

**Professional Certificate in Human Resources
Health and Safety Management (BA 0035)
Course Outline**

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Steve Thompson has served in Risk and Safety Management positions for small, medium, and large companies, and he spent time as a manager and consultant for both insurance carriers and brokers. He is a presenter on industry-specific topics, and is the co-author of “Workplace Safety: A Guide for Small and Midsized Companies” (Wiley Publications)

Academic/Certification/Designations/Highlights

- Southern Illinois University, Bachelor of Science, Health Care Management
- Insurance Institute of America, Associate in Risk Management (ARM)
- University of Southern California, Certificate Safety and Health Management
- Pacific Safety Council, Certified Occupational Safety Specialist (COSS) – Trainer
- Authorized OSHA Outreach Trainer, Construction and General Industry

Required Readings:

1. The course textbook is **Workplace Safety: A Guide for Small and Midsized Companies**, by Dan Hopwood and Steve Thompson, John Wiley & Sons, Inc., New Jersey, 2006, ISBN 0-7821-3604-4. You can order the textbook through the SDSU bookstore, or through Workplace Safety Now: <http://www.workplacesafetynow.com/525.htm>

Main Categories of Recommended Readings:

2. There will be other reading, writing, and study assignments from the Internet and other sources as listed.

Safety and Health Management Course Summary:

Learn the fundamental components of a comprehensive health and safety program to protect the employees in your organization and avoid costly liability. You’ll learn about Cal-OSHA requirements, risk management and loss prevention, workers’ compensation claims, employee assistance plans, preventative health issues, ADA compliance, and more.

This course will examine the scope of HR in this area and the fundamental components of a comprehensive health and safety program. Topics covered include: Cal-OSHA & OSHA requirements, risk management and loss prevention, management of safety & workers’ compensation, emergency response & preparedness, and developing a culture of safety.

Course Outline is subject to change based on class schedule, availability of guest instructors, instructor needs and pace of student learning. The primary goal is that every student is successful in the class. The expectation is that each student will be a positive, constructive class contributor and will put forth the appropriate effort to achieve a successful grade.

Course Objectives: The main objectives for the students in this course are to:

1. Enhance their knowledge and understanding of critical occupational safety and health management issues as they relate to overall effective Human Resources management.
2. Develop an understanding of the legal and regulatory requirements, especially the baselines of OSHA, Cal OSHA, and the fundamental requirements workplace safety programs.
3. Be able to explain why effective HR management of safety and health should go above and beyond the regulatory or minimum compliance requirements.
4. Define common terms and acronyms associated with workplace safety, OSHA and Cal OSHA, industrial hygiene, workers' compensation, risk management, and business continuity, emergency preparedness, and creating a culture of safety.
5. Identify how industrial hygiene fits into an occupational safety and health program, and primary controls used to control workplace exposures.
6. Describe steps that management can take to create and maintain a safe and healthy work environment such as: fire prevention; exposures to blood borne pathogens; personal stress management, preventing workplace violence, improving ergonomics; utilizing safety committees; safety and health training; security; emergency preparedness, and disaster planning.
7. Identify representative and "best practice" techniques for controlling workers' compensation costs.
8. Be able to obtain and research current occupational safety and health information and practices through a variety of sources.

Health and Safety Management Course Outline:

Class 1 (09/21/10): Introduction to Workplace Safety

- History of workplace safety and health
- What is workplace safety, and roles of HR, safety and other professionals
- OSHA & Cal OSHA overview
- Practical tools and resources

Homework:

1. Read Chapter 1 of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Be prepared to discuss in class a safety topic from public media (from the previous week).
3. Go to the OSHA (www.osha.gov) and Cal OSHA (<http://www.dir.ca.gov/dosh/>) websites.

