

Saint Leo University
HRA 330
Occupational Safety, Health & Security

Course Description:

The course is designed to identify key occupational health, safety, and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs and policies and employers' liabilities. Current practices are reviewed.

Prerequisite:

MGT 331

Textbook:

The textbook information which appears on our Saint Leo Bookstore ordering site is as follows:
Saint Leo University. Basics of Occupation Safety (Custom) (0232,2048). ISBN: 9780134701790

Your custom textbook was created from the following National text(s):

Basics of Occupational Safety: Goetsch, D. L. (2019). The basics of occupational safety (3rd ed.). Boston, Mass.: Pearson. ISBN: 9780134678719

You will access the eBook via a link in the Start Here menu, where you can purchase the print upgrade option.

Learning Outcomes:

1. Name and describe the key federal regulations and legislation that affect occupational health, workplace safety, and industrial security.
2. Explain the practices and processes considered necessary to protect workers on the job.
3. Articulate a comprehension of external factors that can negatively affect workers' health.
4. Describe several practices that can maintain and/or improve the overall well-being of employees.
5. Explain the various ways an employer can maintain and/or improve workplace health.
6. Make known your awareness of external factors that can negatively affect occupational safety.
7. Demonstrate an understanding of factors, practices, and issues that can affect security in the workplace.
8. Express and integrate the Saint Leo core values of respect, integrity, and community as they relate to risk management.

Core Values:

Community: Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect: Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living, and working harmoniously.

Integrity: The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

Evaluation:

Assignment	Weight
-------------------	---------------

Discussions (8)	20%
Case Studies (4)	20%
Checklist Assignment	5%
Research Paper	25%
Midterm Exam	15%
Final Exam	15%
Total	100%

Grading Scale:

Grade Score (%)	
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	60-66
F	0-59

Discussions

For each module (8 total), students will post an initial response to a discussion question that is posted on the Discussion Board **no later than Thursday 11:59 PM EST/EDT** for each module. Students will also post a response to at least two classmates **no later than Sunday 11:59 PM EST/EDT** of each module.

Case Studies

In this course, you will complete 4 (four) Case Studies. Details for each Case Study are located in the Module in which it is due.

- Case Study 1 is due in **Module 1**
- Case Study 2 is due in **Module 2**
- Case Study 3 is due in **Module 3**
- Case Study 4 is due in **Module 6**

Assignments should conform to the following criteria:

- All submissions should follow APA formatting.
- Margins should be 1" in all directions.
- Papers should be double-spaced and in a highly readable 12-point font (Arial, Times New Roman or Verdana are recommended). Headings may be larger.
- The paper must follow the academic research format (APA) and, unless otherwise specified, should include a brief abstract or executive summary that explains what the paper is about.
- Format for in-text citations and the Reference page should also follow APA style.
- At least 2 external credible academic resources should be included to substantiate the arguments and appropriately cited in text, as well as in the References section. WIKIPEDIA is not considered to be a credible academic resource and should not be utilized.
- Save the document as "Lastname_Firstname_AssignmentName"

Checklist Assignment

Create a checklist of the actions required following a workplace accident. The list should include the initial response, investigation, and all additional actions.

A checklist is a numbered list of specific steps that must be taken to:

1. Complete a specific action or job.
2. Ensure compliance to specific criteria.
3. Meet a specific goal, quality, or quantity.

These steps should be annotated with a check mark upon completion. A box or () may be placed next to each item into which the check mark would be placed.

The Checklist Assignment is due in **Module 5**.

Research Paper

You will be responsible for researching, preparing, and submitting a paper on a course-related topic of your choice.

Generally, the Research Paper should review a topic, including a brief history, why it is relevant to Human Resources (and workplace safety/risk management in particular), and detail current best practices as related to the topic. You may also describe any relevant professional experiences. In your Research Paper, be certain to discuss how the core values of respect, integrity, and community relate to your topic.

The Research Paper should be 5-7 pages in length (not including reference pages or title page), double-spaced, and in a 12-point font. Longer or shorter papers will be accepted as long as writing is both concise and complete. Each paper should include an APA style reference section. Refer to the book *A Writer's Reference* for information on formatting in APA style.

Your paper will be graded on content, organization, clarity, creativity, interest, grammar, spelling, and punctuation. Please make sure to proofread your paper before submitting it.

