

Oakland University
School of Health Sciences
Occupational Safety and Health Program

Course Syllabus:
EHS 2350 – Occupational Safety & Health Standards, WINTER 2018

Instructor and Class Meeting Information:

Instructor: David N. Andrews, MSSM, CSP, ARM
Office: None
Office Hours: None-Please email or call
Phone: 248.761-4092
E-mail: dnandrew@oakland.edu
Class Sessions: Online. See schedule in Syllabus and Moodle.
Class Location: N/A
Lab Location: N/A

Catalog Description:

An introduction to current administrative and regulatory standards promulgated by the U. S. Department of Labor, Occupational Safety and Health Administration. Also covered will be ANSI, NFPA and MIOSHA regulations.

Required Text & Class Materials:

Laws, standards and explanatory material will be posted on Moodle each week and prior to assignments.

References:

Posted weekly on Moodle.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Describe the origins and history of the Federal and State Safety Laws and Standards.
2. Read and explain the OSH Act of 1970.
3. Explain how the use of OSHA/MIOSHA standards and regulations may be used to augment an existing safety and health program.
4. Properly complete the OSHA form and log summary related to the recording and reporting of occupational illnesses and injuries.
5. Select the appropriate OSHA standards that apply to given safety and environmental health hazards in the workplace.
6. Prepare and present a visual training program based on an OSHA/MIOSHA regulatory standard.
7. Describe the enforcement actions that may be taken by OSHA as a result of violations of safety and environmental health standards in the workplace.

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.
- Additional class topic resources may be posted in Moodle and the information contained can be included in quizzes and 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.
- Course work is to be done working alone, unless otherwise indicated.
- **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 any grades in this course. This is due by 1-30-18.**
- **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>

Course Logistics and Requirements:

The course is organized by week, with weeks typically beginning on a Wednesday and ending on a Tuesday at 11:55 pm. So, for example, Week 1 begins on Wednesday, January 3rd, and run through Tuesday, January 9th. 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 discussion forums
- (3) A quiz on the week’s material
- (4) Web-Ex lecture/discussion
- (5) Project/Presentation
- (6) Mid-Term and Final Exam

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

-Discussion Forums: Some weeks, I will post discussion questions to that week's Forum, usually by Wednesday 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.

Class Topic Schedule (Tentative)*:

<u>Week</u>	<u>Topic(s)</u>
1	-Syllabus Review -Introduction, history and background of Occupational Safety and Health Act of 1970.
2	Part 1903, Inspections, Citations and Penalties & Safety and Health Programs.
3	-Introduction to OSHA Standards -Subpart Q - Welding
4	Part 1904 Recordkeeping
5	Subpart D - Walking and Working Surfaces Subpart J - Lockout/Tagout
6	Subpart S - Electrical Safety/ NFPA 70E
7	Mid -Term Exam.
8	Winter Break
9	Machine Guarding
10	Subpart Z- Hazard Communication Subpart H - Hazardous Materials
11	Subpart I - PPE, Subpart E -Egress
12	Subpart J - Permit Required Confined Spaces Subpart F - Powered Platforms, Man-lifts and Vehicle-Mounted Work Platforms
13	Subpart N - Materials Handling Subpart Z - Toxic Materials
14	Subpart L-Fire Protection
15	Project or Presentation due
16	Final Examination

*Additional quizzes/assignments may be given at any time.

Grading Criteria:

Quizzes	15%
Assignments/Discussions/Participation	20%
Mid-Term Exam	25%
Project/Presentation	10%
Final Exam	30%
Extra Credit	See below *

*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

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