

**Oakland University
School of Health Sciences
Environmental Health & Safety Program**

**Course Syllabus:
EHS 3300 – Environmental Health & Safety Administration & Programs**

Instructor and Class Meeting Information:

Instructor: David N. Andrews
Office: None
Office Hours: None/ By Appointment or Request
Phone: 248-761-4092
Fax: None
E-mail: dnandrew@oakland.edu
Class Sessions*: On-Campus, WebEx\Online
*Subject to Change: See Weekly Moodle Instructions
Class Location: HHB 4043
Lab Location: N/A

Catalog Description:

Management aspects of the industrial environment. Administration techniques, governmental regulations, and programs for health and safety management are discussed.

Prerequisites: None.

Required Text:

Accident Prevention Manual for Business and Industry; Administration & Programs, 14th Edition, National Safety Council, 2015 (ISBN 978-0-87912-321-50

Course Objectives:

Upon completion of this course, the student should be able to;

1. Define the traditional duties and responsibilities of safety, health and environmental professionals,
2. Identify the benefits of a safety culture achieved through working with top management as well as with all workers,
3. Explain and apply a proactive approach to planning and administering a comprehensive safety and health program,
4. List and explain key elements of a proactive safety program,
5. Describe and explain in detail the National Safety Council's system approach to hazard control,
6. Define human factor, situational factors, and environmental factors as they relate to accident causes and their control,
7. Establish a loss control process,
8. List the basic objectives of an environmental safety and health program,
9. Describe various types of Employee Assistance Programs,
10. Demonstrate knowledge of workers' compensation administration and management,
11. Identify hazards and develop interventions to eliminate and/or control hazards,

12. Describe and apply Job Safety Analysis,
13. Explain how an effective disciplinary action program works,
14. Identify psychological factors that influence the success of a safety program,
15. Explain motivational factors in changing safety behaviors,
16. Explain the advantages of a safety committee as it relates to employee involvement,
17. Design a safety committee that is appropriate for a given situation,
18. List and explain key elements of OSHA's Voluntary Protection Program,
19. List and explain the 7 parts of the OSHA guidelines for an environmental safety and health program which meets the requirements of OSHA 29 CFR 1926,
20. List and explain key elements of ANSI Z10,
21. Outline and apply elements of an effective environmental safety and health management system based on guidelines established by the National Safety Council, OSHA, and ANSI as related to a given situation,
22. Write a safety and health policy statement,
23. Develop specific, measurable and timely objectives to accomplish an identified safety and health program goal,
24. Use the OSHA Employer's Safety Program Checklist/Assessment Worksheet to evaluate a given situation, and
25. Develop a comprehensive environmental safety and health program and management system that incorporates guidelines established by the National Safety Council, OSHA, and ANSI for a given situation.

Course Policies:

- No late work will be accepted. **No exceptions.**
- Class announcements/communications will be posted via Moodle; individual communications will be via email. Class wide emails may be sent for more urgent announcements.
- **Due to the potential for inclement weather during the winter semester, please monitor the Oakland University website and Facebook page for possible campus closures. It is possible that class may be changed to a WebEx/On-line class due to inclement weather, regardless if the OU campus is closed or not. Class wide emails will communicate such changes and the change will be posted on Moodle. Please monitor your OU email and Moodle if inclement weather is predicted for the southeast Michigan area for the day of an on campus class.**
- Additional class topic resources may be posted in Moodle and the information contained can be included in quizzes and the exams.
- **Any changes to the syllabus will be announced via email and on Moodle. Moodle will be the final source for assignments, not the syllabus.** Check Moodle often for updates or changes.
- **CHEATING/PLAGIARISM WILL BE PUNISHED WITH THE FULLEST FORCE OF THE OAKLAND UNIVERSITY POLICY. THE CONSEQUENCES CAN BE SEVERE.**
- You must have completed the Oakland University Plagiarism Tutorial. It is found at library.oakland.edu/tutorials/plagiarism/. You must forward me a completion certificate that is dated within the last 12 months to receive your grade in this course.
This is due by 2/5/18.
- Please note that some exams in this class will be proctored through the ProctorU service. Please visit <http://proctoru.com/portal/oakland> and create a ProctorU account. When you are ready to take any proctored session exam, you will need to select your institution (Oakland University), the term, exam you are taking, and then the time you want to take the exam. For additional IT support please contact the Oakland University IT support for help.

