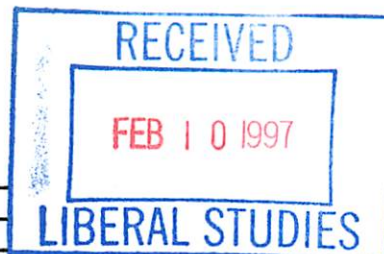


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



UWUCC USE Only
Number: _____
Submission Date: _____
Action-Date: _____

96-56a

App 4/15/97
Senate App 4/29/97

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Mr. Richard Christensen Phone 3017

Department Safety Sciences

II. PROPOSAL TYPE (Check All Appropriate Lines)

☒ **COURSE** Int Occ Safety & Health
Suggested 20 character title

☐ **New Course *** _____
Course Number and Full Title

☒ **Course Revision** SA 101 Introduction to Occupational Health and Safety
Course Number and Full Title

☐ **Liberal Studies Approval +** _____
for new or existing course Course Number and Full Title

☐ **Course Deletion** _____
Course Number and Full Title

☐ **Number and/or Title Change** _____
Old Number and/or Full Old Title

_____ New Number and/or Full New Title

☒ **Course or Catalog Description Change** SA 101 Introduction to Occupational
Course Number and Full Title

PROGRAM: _____ **Major** _____ **Minor** _____ **Track** Safety and Health

☐ **New Program *** _____
Program Name

☐ **Program Revision *** _____
Program Name

☐ **Program Deletion *** _____
Program Name

☐ **Title Change** _____
Old Program Name

_____ New Program Name

III. Approvals (signatures and date)

[Signature] 3/12/96
Department Curriculum Committee

[Signature] 11 Nov 96
Department Chair 12 FEB 96

[Signature] 11/11/96
College Curriculum Committee

[Signature] 11/10/96
College Dean

[Signature] 2/7/97

+ Director of Liberal Studies (where applicable)

* Provost (where applicable)

* no new resources required

Attachment A

SA 101 Introduction to Occupational Safety & Health

Catalog Description

SA 101 Introduction to Occupational Safety and Health (3c-01-3sh)

Prerequisites: None

Covers the theory and history of occupational hazard control, effects of hazards and failures on organizational control and productivity, safety and health legislation, accident causation, organization and administration of safety and health programs. It also reviews aspects of recognizing, evaluating, and understanding control of safety and health hazards, acquiring hazard data, hazard analytical tools, communication techniques in safety and health management, the content of specific safety and health programs, and the role of interfacing management systems in hazard control.

SYLLABUS OF RECORD

I. Catalog Description

Course Title: SA101 Introduction to Occupational Safety and Health

3 credits

Prerequisites: None

3 lecture hours

0 lab hours

(3c-0l-3sh)

Covers the theory and history of occupational hazard control, effects of hazards and failures on organizational control and productivity, safety and health legislation, accident causation, organization and administration of safety and health programs. It also reviews aspects of recognizing, evaluating, and understanding control of safety and health hazards, acquiring hazard data, hazard analytical tools, communication techniques in safety and health management, the content of specific safety and health programs, and the role of interfacing management systems in hazard control.

II. Course Objectives

Students completing this course will be able to:

- A. Describe the history of the safety and health evolution, the emergence of worker's compensation, and the details of the resulting safety and health legislation.
- B. Identify the reasons for different attitudes on safety, the many management techniques used in industry, the reasons why some workers are motivated for safety, and what job dissatisfiers may lead to errant safety performance.
- C. Collect information relevant to safety and health hazards and prepare it for analytical use determining causation; identify human factors which have an impact on accidents or errors.
- D. Describe the application of accident investigation in determining basic causes of accidents; demonstrate an understanding of the many other analytical techniques which may also lead to the identification of basic causes of losses; state the requirements for reporting accidents and for record keeping for legal purposes and for the benefit of effective evaluation of hazards.
- E. Explain how the functions of management are utilized in general programs for assuring safe conditions and practices for safety, health, and fire hazards. The student will also be able to define the objectives, administrative aspects, and the benefit philosophy of various compensation programs. Trends in programs will be compared as will the position of insurers and costs in the process.

- F. Compare and contrast the management functions with regard to other specific program areas in the occupational environment.
- G. Describe the methods and content of an effective training program. In particular, the concept of an effective lesson plan will be understood.