Class 2 (09/28/10): Compliance and Regulatory

- What all safety programs must consist of
- Key programs required
 - Injury and Illness Prevention Program (IIPP) (California)
 - Workplace Safety Plan (outside California)
 - Emergency Action Plan (response and preparedness)
 - Fire Prevention Plan
 - Hazard Communication Plan
- Specialty programs (fall protection, vehicle, electrical, lockout-tagout, workplace violence)

Homework:

1. Read Chapter 3 (pages 45-67) of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Be prepared to discuss in class an OSHA topic from public media (from the previous week).
3. Go to the Cal OSHA http://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm (training requirements), and http://www.dir.ca.gov/dosh/dosh_publications/iipp.html (IIPP)
4. Go to Ready.gov <http://www.ready.gov/business/index.html>
5. Go to ILO <http://www.ilo.org/public/english/protection/safework/stress/whatis.htm>

Class 3 (10/05/10): Environmental Compliance

- Events of note (Bhopal, others...)
- EPA, AQMD, Others...
- Industrial Hygiene – basic overview

Homework:

1. Read Chapter 4 (pages 75-82) of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Be prepared to discuss in class a safety topic from public media (from the previous week).

Class 4 (10/12/10): Workplace Injuries, Controls and Recordkeeping

- Material handling (back injuries, strains and sprains)
- Slips, trips and falls
- Lacerations
- Personal Protective Equipment
- Recordkeeping

Homework:

1. Read Chapter 3 (pages 67-74) of *Workplace Safety: A Guide for Small and Midsized Companies*

2. Be prepared to discuss in class a workers' compensation topic from public media (from the previous week).
3. Go to the Cal OSHA posting and records requirements <http://www.dir.ca.gov/wpnodb.html>
4. Study for Mid-term

Class 5 (10/19/10): Workers' Compensation

- Overview and history
- Rates, Underwriting, Experience Modification and Benefits
- Successful workers' compensation strategies
- Insurance broker selection

Homework:

1. Read Chapter 6 of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Be prepared to discuss in class a workers' compensation topic from public media (from the previous week).
3. Go to the Division of CA workers' compensation <http://www.dir.ca.gov/dwc/>

Class 6 (10/26/10): Specific Hazards (also Mid-term)

- Ergonomics
- Review for mid-term

Homework:

1. Read Chapter 4 (pages 82-86) of *Workplace Safety: A Guide for Small and Midsized Companies*

Class 7 (11/02/10): Risk Management, Business Continuity, and Pandemic (Dan Hopwood Guest Lecturer)

- Overview of Risk Management
- Business Continuity Planning
- Pandemic

Homework:

1. Read Chapter 5 of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Be prepared to discuss in class either a business continuity or pandemic topic from public media (from the previous week).
3. Go to Ready.gov <http://www.ready.gov/business/plan/>
4. Go to CDC <http://www.cdc.gov/h1n1flu/>

Class 8 (11/09/10): Job Hazard Analysis, Incident Investigation and Training

- Job hazard analysis
- Incident (Accident Investigation)
- Safety training best practices

Homework:

1. Review Chapter 3 (pages 60-62) of *Workplace Safety: A Guide for Small and Midsized Companies*
2. Go to OSHA Accident Investigations
<http://www.osha.gov/SLTC/accidentinvestigation/index.html>

Class 9 (11/16/10): Psychology of Safety (Cathi Marx, Guest Lecturer, & Tami Levesque, Glacier Water)

- Behavior based safety
- Identifying working styles and safe habits (DISC)

Homework:

1. Conduct DISC with at least one other person
2. Prepare for final project/presentations (due final 2-3 weeks of class)

Class 10 (11/23/10): Best Practices of Safety Management

- Creating a culture of safety
- America's safest companies – the common denominators
- Greatest lessons learned
- (Presentations by students)

Homework:

1. Read Chapter 7 (pages 157-169) of *Workplace Safety: A Guide for Small and Midsized Companies*
2. (Presentations by students)

Class 11 (11/30/10): Best Practices of Safety Management

- Greatest lessons learned (continued)
- (Presentations by students)

Class 12 (12/07/10): Final

- (Presentations by students)
- Final exam

Class Requirements and Grading

Grading: 400 Points (Total Possible Score)

Class Participation	= 100 points (7 = 100pts, 6=90, 5=80, 4=70, 3=60)
Safety Mission	= 50 points
Mid-term	= 100 points
Final Test	= 50 points
Final Project	= 100 points

Total Possible Score = 400 points

Final Project (Worth Up to 100 Points) (see Criteria for Grading Oral Assignments)

Be prepared to present a 7 minute oral presentation (with PowerPoint presentation) and submit a written summary of the topic to include the following information:

