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

Instructor: Dan Hopwood, MPH, ARM, CSP, CBCP
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Dan has served in Risk and Safety Management positions for medium and large companies, and currently is
the manager for a Workers’ Compensation company’s safety department; in addition he has been a
consultant for both insurance carriers and brokers. Dan has taught at SDSU, including the Graduate School
of Public Health, San Diego City College and Cuyamaca College.

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) In addition, Dan has authored three chapters in a variety of
texts and an additional book on safety and health management (now out of print). He has consulted
throughout the US and internationally (Mexico and the UK) and was a frequent contributor to the SDSU
International Training Center for many years, both as a speaker and presentation moderator, where safety
and employee wellness was a frequent topic.

Dan has been the Chairman of the Board for the Pacific Safety Council and is a Past-President of the local
Chapter of the American Society of Safety Engineers (ASSE) and serves as Chapter Delegate to the national
House of Delegates. Dan was named Safety Professional of the Year by the San Diego Chapter ASSE in
December, 2012.

Academic/Certification/Designations/Highlights:
• BS - San Diego State University, Bachelor of Science, Health Science (Industrial Safety Emphasis)
• MPH - San Diego State University, Master of Public Health, Occupational Health
• CSP - Board of Certified Safety Professionals, Certified Safety Professional in Comprehensive Practice
• ARM - Insurance Institute of America, Associate in Risk Management
• CBCP - Disaster Recovery Institute International, Certified Business Continuity Professional
• University of Michigan, Leadership Conference
• Credentialed Junior College Instructor in 3 Subject Matter Areas

Required Text Readings:

1. The course textbook is Workplace Safety: A Guide for Small and Midsized Companies, by Dan
order the textbook through the SDSU bookstore, or through Workplace Safety Now:
http://www.workplacesafetynow.com/525.htm

Note: The book may be found in both hard cover, paperback and electronic versions – pagination may
vary slightly depending on the version you use.
2. There will be other reading materials assigned, writing, and/or study assignments from the Internet and other sources; these will be discussed as they become needed or relevant. Various materials, based on class discussion and topics may be made available by the instructor as well.

**Safety and Health Management Course Summary:**

This course will examine the scope and role of HR in the occupational health and safety arena and the fundamental components of comprehensive programs and more importantly, the interplay between these considerations and how important an HR professional is in their success. 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, amongst others.

There will be focus on 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, safety’s relationship to ADA compliance, and more.

The Course Outline is subject to change based on class schedule, availability of guest instructors, instructor needs and pace of student learning. The goal of the class is to enhance the students’ knowledge regarding critical health and safety-related issues. To do that, we will review both current day and historic information. An equally important 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 though a variety of sources.
Health and Safety Management Class Dates and Topics:

Class 1 (1/8/14): Introduction to Workplace Safety

- Review the class, structure, activities, syllabus, etc.
- Review pages 70-74 of the class text
- History of workplace safety and health
- What is workplace safety, and roles of HR, safety and other professionals
- OSHA & Cal/OSHA overview

Homework:
(Note: Homework in general should be read in advance of the class in which the homework is assigned.)
1. Read Chapters 1 and 2 of Workplace Safety: A Guide for Small and Midsized Companies
2. Go to the OSHA (www.osha.gov) and Cal OSHA (http://www.dir.ca.gov/dosh/) websites; review and familiarize yourself with the sites.
3. Begin thinking about Safety Mission Assignment – we'll discuss what this is and how to complete the assignment - due in week four, during class

Class 2 (1/15/14): Compliance and Regulatory Issues

- 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, others)

Homework:
1. Read Chapter 3 of Workplace Safety: A Guide for Small and Midsized Companies
2. 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)

Class 3 (1/22/14): Models of Incident Causation and Prevention

- Basic historic models and other relevant narrative and visual representations
- Events of note - the “past is prologue” (Bhopal, others...)
- Industrial Hygiene – basic overview and how it applies in the organizational setting

Homework:
1. Read Chapter 4 (pages 75-82) of Workplace Safety: A Guide for Small and Midsized Companies

Class 4 (1/29/14): Workplace Injuries, Controls and Recordkeeping

(Note: Safety Mission Assignment Due)
• Material handling (back injuries, strains and sprains)
• Slips, trips and falls
• Lacerations
• Personal Protective Equipment
• Recordkeeping

Homework:

2. Go to the Cal OSHA posting and records requirements http://www.dir.ca.gov/wpnodb.html

Class 5 (2/5/14): Workers’ Compensation

• Overview and history
• Rates, Underwriting, Experience Modification and Benefits
• Successful workers’ compensation strategies & the Safety Professional’s role in maximizing a Workers’ Compensation program
• Insurance broker selection

Homework:

1. Read Chapter 6 of Workplace Safety: A Guide for Small and Midsize Companies
2. Go to the Division of CA workers’ compensation http://www.dir.ca.gov/dwc/

Class 6 (2/12/14): Specific Hazards and begin Risk Management (also Mid-term)

Note: Midterm will be during the first portion of the class. Time that is left over will be used for lecture and discussion.

