OSHT 1301: Fundamentals of Safety and Health
Course Syllabus

**Course Description**: An introduction to the basic concepts of safety and health.

Students **MUST** actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

**Learning Objectives**: End of Course Outcomes: Demonstrate the overall intent and proper safety procedures in a variety of different industry settings.

**Required Materials/Information**: This is an on-line class and as a student you will need the following:

1. Computer with minimum of Windows 2000

2. Current active e-mail account
   - This may be a Midland College e-mail account or your personal e-mail account.
   - Midland College e-mail accounts are free of charge and given upon registration. See the Midland College Web page for details on how to use.

3. **Textbooks are not required**. All material for this course can be found on-line.

4. Students are required to attend a mandatory class within the first 10 days after the class begins. The instructor will notify all students as to the date (s) that the class is scheduled.
   
   Please note that anyone unable to attend the mandatory classes must make arrangements with the instructor to attend a meeting at some other time during the first ten days of the course.

5. You will need to submit to the instructor within the first ten days of class the following information:
   - Name, mailing address
   - Phone numbers (s) - Need two numbers
   - E-mail address – If you have a college e-mail and personal e-mail, please list both.
6. This class is scheduled to begin Monday, January 12, 2015 and the last day of this class will be Friday, March 6, 2015.

7. Administrative Information:
   - Name: Curt Pervier
   - Office: Technology Center/Advance Technology Center
   - Name: Lisa Hays
   - Office: Technology Center
   - Office Phone: (432) 685-4676
   - Fax: (432) 685-6472

8. Office Hours: TBA

**LESSONS – Course Introduction**

**OSHT 1301 Introduction**

This is an introductory course designed to provide the student with the basic safety elements that are applicable to almost any industry. As an introductory course, the information presented is general in nature and does not introduce the student to finite details in every chapter.

The material presented in this course is provided from several different sources. The Occupational Safety & Health Administration (OSHA) has provided a considerable amount of information on material presented in every chapter of the online text. Public domain material is included in the websites used for this course. Due to the various sources of information contributed, the required chapters may not be uniform as to presentation styles and/or substance.

**Course Written Assignments and Exams:**

This course is divided into four (4) different sections. Each section will have an exam and a written assignment required.

There are four (4) exams and four (4) written assignments required for this course. The sections and chapters assigned to each section are listed below:

- Section 1: Chapters 1-5  Exam 1 and Written Assignment 1
- Section 2: Chapters 6-8  Exam 2 and Written Assignment 2
- Section 3: Chapters 9-11  Exam 3 and Written Assignment 3
- Section 4: Chapters 12-14  Exam 4 and Written Assignment 4

**Exams:** There are four on-line exams. The questions are true/false and multiple choice. There are 50 questions on exams 1,3, 4 and 40 questions on 2. All exams are timed! You can take the exams three times without having to obtain permission.
**Written Papers**

Each section has a required written paper for an assignment. You are to select “one” chapter from each section for your paper. When you have selected the chapter you will write a paper that will be one to two pages in length MLA format.

You will single space between lines in a paragraph and double space between paragraphs.

Once you have selected which chapter in a particular section, you will write one paragraph explaining why that topic is a safety issue. What hazards exist that cause accidents and injuries/deaths.

Once you have established why a hazard exists, the remainder of the paper will be to discuss what you have learned regarding what safety equipment or procedures are utilized to minimize the dangers of the hazard you are discussing.

*Double or triple spacing between paragraphs will not be accepted. Any papers that do not meet the length requirements will be returned for further work.*

Papers are to be submitted via TurnItIn online in Canvas. If you cannot submit your paper in this manner submitting it in person is acceptable.

A sample paper is included in your “announcements” section of Canvas.

**Due dates for Exams and Written Assignments**

- Section 1 Exam and Written Assignment due on or before Midnight, January 25, 2015
- Section 2 Exam due on or before Midnight, February 8, 2015
- Section 3 Exam and Written Assignment due on or before Midnight, February 22, 2015
- Section 4 Exam due on or before Midnight, March 6, 2015

**Course Overview:** Safety and health programs help employers comply with government regulations while protecting employees from job-related injuries and illnesses. Increasingly, employers are realizing that a good safety and health program provides other benefits. It can save money, improve productivity and efficiency, and bolster the organization’s reputation in area where it does business.

Safety saves employers money by reducing:

- Worker’s compensation claims and premiums
• Time lost from work as a result of accidents and injuries
• Supervisory and management time reporting, investigations and responding to accidents
• Fines for failing to comply with OSHA and other safety regulations
• Legal costs resulting from spills, fires, and other accidents.

More and more employers are also discovering that a good safety and health program can make workplaces and workers more productive and efficient. When safety rules are followed, there is less need to:

• Repair, redo, and reorder as a result of accident-related damage to equipment, materials and products or
• Reallocate and retrain workers to fill in for those who experience job-related injuries or illnesses.

Safety training leads to safe workplaces. Training is the key to a safety program’s success. OSHA’s emphasis on safety training and meaningful employee participation in workplace health and safety programs is evident in the agency’s inspection process. OSHA inspectors don’t just check and employer’s safety training documentation, they observe and question employees to determine if they understand and follow safe practices.

Weaving safety into every job function is the only practical way to reduce accidents and occupational injuries and illnesses. You can’t have a safe workplace unless all employees know safety rules and precautions, and understand the connection between those rules and precautions with their own jobs, safety and health. If employees are to achieve that level of mastery, safety training must be an ongoing effort.

Chapter One: Personnel Protective Equipment (PPE)
Chapter Two – Slips, Trips, and Falls
Chapter Three – Fall Protection/Ladder Safety
Chapter Four – Back Safety
Chapter Five – First Aid
Chapter Six – Hand and Power Tools
Chapter Seven – Forklift Safety
Chapter Eight – Fire Prevention/Fire Extinguishers
Chapter Nine – Flammable and Combustible Liquids
Chapter Ten – Confined Space Hazards and Entry
Chapter Eleven – Lock/Out – Tag/Out (LOTO)
Chapter Twelve – Hazardous Communications (HAZCOM)
Chapter Thirteen – General Electrical Safety
Chapter Fourteen – General Welding Safety
AMERICANS WITH DISABILITIES ACT (ADA):
Any student who, because of a disabiling condition, may require some special
arrangements in order to meet course requirements should contact Shep Grinnan as soon
as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building.
These conditions may include documented physical or educational disabilities. Please be
aware that services or accommodations are not automatic. Each student must request
them and secure the proper authorizations/documentation.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability
or age in its programs and activities. The following individuals have been designated to handle
inquiries regarding the non-discrimination policies: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu.** For further
information on notice of non-discrimination, visit
[http://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm](http://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm) or call 1 (800) 421-3481.

Spanish
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información sobre estas políticas no discriminatorias , visite