Assignments should conform to the following criteria:

- All submissions should follow APA formatting.
- Margins should be 1" in all directions.
- Papers should be double-spaced and in a highly readable 12-point font (Arial, Times New Roman or Verdana are recommended). Headings may be larger.
- The paper must follow the academic research format (APA) and, unless otherwise specified, should include a brief abstract or executive summary that explains what the paper is about.
- Format for in-text citations and the Reference page should also follow APA style.
- At least 2 external credible academic resources should be included to substantiate the arguments and appropriately cited in text, as well as in the References section. WIKIPEDIA is not considered to be a credible academic resource and should not be utilized.
- Save the document as "Lastname_Firstname_AssignmentName"

Email the Research Paper Topic to the instructor in **Module 1** for approval. Your instructor reserves the right to approve your topic or suggest a different one.

The Research Paper is due in **Module 7**. (The Assignment box is linked to Turnitin.)

Midterm and Final Exam

Both the Midterm and Final Exams consist of multiple-choice and essay questions. You will have 3 hours (180 minutes) to take each exam.

- The Midterm Exam occurs in **Module 4**.
- The Final Exam occurs in **Module 8**.

Course Schedule:

Module 1 The Safety Movement and Accidents and Their Effects

Outcomes:

When you complete this module, you will be able to:

- Explain how the codification of law as set in the Code of Hammurabi affected treatment of workers in early societies.
- Explain how the Industrial Revolution changed the look of work to include mechanization and repetition of tasks, use of artificial power sources, and the loss of personalization of work effort.
- Discuss society's awakening awareness of working conditions, especially in industrialized nations.
- Discuss the horrific costs in human suffering and monetary losses due to accidents.

Assignments:

Items to be Completed:	Due No Later Than:
Post an introduction to the class	Thursday 11:59 PM EST/EDT
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Case Study 1	Sunday 11:59 PM EST/EDT
Email the Research Paper Topic to the instructor	Sunday 11:59 PM EST/EDT

Module 2 Accident Causation Theory and Safety and Health Professional Certification

Outcomes:

When you complete this module, you will be able to:

- Explain the workings of the different accident causation theories and how combining different theories can be effective in accident investigation and prevention.
- Discuss the application and effectiveness of behavior-based safety (BBS).
- Explain the certification processes for the different members of an industrial safety team.
- Discuss the positions and responsibilities of the different members of an industrial safety team.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Case Study 2	Sunday 11:59 PM EST/EDT

Module 3 OSHA and Workers' Compensation

Outcomes:

When you complete this module, you will be able to:

- Explain the functions of the major organizations created by the OSH Act of 1970.
- Discuss the development of OSHA standards and how they are applied.
- Explain the inspection system used by OSHA.
- Describe the general principles of Workers' Compensation and how they are applied with injured workers.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Case Study 3	Sunday 11:59 PM EST/EDT

Module 4 Accident Investigation and Reporting and Ergonomic Hazards

Outcomes:

When you complete this module, you will be able to:

- Explain the steps required to be completed during an accident investigation.
- Discuss the methodology and rationale of recording and reporting accident information.
- Discuss the different types of workplace ergonomic disorders.
- Discuss the methods available for reducing musculoskeletal and cumulative trauma disorders.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete the Midterm Exam	Sunday 11:59 PM EST/EDT

Module 5 Stress and Safety, Mechanical Hazards, and Machine Safeguarding

Outcomes:

When you complete this module, you will be able to:

- Discuss the sources and effects of workplace stress.
- Discuss the reactions to stress and effective stress-reduction protocols.
- Discuss the types of mechanical hazards that result in injury.
- Explain the use of machine guards, the tagout system, and the lockout system.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit the Checklist Assignment	Sunday 11:59 PM EST/EDT

Module 6 **Fire Hazards, Life Safety, and Violence in the Workplace**

- Outcomes:** When you complete this module, you will be able to:
- Explain the main sources of destructive fires in businesses and the different threats to the human body created by fire.
 - Discuss fire safety and prevention programs, including OSHA programs.
 - Explain the sources of workplace violence.
 - Discuss appropriate and effective programs for preventing and limiting workplace violence.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Case Study 4	Sunday 11:59 PM EST/EDT

Module 7 **Preparing for Emergencies and Terrorism**

- Outcomes:** When you complete this module, you will be able to:
- Discuss the aspects of EPCRA and the development of ERTs.
 - Discuss the development of workplace emergency planning.
 - Identify employer procedures needed to secure work areas.
 - Discuss the protocols for disaster recovery, including trauma response.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit the Research Paper	Sunday 11:59 PM EST/EDT

Module 8 **Bloodborne Pathogens in the Workplace**

- Outcomes:** When you complete this module, you will be able to:
- Explain the education requirements dealing with bloodborne pathogens.
 - Discuss the legal aspects of AIDS-related concerns in the workplace.
 - Explain the threat of Hepatitis B and Hepatitis C.

Assignments:

Items to be Completed:	Due No Later Than:
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete the Final Exam	Sunday 11:59 PM EST/EDT