III. Course Outline

- A. Historical Review and Management Leadership (6 Hours)
 - 1. History of Occupational Safety and Health
 - 2. General Management Functions
 - 3. Areas of Responsibility in Safety and Health
- B. Employee Involvement (3 Hours)
 - 1. Attitudes, Behavior, and Motivation
 - 2. Promotions and Campaigns
- C. Workplace Hazard Identification (3 Hours)
 - 1. Acquiring Hazard Information
 - 2. Human Aspects
- D. Workplace Hazard Evaluation (6 Hours)
 - 1. Accident Investigation, Analysis
 - 2. Costs of Accidents
 - 3. Reporting and Record Keeping
 - 4. Computer Information
- E. General Hazard Prevention and Control (10.5 Hours)
 - 1. Safety Hazard Control Program Organization
 - 2. Occupational Health Program Organization
 - 3. Industrial Fire Protection Program Organization
 - 4. Environmental Management Program Organization
 - 5. Worker's Compensation
- F. Specific Occupational Safety and Health Programs (10.5 Hours)
 - 1. Emergency Preparedness
 - 2. Employee Assistance Programs
 - 3. Product Safety Programs
 - 4. Motorized Fleet Safety Programs
 - 5. Office Safety Programs
 - 6. Workers With Disabilities Programs
 - 7. Non-Employee Safety Programs

G. Safety Training

(3 Hours)

1. Safety Training
2. Audio-Visual Techniques

IV. Evaluation Methods

The faculty person assigned to teach this course could be one of several faculty within the Safety Sciences Department. What follows is an example of the evaluation methods and weighting used by one of those faculty:

A. At least two examinations (50%)

All examinations will be announced and will be closed book. Questions on exams may be short answer, multiple choice, true/false, or matching. The final exam may be comprehensive, covering the total semester.

B. Quizzes (20%)

Quizzes will be similar in format to the examinations; however, they may not be announced. Quizzes will emphasize readings from the texts, handouts, and current notes.

C. Reports (20%)

A number of reports will be prepared from assigned types of reading materials or from materials selected by the student and approved in advance by the instructor.

D. Other Assigned Work (10%)

Other assigned work may include the following:

1. Take home problems/projects
2. In-class projects which may include group discussions, in-class writing exercises, and class presentations/participation.

Work which has due dates may carry a penalty if late; exams and quizzes may not be made up without the approval of the instructor.

The following grading scale will be used to assign letter grades, related to the evaluation of student performance based on a percentage scale:

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

At the discretion of the instructor, a grading curve that results in an appropriate distribution of grades may be used in place of the scale described above.

V. Required Text

Laing, Patricia M., Editor. Accident Prevention Manual for Industrial Operations.
-Administration and Programs. 10th Edition. Chicago: National Safety Council, 1992.

VI. Special Resource Requirements

None

VII. Bibliography

Anton, Thomas John. Occupational Safety & Health Management. Second Edition. New York: McGraw-Hill, Inc., 1992.

Ashfahl, C. Ray. Industrial Safety & Health Management. Second Edition. Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1990.

Colling, David. A. Industrial Safety Management & Technology. Englewood Cliffs, NJ.: Prentice-Hall, 1989.

Grimaldi, J. and Simonds, R. Safety Management. Boston, MA.: Irwin, 1989.

Hammer, Willie. Occupational Safety Management & Engineering. Englewood Cliffs, NJ.: Prentice-Hall, 1989.

LaDou, Joseph, Editor. Introduction to Occupational Health and Safety. Chicago: National Safety Council, 1986.

Laing, P.M. Editor. Supervisor's Safety Manual. 7th Edition. Chicago: National Safety Council, 1991.

Levitt, Raymond and Semelson, Nancy. Construction Safety Management. Second Edition. New York: McGraw-Hill, 1993.

Society of Manufacturing Engineers. Tool and Manufacturing Engineer's Handbook. Volume 5. Dearborn, MI.: SME, 1988.

Course Revision: SA 101 Introduction to Occupational Safety and Health

Part II. Description of the Curriculum Change

1. The new syllabus of record for this course is attached.
2. What follows is a summary of the proposed changes to SA 101:
 - A. The course description was changed very slightly to include emphasis on certain material currently being taught in the course.
 - B. Objectives A, part of E, and F were original objectives which were maintained with minor editorial changes to reflect more behavioral-oriented objectives. Objectives B, C, D, part of E, and G are new objectives which were added to best reflect the content of the proposed revised course.
 - C. The course units were revised to better reflect the outline for the elements of an effective occupational safety and health program.
 - D. The unit covering the introduction to general safety hazards of the workplace was removed since the elements are covered in SA111 and SA211, Principles of Industrial Safety I. and II.
 - E. The unit covering other specific occupational safety and health programs was expanded to cover elements of employee assistance programs, office safety, and workers with disabilities.
 - F. The unit on general hazard prevention and control was expanded to include additional information on workplace environmental management.
3. In general, these revisions were necessary to update the coverage of material which was being taught in the classroom. In addition, the material in the proposed revised course better meets the needs of the students in their role as safety and health professionals as well as the requirements of our accrediting agency.
4. The old syllabus of record is attached.
5. These course changes do not affect the Liberal Studies requirements.

Part III. Letters of Support

1. This course is required of Environmental Health Majors and the letter of support from Dr. Simmons is attached.

Date: March 19, 1997

Subject: Course Revisions in SA 101
Introduction to Occupational Safety and Health

To: Dr. Thomas Simmons
Biology, WEY

From: Dr. Lon Ferguson
Safety Sciences

As you are aware, the Safety Sciences Department is planning on revising several courses within the Safety Sciences curriculum. One of these courses is SA 101 which you currently require for Environmental Health majors. The University-wide Undergraduate Curriculum Committee has requested that we receive your approval on revisions in this course.

