot be made up. However if you do miss any of the above due to an emergency, illness or an official college-sponsored activity, see me with the appropriate documentation for make-up. Also, if you know in advance you will not be able to participate in these class functions, you are to please contact me ahead of time.

Failure to login for weekly work will cause you to fall behind in your work. It will also result in a two-punch penalty. 1) You will not complete assignments on time, and 2) For each week without appropriate login from you (5) points will be deducted from your final grade. This means a B can turn very easily into a C.

***Back up Your Work:***

As you know, sometimes there are problems on-line or your computer dumps a file while you are working on the file. Back up every assignment. It is a good idea to make a hard copy in addition to saving the assignment to disk. While working on an assignment, make sure that you frequently back it up.

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**Grading Policies** **Course Evaluation:**

You will have a total of four tests. This includes Test-1, Test-2, which will be at mid-term, Test-3 then your final. Tests and quizzes will be posted for one day and one day only (7am-11pm EST). Plan your day because you should have plenty of time to take each exam and quiz. Each test and quiz will be timed. Meaning that if you do not complete the test or quiz in the recommended amount of time. Those answers you complete after the

time has expired will not count.

We will have a virtual classroom discussion every other week. These discussions will be no longer than an hour and will usually happen in the evening EST. I urge you to participate. This is how you can ask me questions about your assignments, what you read or general safety questions geared towards the profession. I am here to help you. I will give the class at least one weeks notice when I am setting up a virtual classroom discussion by posting an announcement.

1. Tests as indicated will be administered as indicated with at least one week's Notice. Each exam is worth 100 points towards the final course grade.
2. Quizzes will be given periodically throughout the course. Quizzes will also be announced at least 3 to 5-days in advance.
3. The final exam will be administered during the university finals week and will count 100 points towards the final course grade.
4. There will be at least 12-14 homework assignments, which are located in the assignment folder in Blackboard. A possible total of 140-160 points for assignments and 20-25 points for quizzes.

**Grading Scale: (*subject to change*)**

90-100 ...A  
80-89.... B  
70-79...C  
60-69....D  
Below 60 ....F

**Course Grading:**

Assignment and class participation and Threaded Discussion	20%
Exam 1	20%
Exam 2	20%
Project and Presentation	20%
Final Exam	20%

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