

OESM 210: Safety Program Management

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Course Description

The course introduces the fundamentals of management and applications to safety program development and organization, with emphases on the concepts of responsibility, accountability and authority. It is designed to provide hands-on training for written program development, hazard identification & controls, training & communication, and monitoring & measuring the progress of a safety program.

Course Objectives

Upon completion of the course, students are expected to be able to:

- Conduct a Job Safety Analysis (JSA)
- Develop a written health and safety program
- Develop an implementation plan for the health and safety program
- Devise a safety accountability system to enhance the effectiveness of the program
- Design a system to measure the effectiveness of the program
- Present and defend the health and safety program and its implementation plan
- Develop a safety training plan and conduct the training

Required Textbook

Petersen, D. *Techniques of Safety Management: A Systems Approach*. Fourth Edition. National Safety Council. 2003.

Services for Students with Disabilities:

Students with disabilities may obtain information on available services online at honolulu.hawaii.edu/disability.

For specific information, contact Student ACCESS at 844-2392, by e-mail at access@hcc.hawaii.edu, or by visiting the Student ACCESS Office in Bldg. 7, Room 319.

Student Evaluation

Students are expected to complete **all** of the following:

Quizzes 1& 2(20 points each)	40 points
Project #1: Job Safety Analysis	
Written report	20 points
Presentation	15 points
Project #2: Health & Safety Program	
Written report	35 points
Presentation	25 points
Project #3: Lesson Plan	
Lesson plan	20 points
Training session	15 points
Final Exam (Take-home)	30 points

Grading: **A:** 180-200 **B:** 160-179 **C:** 130-159 **D:** 100-129 **F:** <100

Final grades are permanent. Final "I" grades will not be allowed in this class. Final "N" grades will be given only in very rare and exceptional cases.

HCC Grading Policies:

- a. *No Show Policy* Students must attend both of the first two class sessions of the semester or may be dropped unless they notify the instructor or the Division Chair in advance of their absence.
- b. *Disappear Policy* Students may receive an "F" grade if they do not officially drop their course by the drop deadline listed in the Academic Calendar of the current HCC catalogue or the schedule of classes.

Emergency Procedures

- a. *Location of first aid kit:* In the back of classroom near the Diamond Head door.
- b. *Evacuation of building:* Use Diamond Head and Ewa stairs and proceed to parking lot #2 (by the cafeteria). Assemble and wait for further instructions from the instructor.
- c. *Accident or Injury:*
 - 1. Call 911 for an ambulance. Give essential information:
 - Location - building, room number, and road to enter campus
 - Type of emergency and victim's condition
 - Your name and phone number
 - 2. Call Security, 284-1270 or 271-4836:
 - To notify about the incident and request assistance

OESM 210: SAFETY PROGRAM MANAGEMENT

Wk	TOPICS	CHAPTERS*	NOTES
1	Introduction Review: Regulatory Requirements Exercise 1: OSHA Injury & Illness Recordkeeping	1 & 2	
2	Safety Management Principles Accident Cost Accounting Exercise 2: Accident Cost Estimation	3	
3	Accident Prevention: Proactive Exercises 3.1, 3.2, & 3.3	4,5,7,8,10	
4	Quiz 1 Exercise 4: JSA		Covers wks 1,2,3 Distribute Project #1
5	Accident Prevention: Reactive Exercise 5: Accident Investigation	11	
6	<i>Presentations: Project #1</i>		Project #1 Report due
7	Developing a Written Health & Safety Program	4 & 5	Distribute Project #2
8	Monitoring & Measuring Success Exercises 6.1 & 6.2	6	
9	Communication & Training		
10	Quiz 2 Exercise 7: Lesson Plan		Covers wks 5,7,8,9 Distribute Project #3
11	Project #2 Preparation		
12	Presentations: Project #2		Project #2 Report due
13	Presentations: Project #3		Distribute Final Exam
14	Presentations: Project #3 (continued)		Project 3 Report due
15	Submit Final Exam by 5 pm		

* Students are expected to read the assigned chapters prior to class.