1. Main Topic and Heading
2. Source of material (must list)
3. Abstract (2 paragraphs) to include pertinent Internet links
4. Maximum 7 PowerPoint slides

Options for topics:

1. Successful safety program: If you choose to present about an organization, you must describe: 1) where the company was (losses, incident rates, etc.), 2) where are they are now, and 3) where are they going.
2. Popular media: Each student is expected to search popular media sources (Internet, newspapers, magazines, television, news/documentaries) for topics relating one of the following:
 - o Safety compliance or general safety topic
 - o OSHA, Cal OSHA, or occupational safety and health regulatory
 - o Practical tool(s) to improve safety, risk management, or workers' compensation
 - o Safety incident (must have facts)
 - o Emergency response and preparedness (facts...)
 - o Environmental event (facts...)
 - o Successful outcomes of workplace injuries – methodology
 - o Workers' compensation success (facts...)
 - o Safety training best practices

Criteria for Grading Oral Assignments

Complete your presentation in the assigned time and number of slides – 7 minutes and 7 slides. 10 points are deducted if you overshoot your mark in either category.

Oral presentations should be prepared and rehearsed several times before delivery in class. Do not attempt to "wing it." All good extemporaneous speakers practice a great deal. Bad presentations show disrespect for audiences. Come to class prepared and ready to "knock us dead."

Please feel free to work with other students and others as a sounding boards and ready audiences. Meet in advance of class to give each other assistance, rehearse, and evaluate.

Deliver the presentation without reading. Speaking for seven minutes without reading should be well within your abilities. Referring to a note card for a brief few seconds is fine.

- Categories for grading the oral presentation include: Verbal Communications, Presence, Distractions and Idiosyncrasies, Visuals/Overheads, Content, Pace and Flow, Subject Knowledge
- Complete your written materials as described – two brief paragraphs for the Abstract, and list your sources (websites, articles, books, other). Provide a hardcopy of your presentation (in color and in PPT handout format), Abstract, and Sources to me at the beginning of the night of the class.
- Email or see me in class if you have any questions.

NAME:

TOPIC:

	Score/Comments			
Verbal Communication Clear, distinct, varied tone of voice; good volume, grammar and enunciation; maintains eye contact; enthusiastic, interesting, stimulating; does not read from visuals and materials; vocabulary appropriate for audience; unfamiliar terms explained; speaks to the audience, not at it	5	3	2	1
Presence Shows respect for audience through dress, carriage, demeanor, interaction and sensitivity.	5	3	2	1
Distractions and Idiosyncrasies NO: "ah", "umm", "you know", "like", pacing, rocking, playing with keys, coins or objects, standing behind something, blocking audience view to visuals, back or side to audience, stiffness, both hands in pockets, arms	5	3	2	1
Visuals/Overheads Easy to read and understand; neat and simple/not busy and cluttered; outline of main points only/not discussion; 5-6 points maximum per slide; points and slides logically related; consistent format; spelling; colors not distracting or hard to read.	5	3	2	1
Equipment and Materials Prepared and functioning; effective use of flip charts, overheads, handouts, demonstrations, props, exercises; pens and markers not dried out.	5	3	2	1
Content Addresses assignment; follows outline completely; ideas and points are clear, obvious and easy to understand; demonstrated preparation and knowledge; proper citations for ideas and statistics; points support main topic; succinct/not rambling.	5	3	2	1
Pace and Flow Not too fast or slow; smooth transitions from point to point; begin and end on time; keeps to subject; concise language; maintains flow of thought.	5	3	2	1
Audience Involvement Engages the audience by way of direct and indirect questioning, interactive exercises, etc.	5	3	2	1
Subject Knowledge Is very knowledgeable of the material.	5	3	2	1
Stays within allotted time frame (7 min. +/- 1min.) Over _____ On-time Under _____	5	3	2	1
	TOTAL SCORE: _____ Out of 100			

5 – Excellent 4 – Needs Little Improvement 3 – Needs Improvement 2 – Below Expectations 1 – Well Below Expectations

Note on projects: The University policy on "Standards for Student Conduct", Section 41301; item (b)(1)(A); lists "Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage" as an unacceptable student behavior.