- **Very Important: Schedule your proctoring sessions for intended examinations at least 72 hours in advance to avoid premium charges.** ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit <http://proctoru.com/portal/oakland>.
- ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at www.proctoru.com/testitout . On this page you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.
- In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. ProctorU recommends that you visit proctoru.com/testitout prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the button that says “connect to a live person.”

Oakland University Portal Page

url: <http://proctoru.com/portal/oakland>

Test Taker Walk Through Video

url: <https://vimeo.com/107066503>

Planned Class Schedule:

Week:	Class Location/Type and Required Reading/Assignment:
1-Jan.9	<i>Week 1 - ON CAMPUS</i> Chapters 1- 3 & 30, Safety Culture & Motivation
2-Jan. 16	<i>Week 2 - WebEx-ON-LINE</i> Chapter 6 – Loss Control
3-Jan. 23	<i>Week 3 - ON-CAMPUS</i> Chapters 7 & 8 - Safety Auditing & Workers' Compensation
4-Jan. 30	<i>Week 4 – WebEx – ON-LINE</i> Chapter 9 - Identifying Hazards

- 5-Feb.6 **Week 5 - ON-LINE**
Chapters 10 & 11- Incident Investigation & Record Keeping
- 6-Feb. 13 **Week 6 – WebEx-ON-CAMPUS**
Chapters 12 & 13- Occupational Health Programs & Industrial Hygiene Programs
- 7 **Winter Recess**
- 8-Feb. 27 **Week 8 – WebEx-ON-LINE**
Quiz/Mid-Term- Chapters 12 & 13 and key concepts from the beginning of the course. This quiz will be proctored via the Proctor U service. See the course policies for additional information.
- 9-Mar. 6 **Week 9 – ON CAMPUS**
Chapters 14, 16 & 17 – Environmental Management, Ergonomics & EAP Programs
- 10-Mar. 13 **Week 10 – WebEx- ON-LINE**
Chapters 18 & 19 – Emergency Preparedness & Workplace Violence
- 11-Mar. 20 **WEEK 11 – ON-CAMPUS**
Chapters 20, 24, & 25, Product Safety, Retail, & Transportation Safety Programs
- 12-Mar. 27 **WEEK 12 – WebEx-ON-LINE**
Chapter 26, OSHA VPP requirements and
OSHA Safety & Health Program Guidelines required by 29 CFR 1926
- 13-April 3 **WEEK 13 – ON-CAMPUS**
ANSI Z10 & Final Project Assignment
- 14-April 10 **Week 14 – WebEx-ON-LINE**
Open Discussion for Final Project
- 15-April 17 **Final Project Preparation**
Individual Assignment: Develop Final Project
- 16-April 25 **Final Project Due**
Final Project/Exam Due: April 25, 10 pm

Course Logistics and Requirements:

The course is organized by week, with weeks typically beginning on a Tuesday and ending on a Monday at 11:55 pm. So, for example, Week 1 begins on Tuesday, January 9th, and runs through Monday, January 15th. There are some exceptions: See the weekly schedule in Moodle.

Your work each week will normally be comprised of several activities:

- (1) Primary reading assignments
- (2) Periodic assignments on the week's topic, including case studies, assignments and discussion forums
- (3) A quiz on the week's material
- (4) On campus lecture/Web-Ex lecture/Recorded lecture/discussions
- (5) Article review presentations
- (6) Mid-Term and Final Project (No Final Exam)

Certain weeks will have varied schedules and assignments. See the Moodle schedule of assignments and instructions. The project/presentation assignments are to be determined.

RESEARCH ASSIGNMENTS (Article Reviews, Case Studies, & Related Research)

Conduct research in each assigned topic area and use only sources from professional journals for your reports. Review the OU Kresge Library website for access information to appropriate reference sources. In addition, the OU librarians will provide assistance in using appropriate data bases for your research. All referenced articles are to be properly sited in APA format.

Research assignments are group projects and each group participant is expected to share equally in research and presentation responsibilities over the course of the semester. Group participants will be graded individually by peers and instructor.