• Review for mid-term
• Ergonomics
• Overview of Risk Management

Homework:

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

Class 7 (2/19/14): Business Continuity, and Emergency Planning as Critical Safety and HR Considerations

• Business Continuity Planning
• Emergency Response
• Distinguishing emergency response and crisis management

Homework:

1. Read Chapter 5 of Workplace Safety: A Guide for Small and Midsize Companies
3. Go to CDC [http://www.cdc.gov/h1n1flu/](http://www.cdc.gov/h1n1flu/)

**Class 8 (2/26/14): Job Hazard Analysis, Incident Investigation and Training**

- Complete Business Continuity Planning as needed
- 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 (be prepared to discuss your takeaways)

**Class 9 (3/5/14): Psychology of Safety (Possible Guest Lecturer)**

*(Note: Safety Model Project Due)*

- Behavior based safety
- Identifying working styles and safe habits

**Homework:**

1. Prepare for final project/presentations (due final 2-3 weeks of class)

**Class 10 (3/12/14): Best Practices of Safety Management**

- Creating a culture of safety
- America’s safest companies – the common denominators
- Greatest lessons learned
- Safety Models’ discussion
- Optional Presentations by Students

**Homework:**

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

**Class 11 (3/19/14): Best Practices of Safety Management**

- Greatest lessons learned (continued if needed)
- Utilization of the “Taking Stock” and “Workplace Safety Program” checklists in achieving best practices
- (Optional Presentations by students)
Homework:

1. Review Chapter 7 as needed
2. Review and be ready to discuss the “Taking Stock Checklist” found in the Appendices of the Class Text
3. Review “Workplace Safety Program Checklist” found in the Appendices of the Class Text

Class 12 (3/26/14): Final

- Discussion, review and Q&A
- Final exam

Class Requirements and Grading

Grading: 400 Points (Total Possible Score)

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>100</td>
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<tr>
<td>Safety Mission</td>
<td>50</td>
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<tr>
<td>Mid-term</td>
<td>100</td>
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<tr>
<td>Final Test</td>
<td>100</td>
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<tr>
<td>Final Project (Safety Model)</td>
<td>50</td>
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Total Possible Score = 400 points

A = 360 points or more
B = 320 - 359 points
C = 280 - 319 points
D = 240 – 279 points
F = < 279 points

Class Project: Safety Mission Statement

You’ll be asked to research and develop a safety mission statement, either for your existing organization, one you would like to work for or for a fictitious organization. How to complete this assignment will be discussed in class.

Final Project: Safety Model

Development of a “Safety Model” (50 points may be awarded for the graphic representation of your model. An additional 50 points may be earned for the explanation of the model and a possible 20 points extra credit can be earned for the discussion of your model with the entire class.)

Your safety model may be visual, textual, 3 dimensional – whatever it takes to get your point across!

There are many accepted models – both tactical and academic which demonstrate how safety intersects with the working world. Several of these models found in the literature as well as those developed by the instructor will be reviewed. You will be asked to create a “model” that either is relative to your place of
employment or from the pure academic perspective. Your model will require that you hand in a graphic representation and discuss your models’ approach with the class. The instructor will provide examples and guidance for this project. The essence of this project is to complete a model that demonstrates how someone can get hurt at work, how the factors leading to injury or illness can be controlled and how the content of the model may be used in more than fashion.

**Popular media:** (To assist with the participation aspect of the class) Each student is encouraged to search popular media sources (Internet, newspapers, magazines, television, news/documentaries) for topics relating one of the following and be prepared to discuss observances and findings in class; this aspect of your activities will assist in earning points for the participation aspect of your grade:
- Safety compliance or general safety topic
- OSHA, Cal OSHA, or occupational safety and health regulatory
- Practical tool(s) to improve safety, risk management, or workers’ compensation
- Safety incident (must have facts)
- Emergency response and preparedness (facts...)
- Environmental event (facts...)
- Successful outcomes of workplace injuries – methodology
- Workers’ compensation success (facts...)
- Safety training best practices

**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 – this is a college class and interactions need to follow accordingly. Written work must be represented by proper grammar, structure, appropriate references where called for and be work befitting of college level efforts.

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.

**Other considerations:**

**Plagiarism and Academic Dishonesty:** From the SDSU Library ([http://infotutor.sdsu.edu/plagiarism/what.cfm?p=graphic](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.

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 prior to the class, unless otherwise not possible. Note that each attended class provides the opportunity to earn participation credit. There are generally no make-up opportunities for missing the Mid-term and/or Final exams.

Class Policies:
1. Class will begin on time at 6 PM and will include a break.
2. The classroom is a cell and pager free zone.
3. Texting and e-mail reading during class is not acceptable, so please refrain from those activities.
4. If you are taking notes on a laptop, be respectful to the instructor and others in class.
5. You and your fellow students take many classes together and get to know each other over time – that is of great value personally and professionally. However, we must respect the classroom and instructional activities and thus, conversation not relevant to the class must be saved for breaks and to minimize disruptions to the class. Thanks for that understanding.

Please respect the confidential information that may 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.

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 Diane Clark, 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 Lisa Howard, College of Extended Studies, SDSU at lhoward@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.