Would you please review the attached revisions and get back to me as soon as possible on your recommendations.

cc: ~~Dr. Robert Soule~~
✓ Dr. Lon Ferguson

Date: 22 March 1997
 To: Robert Prezant, Biology Department Chair
 From: Tom Simmons, Environmental Health Program Director
 Re: SA 101 Course Revision
 cc: ✓ Lon Ferguson, Safety Curriculum Committee Chair
 Robert Alico, Amadu Ayebo, Jan Humphreys, Environmental Health Planning
 Committee

Attached is a copy of an SA 101 Introduction to Safety & Health course revision proposed by the Safety Sciences Department. Because it is a required course for our environmental health majors, the University Wide Undergraduate Curriculum Committee has requested that we review it.

In my opinion, the proposed revisions are minor and the course is still very appropriate as an overview of safety and health for our environmental health majors. My only request is that SA 111 or SA 112 remain open to Environmental Health majors as an elective option. This is because some of the material covered in SA 101 is being removed because it is covered in SA 111 and 112.

I believe it is appropriate that you respond to Lon Ferguson as chair of our department. I have circulated copies of the proposal to our environmental health planning committee. If there are any additional comments by the committee by mid week, I will let you know.

Thanks.

SYLLABUS OF RECORD

I. Catalog Description

SA 101 Introduction to Occupational Safety and Health
3c-01-3sh

Covers theory and history of industrial hazard control, effects of hazards and failures on organizational control and productivity, safety and health legislation, accident causation, organization and administration of safety and health programs, aspects of recognizing, evaluating, and understanding control of safety and health hazards, acquiring hazard data, hazard analytical tools, communication techniques in safety and health management, and the role of interfacing management systems in hazard control.

II. Course Objectives

- A. The students will be familiar with the evolution of workers' compensation and safety and health legislation.
- B. The students will understand the various health and safety legislation applicable in industry. These will include but not be limited to the Occupational Safety and Health Act, the Federal Coal Mine Health and Safety Act and the Consumer Product Safety Act.
- C. The students will understand the general functions of management as they apply to the Safety and Health Professional.
- D. The students will demonstrate their understanding of the fundamental principles of health and safety. This will be through programs in Industrial Health, Industrial Safety and Industrial Fire.

III. Course Outline

- A. Historical Review of the Industrial Safety and Health Movement (3 hours)
- B. Workers Compensation Programs (2 hours)
- C. Safety and Health Legislation (4 hours)
- D. Terminology and Definitions (5 hours)
- E. The General Functions of Management (4 hours)
- F. Programs to Ensure Safe Work Conditions (4 hours)

- G. Programs to Ensure Safe Work Practices (5 hours)
- H. Industrial Health Management Programs (5 hours)
- I. Industrial Fire Protection Management Programs (5 hours)
- J. Other Industrial Safety and Health Programs (5 hours)

IV. Evaluation Methods

The final grade will be determined by using any combination of at least four(4) of the following evaluation methods within the range of weights shown as determined by the individual faculty member and which must total 100%.

0-60% Exams

There will be a minimum of two written exams consisting of combinations of multiple choice, true/false, matching, completion, and essay questions; or other interactive exams. Make-up exams are at the discretion of the individual faculty member.

0-25% Quizzes

Periodic quizzes will be given. Some individual faculty members may utilize unannounced quizzes. Make-up quizzes are at the discretion of the individual faculty member.

0-15% Homework

Periodic out-of-classroom assignments will be given.

0-40% Term Papers/ Projects

Each student will prepare formal papers or projects on a topic approved by the individual faculty member.

0-20% In-Class Writing

Each student will prepare various assignments in class utilizing free-style writing techniques as scheduled by the individual faculty member.

0-25% Presentations

Each student will participate in an oral presentation topic approved by the individual faculty member.

0-20% Participation

Each student will provide active engagement in the classroom.

0-25% Group Activity

Students will be assigned various activities requiring a collaborative effort with other students.

Extra credit can be assigned to any one of the above evaluation methods at the discretion of the instructor.

The grading scale will be based on the following:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	< 60%

or, at the discretion of the faculty member a grading curve that results in a normal distribution of grades.

V. Required textbooks, supplemental books and readings

The National Safety Council. Accident Prevention Manual for Industrial Operations, Administration Programs, 10th Edition. National Safety Council, Chicago, 1992.

Goetsch, David, L. INDUSTRIAL SAFETY AND HEALTH In the Age of High Technology, MacMillan Publishing Company, New York, 1993.

VI. Special Resource Requirements

None

VII. Bibliography

Laing, P. M. (ed). Supervisor's Safety Manual, 7th edition. National Safety Council, Chicago, 1991.

Society of Manufacturing Engineers. Tool and Manufacturing Engineers Handbook, Vol. 5. SME, Dearborn, MI. 1988.