-Discussion Forums: Some weeks, I may post discussion questions to that week's Forum, usually by Tuesday evening. Each of you will be responsible for responding to at least one of those questions. Initial posts to the question of your choice must be a minimum of 150 words and should demonstrate familiarity with the readings and/or the topic be asked about. (Refer below to the grading criteria for discussion postings.)

In addition, you must also respond to TWO of your peers' responses, regardless of the question they responded to. In general, that means that you will want to revisit the discussion forum at least once following your own response (because some of you will respond earlier than others). In other words, each week there are discussion forums, you are responsible for a minimum of 3 postings: an initial post in response to one of the discussion questions, and two postings in response to others.

Of course, you are welcome to respond to *more* than one question. The idea here is to spark real conversation. Forum postings are informal. I will not grade you on grammar, spelling, and organization I would in a formal paper. I won't even mind if you don't use capitalization to begin your sentences. However, as with any form of communication, I hope you will strive for clarity and accuracy. The only thing I ask you not to do is use text-message speak (and not because I am old and out of touch and won't understand it!) Please use actual words.

A FINAL NOTE: In order for our discussions to be successful, everyone needs to do as early as possible in the course week. The system will fail if everyone waits until, say, Monday or Tuesday to post their initial discussions. Please plan your schedule accordingly. Also, you will need to read each week's discussion in its entirety.

I may be participating in discussions as well and it's possible that I will draw exam questions from some of our discussions. I will always have a final follow-up posting to summarize the responses to the questions.

Grading Criteria for Discussion Postings:

Moodle allows me to easily track each student's discussion postings. Your discussion grade (4-0 scale) will be determined by the following criteria:

4= All 3 postings entered for the week. Initial response to the chosen discussion question is complete and demonstrates familiarity with the subject. Good detail is provided in all three responses.

3= Initial response to discussion questions is complete and demonstrates familiarity with the subject, but only one peer response posted. Or, all 3 postings are completed, but answers are incomplete and/or too short and demonstrate too little familiarity with the readings/subject.

2= All 3 postings made, but answers are incomplete vague and/or too short and do not show familiarity with the subject, or initial response is complete and demonstrates familiarity with the subject, but no peer responses posted.

1= Only one post entered; responses are short, incomplete and/or vague and do not show familiarity with the subject or just lack detail or demonstrates lack of effort.

0= No postings entered or postings are after the designated week end.

Course Grading Structure:

	<u>Percent of Final Grade</u>
Participation Grade*	10
Assignments**	25
Quizzes/Mid-term	30
Final Project Outline	5
Final Project	30
Extra Credit***	?

*Includes class participation, WebEx participation, forum discussion participation/quality, peer feedback for individual contribution to any group activities and projects

**Assignments include case studies, article reviews and presentations. Some of these may be group projects.

*****Course Extra Credit:**

This is a Professional Development Extra Credit.

If you attend* at least two of the three OU ASSE Student Section meetings, I will add one percentage point to your final course percentage.

If you attend all three, I will add two percentage points.

If you already are or become an ASSE student member before the third meeting in March, you will get an extra percentage point. You will need to provide me your ASSE member number to get this point.

That is a maximum of **three extra credit percentage points**.

You must attend* the full meeting! You cannot walk in or join the meeting for the last few minutes and get the credit. The sign-in sheet/WebEx recording will be used to verify attendance.

Note: No exceptions for missed grading components will be allowed

Assignments are to be done individually unless designated a group project or noted otherwise.

Quizzes, development of the final project outline/progress report, and the final project are graded as, and are, individual assignments.

Department and Course Grading Scale:

Assigned Grade:	Percent:	Letter Grade
4.0	97-100	
3.9	95-96	
3.8	93-94	
3.7	91-92	
3.6	90	A
3.5	89	
3.4	87-88	
3.3	85-86	
3.2	83-84	
3.1	81-82	
3.0	80	B
2.9	79	
2.8	78	
2.7	77	
2.6	76	
2.5	75	
2.4	74	
2.3	73	
2.2	72	
2.1	71	
2.0	70	C
1.9	69	
1.8	68	

1.7	67	
1.6	66	
1.5	65	
1.4	64	
1.3	63	
1.2	62	
1.1	61	
1.0	60	D
0.0	59 or below	F