Plagiarism and Academic Dishonesty: From the SDSU Library

(<http://infotutor.sdsu.edu/plagiarism/what.cfm?p=graphic>);

"Plagiarism is the act of using someone else's words, sentences, or ideas and passing them off as your own without giving credit by citing the original source. You might be plagiarizing if you:

- Submit someone else's work as your own.
- Buy a paper from a papermill, website or other source.
- Copy sentences, phrases, paragraphs, or ideas from someone else's work, published or unpublished, without giving the original author credit.
- Replace select words from a passage without giving the original author credit.
- Copy any type of multimedia (graphics, audio, video, Internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original author credit.
- Piece together phrases, ideas, and sentences from a variety of sources to write an essay.
- Build on someone else's idea or phrase to write your paper without giving the original author credit.
- Submit your own paper in more than one course.

Plagiarism is a serious academic offense. San Diego State University regards plagiarism as academic dishonesty. Consequences of plagiarism may include failing an assignment, receiving a lower course grade, and even failing a course." Read SDSU's policy on Academic Dishonesty:

<http://www.sa.sdsu.edu/srr/academics1.html>

Grading Policy: SDSU will notify you of your official grade for the course. If you need or want to know your grade prior to the official grade, provide the instructor with your email address or a completed and stamped Grade Postcard before the Final Exam.

Attendance and Active Class Participation: Students are expected to attend all classes, come prepared to answer questions, participate in class discussions, ask and answer questions, take notes, study, complete homework assignments, and learn. Your learning is demonstrated and measured by the quality of your class participation, homework, and your achievements on the mid-term and final project. Class participation points are based on the Instructor's assessment of the positive, constructive and serious nature of your contribution in the classroom. Although we want to enjoy learning the topic of Health and Safety, it is critical that students exhibit the appropriate type of class participation/behavior to further the learning experience for all students. Adults learn in a variety of ways and one of them is by "doing" and that makes your positive/constructive class participation important to your success in this course. To receive partial credit for one missed class, please refer to the Make-up Policy.

Make-up Policy: The Instructor recognizes that work and life responsibilities may impact a student's ability to be at class. When this occurs, it is your responsibility to notify the Instructor

preferably prior to the class, or at the latest by the next day following the missed class. Note that each attended class (not including the nights of the Mid-Term and Final) provides the opportunity to achieve up to **8 points for your active participation**. **If you have to miss a class, you must tell, call or email your Instructor in advance.** Students who notify the Instructor by 2:00 PM at the latest on the day of class, will be able to earn points of credit for **one (1) missed class only** by providing a written summary of the course reading material section along with the homework assignment due for that class. The make-up summary is to be one typed page in college essay style (11 font, Times New Roman, single-spaced) with the content focused on what you learned from the reading. The summary essay will be due at the class following your absence. There are generally no make-up opportunities for missing the Mid-term and/or Final exams.

Class Policies: Class will begin on time at 6 PM and will include a break. **The classroom is a cell and pager free zone.** Please turn off your cell phone and pager prior to entering the classroom. If you have to leave class early, please notify the Instructor in advance, try to sit near a door, and arrange that your departure will not be disruptive. If you are taking notes on a laptop, be respectful to the instructor and others in class.

Please respect the confidential information that will be shared by other students and Instructor regarding business, human resources, and safety and health practices in their organizations. In other words, what is discussed in this classroom, stays in this classroom as the purpose of this discussion is learning.

One of the benefits of taking a class such as this is for the opportunity it provides to meet and get to know HR practitioners and other professionals. You are encouraged to exchange business cards and network. If the students agree, the class roster with email addresses of each student may be distributed.

You will also be required to comply with all the University's safety and other student policies. If you have questions regarding these, please contact Victoria Serrano Ruiz, Director of Professional Development.

Accommodations: If you require an accommodation, please tell the Instructor as soon as possible on the first night of class. You will also be required to contact Victoria Serrano Ruiz, Director of Professional Development, College of Extended Studies, SDSU at 619-594-7076, fax: 619-594-8566 or email: vserrano@mail.sdsu.edu. If you have not already done so to request an accommodation as per the guidelines of SDSU's Certificate Programs.

SDSU Information: If you decide to drop the course, please notify both the Instructor and the Certificate Programs Office.

Parking: As a reminder, if you park on campus, you will need a Parking Permit displayed on the dashboard of your car.