# BARTON COMMUNITY COLLEGE

**COURSE SYLLABUS**

## GENERAL COURSE INFORMATION

Course Number: OSHA 1932

Course Title: Work Practices Controls/Safety Audits

Credit Hours: 3

Division and Discipline: Occupational Safety and Health

Course Description: This course discusses the logical flow of hazard recognition to Job Hazard Analysis (JHA) and development of successful safety cultures and programs that support the management process. Work practice controls and hazard recognition will provide the basic foundation necessary to identify and correct hazards in the workplace.

### CLASSROOM POLICY

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu>

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

This course provides a foundation on how to identify, mitigate, and correct hazards in a workplace. Work Practices Controls/Safety Audits is a required course in the Occupational Safety and Health Degree.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton as a learning college, in finding ways to improve student learning.

Course Outcomes

1. Prepare a hazard analysis and conduct risk assessment
   1. Define Job Hazard Analysis (JHA)
   2. Explain why the JHA should be the centerpiece of the safety process
   3. Assess the objectives of hazard recognition
   4. Explain how the JHA can provide the core criteria for an assessment
   5. Develop a systematic approach to the assessment process
2. Explain workplace hazard analysis and review the associated risks
   1. Identify when to use audits and inspections
   2. Define the roles played by outside specialists, supervisors, employees
   3. Determine who should be involved in the review
   4. Identify sources for risk and hazard data
3. Examine the human role in the safety process
   1. Describe the behavioral process
   2. Define elements that contribute to at-risk events
   3. Cite the seven guiding principles and five core functions of integrated safety management
   4. Determine if an organization is ready for a behavioral approach to safety
4. Assess safety and health training needs
5. Describe a good training program
6. Design a training program
7. Describe various training methods
8. Develop learning objectives
9. Cite levels of training program evaluation
10. Deconstruct a job into individual components
    1. Define the basic steps in JHA development
    2. Identify methods for breaking the job down into steps and tasks
    3. Construct a cause-and-effect diagram
11. Evaluate the safety management process
    1. Identify the warning signs for system issues
    2. Explain the PDSA (Plan-Do-Study-Act) method for assessing a problem
12. Evaluate Six Sigma as a management system
    1. Explain the basic framework used by Six Sigma
    2. Explain the process improvement criteria
    3. Analyze various tools used in Six Sigma
    4. Cite and define the levels of Six Sigma
13. **INSTRUCTOR EXPECTATION OF STUDENTS IN CLASS**

## TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE

1. **REFERENCES**
2. **METHODS OF INSTRUCTION AND EVALUATION**

# ATTENDANCE REQUIREMENTS

# COURSE OUTLINE