Course Description

Analyzes the theories and principles of occupational safety and health (OSH) and their practical applications in the workplace. Focus is placed on the evaluation and control of workplace safety hazards.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Explain the development of occupational safety and health in America.
2. Apply occupational safety and health theory, technologies, and best practices.
4. Assess leadership and management principles related to occupational safety and health.
5. Evaluate common workplace hazards.
6. Formulate hazard abatement strategies for common workplace hazards.
7. Formulate effective safety and health management initiatives and strategies that mitigate occupational injuries and illnesses.
8. Examine effective means of communicating safety and health issues in the workplace.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Study Guide**: Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. **Learning Outcomes**: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses lesson material.
4. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook.
5. **Suggested Reading**: Suggested Readings are listed in the Unit I-III, V, VI, and VIII Study Guides. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.
6. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided to aid students in their course of study.
7. **Unit Assignments**: Students are required to submit for grading Unit Assignments in Units I-VIII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.
8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignments**

**Unit I PowerPoint Presentation**

You have been invited to present to a group of working adults who have identified themselves as potential candidates for the safety profession. Prepare a PowerPoint presentation consisting of eight slides (not counting the title and reference slides) that depicts the history of the safety professional (then and now) and the prevailing theories of accident causation. Ensure the presentation wraps up with an overview of the current safety profession, including rules, responsibilities, roles that the safety professional may fulfill, and the availability of special certifications to be earned in this profession.

The CSU Success Center resources below are available to view should you need additional assistance in the development of your PowerPoint presentation:

- **PowerPoint: From Zero to Hero (Basic):**
  
  https://youtu.be/YyOBCIOA72w

  This webinar will demonstrate how to make a basic PowerPoint presentation as well as how to incorporate backgrounds, text, pictures, screen shots, and other elements that will be useful for making a basic PowerPoint.

- **PowerPoint Presentations (Advanced):**
  
  http://columbiasouthern.adobeconnect.com/powerpointbestpractices/

  This webinar will cover guidelines and tips for making a PowerPoint presentation for the academic setting. While there will be some information about how to use PowerPoint, this webinar will mostly focus on the accepted norms for creating a professional presentation.

  Information about accessing the grading rubric for this assignment is provided below.

**Unit II Essay**

In a two-page essay, compare and contrast the federal and state guidelines or requirements for building evacuations (preparation of and conducting), with those of any applicable NFPA requirement/standard. Also, consider some of the other best practices for conducting such evacuations, and discuss what applicability these may have on Continuity of Operations Planning (COOP) for your organization.
The resource below is available to view should you need additional assistance in the development of your essay:

*The Essentials of Writing an Effective Essay:*

[https://columbiasouthern.adobeconnect.com/_a1174888831/essay_writing/](https://columbiasouthern.adobeconnect.com/_a1174888831/essay_writing/)

This webinar will walk you through the basic steps of writing an essay that is both professional and effective.

Information about accessing the grading rubric for this assignment is provided below.

**Unit III Annotated Bibliography**

Using the CSU Online Library, choose at least five articles—two of which must be professional, peer-reviewed journal articles—on the effects of accidents on individuals and the importance of safety and health training (including refresher training). After a careful review of these articles, write an annotated bibliography in proper APA format. The annotated bibliography must be around three pages in length.

The CSU Success Center offers a great resource regarding annotated bibliographies. The webinar below is designed to walk you through the process of creating an annotated bibliography. Topics covered will include selecting proper sources, highlighting key points, and summarizing contents of the source.

*Annotated Bibliographies:*

[https://columbiasouthern.adobeconnect.com/_a1174888831/annotatedbib/](https://columbiasouthern.adobeconnect.com/_a1174888831/annotatedbib/)

Information about accessing the grading rubric for this assignment is provided below.

**Unit IV Project**

Incorporating your instructor’s comments and feedback from the Unit I PowerPoint assignment, develop a safety training program that incorporates the four topics listed below into a topic of your choice. Topic examples might be falls or chemical hazards.

The four topics to be incorporated into your training program are

1. accidents and their effects;
2. hazard analysis/prevention and safety management;
3. the OSH act, standards, and liability; and
4. theories of accident causation.

Also, your training program must include some form of trainee interaction and an examination/evaluation that tests their understanding.

Your training program should be at least three pages in length and in the appropriate APA format. This page length minimum does not include the title page, references, or trainee examination, including the answer sheet.

OSHA provides a great resource of sample safety and health programs intended to provide examples of written programs on various workplace safety and health topics. The link below will help you see how you might write your safety training program for this project:


Information about accessing the grading rubric for this assignment is provided below.
Unit V Project

Develop an inspection checklist, which includes considerations for the following:

- ergonomic hazards (including vision hazards, excessive light, excessive noise, pinch points, improper seating or standing, use of anti-fatigue mats, vibration and improper position),
- associated musculoskeletal and/or cumulative trauma disorder associated with each ergonomic hazard identified,
- excessive lifting tasks (and apply the lifting formula with consideration of back compressive forces), and
- areas of excessive temperature (and include the use of appropriate hydration tools).

Your inspection checklist should consist of at least two pages. Retain this checklist because it will be expanded upon in Unit VI and utilized in Unit VII.

Tip: It might be helpful to complete a simple web search in order to gain formatting and template ideas regarding inspection checklists.

Information about accessing the grading rubric for this assignment is provided below.

