Syllabus – Spring 2019

Excluding textbooks, the information on this syllabus is subject to change. For the most up-to-date syllabus, check this site on the first day of classes.

Program Information

This is a three-credit undergraduate level course and is one in a series of undergraduate courses in the Allied Health Sciences Occupational and Environmental Health and Safety (OEHS) Concentration. It is also a required course for students in the Allied Health Sciences Occupational Safety and Health (OSH) Post-baccalaureate Certificate Program.

This course was developed by Paul Bureau with assistance from Dr. Rodney Allen.

Course Information

| Course Title: | Health and Safety Management in the Workplace (AH 3570) |
| Credits: | 3 |
| Format: | Online via HuskyCT |

Instructor: Prof. Rodney Allen

E-mail: R.Allen@uconn.edu (After the first day of classes, students registered in the course should send messages to the instructor via HuskyCT Messages).

Availability: Unless otherwise noted, I will check into the course multiple times during the week to monitor discussions and respond to HuskyCT Messages. If I expect to be away due to illness, travel or family obligations, I will make every attempt to notify you in advance.

Permission Requests:

Students requesting permission for registering should contact paul.bureau@uconn.edu. Include your PeopleSoft ID number and reason for taking the course.

Course Description

Knowledge and skills necessary to develop a sustainable occupational health and safety management program in the workplace toward the goal of preventing illness and injury, and property damage.
Course Requirements and Grading

Learning Activities

The learning activities in this course include:

- Reading assignments
- Topic-specific individual assignments
- Ungraded interactive discussions
- Videos
- Module assessments (quizzes)

Summary of Course Grading

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Points</th>
<th>% Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Graded Assignments</td>
<td>600</td>
<td>60</td>
</tr>
<tr>
<td>Module Self Assessments</td>
<td>90</td>
<td>8</td>
</tr>
<tr>
<td>Course Final Project</td>
<td>250</td>
<td>25</td>
</tr>
<tr>
<td>Final Examination</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>1000</td>
<td>100</td>
</tr>
</tbody>
</table>

Module Graded Assignments

Module assignments are individual exercises. Assignments allow you to demonstrate the depth of your understanding of module materials (such as readings, web sites, videos, etc.).

They are to be submitted as attachments in one of the following formats: Microsoft Word, Rich Text or PDF. Each assignment has a discrete point value (100 points) that contributes to the overall final course grade. Point values for each graded assignment are identified in the modules. Some modules have ungraded assignments that are not required to be submitted and do not count toward the final grade.

Deadlines for submitting graded assignments are listed on the Course Schedule in HuskyCT. The late policy applies to assignment deadlines.

Some modules also contain ungraded interactive discussions/assignments. These are designed to stimulate initial thoughts and impressions on a particular topic, and to share them with fellow students.
Module Self-Assessments

Module self-assessments are individual exercises. Each module contains a self-assessment and each self-assessment consists of ten (10) questions. Each module self-assessment can contribute ten (10) points towards the final course grade. You are allowed two (2) attempts at each self-assessment. If you are not satisfied with your score on the first attempt, you may take it one additional time. **The score of your last attempt is your final score.**

Deadlines for completing self-assessments are listed on the *Course Schedule* in HuskyCT. The late policy applies to self-assessment deadlines.

Course Final Project

The Course Final Project is a cumulative take-home assignment. Module learning activities will help prepare you for successful completion of the course project. The course project consists of numerous questions that require written narrative responses.

The deadline for completing the Course Final Project is listed on the *Course Schedule* in HuskyCT. The late policy applies to the Course Project.

Final Examination

The final examination is cumulative. It consists of sixty (60) questions in the form of multiple choice, true-false, and matching. The final examination is time-limited.

The deadline for completing the Final Examination is listed on the *Course Schedule* in HuskyCT.

The final course grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Due Dates

The *Course Schedule* in HuskyCT lists important due dates and it details the course schedule. All course deadlines are based on Eastern Time; if you are in a different time zone, adjust your submittal times accordingly. You are expected to meet course due dates. I encourage you to print a hard copy of the course schedule to help ensure due dates are met. Due dates may be changed during the course and I will notify you of any such changes via HuskyCT.
I will accept late submissions without penalty if requests for extensions are received in advance of calendar due dates, and stated reasons for the requests are deemed acceptable. Partial credit may be given for late submissions not previously approved. Late submissions will be graded as followed:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 24 hours</td>
<td>10% penalty</td>
</tr>
<tr>
<td>1-2 days</td>
<td>25% penalty</td>
</tr>
<tr>
<td>3-5 days</td>
<td>50% penalty</td>
</tr>
<tr>
<td>&gt; 5 days</td>
<td>zero credit</td>
</tr>
</tbody>
</table>

**Feedback and Grades**

I will make every effort to provide feedback and grades in a timely manner, typically within a calendar week of the assignment due dates. To keep track of your performance in the course, refer to My Grades in HuskyCT.

**Course Objectives**

Upon successful completion of this course, the student will be able to:

1. Describe employee and employer benefits of an effective occupational safety and health management (OSH) system;
2. Describe the roles played by various organizations in advancing OSH;
3. Describe the essential elements of an OSH management system (applicable to any workplace) and the interrelationship between them;
4. Explain the impact that safety culture has on OSH performance and how it can be shaped to improve performance;
5. Apply tools and methodologies to identify, assess, prioritize and control OSH hazards in the workplace;
6. Measure OSH performance and set goals to progress performance; and
7. Describe key attributes of an OSH professional that advance OSH performance and professional development.

**Course Outline**

Module 1 - Introduction to Occupational Safety and Health
Module 2 - OSH Roles and Responsibilities
Module 3 - Occupational Safety and Health Management Systems
Module 4 - Hazard Identification, Assessment, and Prioritization
Module 5 - Hazard Prevention and Control
Module 6 - Education and Training
Module 7 - Accident and Incident Investigation
Module 8 - Metrics, Goal Setting and System Evaluation
Module 9 - Professional Ethics and Certifications

Student Responsibilities and Resources

As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. Review these important standards, policies and resources, which include:

- The Student Code
  - Academic Integrity
  - Resources on Avoiding Cheating and Plagiarism
- Copyrighted Materials
- Netiquette and Communication
- Adding or Dropping a Course
- Academic Calendar
- Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships
- Sexual Assault Reporting Policy

Students with Disabilities

Students needing special accommodations should work with the University's Center for Students with Disabilities (CSD). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government.” (Retrieved March 24, 2013 from Blackboard's website)

Software Requirements

The technical requirements for this course include:

- Word processing software
- Adobe Acrobat Reader
- Reliable internet access
- PowerPoint or PowerPoint Viewer
- Video player such as Microsoft Media Player, RealMedia Player, etc.

Help

Technical and Academic Help provides a guide to technical and academic assistance.

This course is completely facilitated online using the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, you have access to the in person/live person support options available during regular business hours through the Help Center. You also have 24x7 Course Support including access to live chat, phone, and support documents.
Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

University students are expected to demonstrate competency in Computer Technology. Explore the [Computer Technology Competencies](#) page for more information.

Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the [Office of Institutional Research and Effectiveness](#) (OIRE).

Additional informal formative surveys may also be administered within the course as an optional evaluation tool.