Unit VI Project

Continuing on with the inspection checklist created in Unit V, expand on the inspection checklist, and include considerations for the following:

- Fire hazards and other issues of life safety
  - This area should include items such as existing fire systems, recommendations for any new systems, fire hazards (including the storage of flammable items and/or materials), emergency lighting, illuminated exit signs, and means of egress
- The need for any industrial hygiene testing for lighting, noise, vibration, or any other similar hazard
- The identification of any confined spaces or permit-required confined spaces
  - Is there a written program?
  - Are there permits available?
  - Is there a need for industrial hygiene testing?
- Computers, automation of processes and/or machinery, and/or the use of robotics

Your inspection checklist should consist of at least two pages. Please be sure to cite all sources used. Save this expanded checklist for use in Unit VII.

Information about accessing the grading rubric for this assignment is provided below.

Unit VII Course Project

Utilizing the checklists prepared in Units V and VI, review your current organizational safety program, and look specifically for the following:

- hazard identification;
- provisions for the identification and/or treatment of muscular, skeletal, or cumulative trauma disorders;
- environmental safety; and
- ethical decision making and corporate culture.

If you do not have a current organization, use the safety program from an organization that has displayed their program on the Internet, or have a friend or family member provide you with the safety program from their organization. If you are still unable to obtain a safety program, then ask local industries in your area for a copy of their safety program.

Review the safety program you have chosen. In your review, write an essay to address your findings and recommendations, and provide applicable references as needed. This project should be at least three pages in length (not counting the title and reference pages), and it should be created using APA style guidelines.

Information about accessing the grading rubric for this assignment is provided below.
Unit VIII Essay

Choose at least five articles—two of which must be professional, peer-reviewed journal articles from the CSU online library—on the importance of ethical decision making for the environment and the development of a safety-first corporate culture.

Using your research, write an essay that focuses on the importance of emergency evacuation based on ethical decision making for the environment and the development of a safety-first corporate culture. Your essay should be written using APA style and consist of three to five pages.

Information about accessing the grading rubric for this assignment is provided below.

APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking here. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.
Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

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<th>Component</th>
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<td>Projects (3 @ 9%)</td>
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<tr>
<td>Unit I PowerPoint Presentation</td>
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<td>Unit III Annotated Bibliography</td>
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<td>Unit VII Course Project</td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
### MOS 5101, Safety and Accident Prevention

#### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

## Unit I

### Historical Perspective and Overview

<table>
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<th>Review</th>
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<tr>
<td>✔️ Unit Study Guide</td>
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<td>✔️ <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
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<td>✔️ Chapter 1: Safety and Health Movement, Then and Now</td>
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<td>✔️ Chapter 3: Theories of Accident Causation</td>
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<td>✔️ Chapter 4: Roles and Professional Certifications for Safety and Health Professionals</td>
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<td>✔️ Chapter 5: Safety, Health, and Competition in the Global Marketplace</td>
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<td>✔️ <strong>Suggested Reading:</strong> See Study Guide</td>
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<td>✔️ <strong>PowerPoint Presentation</strong></td>
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### Notes/Goals:

## Unit II

### Laws and Regulations

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<td>✔️ Chapter 6: The OSH Act, Standards, and Liability</td>
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<td>✔️ Chapter 7: Workers’ Compensation</td>
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<td>✔️ Chapter 8: Accident Investigation and Reporting</td>
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<td>✔️ Chapter 9: Product Safety and Liability</td>
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<td>✔️ <strong>Suggested Reading:</strong> See Study Guide</td>
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### Notes/Goals:

## Unit III

### The Human Element

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<td>✔️ Chapter 2: Accidents and Their Effects</td>
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<td>✔️ Chapter 12: Safety and Health Training</td>
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<td>✔️ Chapter 13: Violence in the Workplace</td>
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<td>✔️ Chapter 27: Hazard Analysis/Prevention and Safety Management</td>
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<td>✔️ <strong>Suggested Reading:</strong> See Study Guide</td>
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<td>✔️ <strong>Annotated Bibliography</strong></td>
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### Notes/Goals:
### Unit IV: Training Program Development

**Review:**
- Unit Study Guide

**Read:**
- There is no reading assignment in this unit.

**Submit:**
- Project

Notes/Goals:

### Unit V: Hazard Assessment, Prevention, and Control

**Review:**
- Unit Study Guide

**Read:**
- Chapter 10: Ergonomic Hazards: Musculoskeletal Disorders (MSDs) and Cumulative Trauma Disorders (CTDs)
- Chapter 11: Stress and Safety
- Chapter 15: Falling, Impact, Acceleration, Lifting, and Vision Hazards with Appropriate PPE
- Chapter 16: Hazards of Temperature Extremes
- Suggested Reading: See Study Guide

**Submit:**
- Project

Notes/Goals:

### Unit VI: Hazard Assessment, Prevention, and Control (Continued)

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 19: Fire Hazards and Life Safety
- Chapter 20: Industrial Hygiene and Confined Spaces
- Chapter 22: Noise and Vibration Hazards
- Chapter 23: Computers, Automation, and Robots
- Suggested Reading: See Study Guide

**Submit:**
- Project

Notes/Goals:
### Unit VII: Review of Organizational Safety Program

**Review:**
- [ ] Unit Study Guide

**Read:**
- [ ] Chapter 26: Ethics and Safety
- [ ] Chapter 29: Environmental Safety and ISO 14000 (Environmental Management)

**Submit:**
- [ ] Course Project

**Notes/Goals:**

### Unit VIII: Management of Safety and Health

**Review:**
- [ ] Unit Study Guide

**Read:**
- [ ] Chapter 25: Preparing for Emergencies and Terrorism
- [ ] Chapter 31: Establishing a Safety-First Corporate Culture
- [ ] **Suggested Reading:** See Study Guide

**Submit:**
- [ ] Essay

**Notes/Goals:**