SYLLABUS - PART II

IMT 112S – ENVIRONMENTAL HEALTH AND SAFETY

3 CREDIT HOURS

Instructor: Kevin McDonald

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Course Description

Overview of plant safety and industrial hygiene requirements and practices in American business from the perspective of on-the-job requirements for supervisors/employees. Federal and state occupational safety and health regulations are reviewed and techniques to improve the workplace are explained.

Course Goals

Students will:

1. Interpret safety and health as safety management requirements.
2. Defend the involvement of employees in the safety and health areas.
3. Recognize and describe the accident investigation techniques to prevent future mishaps.
4. Recognize and assess how safety inspections and observations fit into a successful safety and health program.
5. Recognize what constitutes a health hazard in the workplace and sources of assistance to control the hazard.
6. Explain the use of personal protective equipment.
7. Identify the correct handling and storage of materials.
8. Describe and classify the role of safety and health procedures and rules in promoting a safe work environment.
9. Recognize the important federal and state regulations affecting the workplace.

Required Materials

TEXTS: TEXTS: SUPERVISORS' *Safety* Manual, 11th Edition ISBN 978-0-87912-354-3

WEEKLY SCHEDULE OF TOPICS, ACTIVITIES AND ASSIGNMENTS

This is an 8 week class. I used weeks vs dates in many areas.

August 23- 30th

Week 1 – *Safety Management - Communication*

Introduction

Topic: Chapters 1 & 2
Read: Pages 1-25; 27-44
Review: PowerPoints
Discussion: Week 1-1 & 1-2

Week 1 – Exam 1 – Chapters 1 & 2

Week 1 – *Safety & Health Training – Employee Involvement*

Topic: Chapters 4 & 5
Read: Pages 77-101103-122
Review: PowerPoints
Discussion: Week 2-1 & 2-2

Week 1 – Exam 2 – Chapters 4 & 5

Aug 31 – Sept 6th

Week 2 – *Safety and Health Inspections – Incident Investigation*

Topic: Chapter 6 & 7
Read: Pages 125-140; 143-161
Review: PowerPoints
Discussion: Week 3-1 & 3-2

Week 2 - Exam 3 – Chapters 6 & 7

Week 2 – *Industrial Hygiene – Personal Protective Equipment*

Topic: Chapters 8 & 9
Read: Pages 163-203; 207-237
Review: PowerPoints
Discussion: Week 4-1 & 4-2

Week 2 - Exam 4 – Chapters 8 & 9

Week 3 - *Regulatory Issues*

Topic: Chapter 12
Read: 303-344
Review: PowerPoints
Discussion: Week 5-1 & 5-2
Assignment: Safety Poster

Week 3 **-** Exam 5 – Chapters 12

Week 4 & 5 – *Hazard Communication - Ergonomics*

Topic: Chapters 10 & 11
Read: 263-296; 241-260
Review: PowerPoints
Discussion: Week 11 1 & 6-2
Assignment: Safety Training Proposal

Week 4 & 5 – Exam 6 – Chapters 10 & 11

Week 6 & 7 - *Machine Safeguarding – Hand Tools - Portable Power Tools*

Topic: Chapters 13, 14 & 15
Read: 355-378; 391-429
Review: PowerPoints
Discussion: Week 13 7-1 & 7-2
Assignment: Safety Training Proposal

Week 6 & 7 **-** Exam 7 – Chapters 13-14-15

Week 8 – *Electrical Safety- Fire Safety*

Topic: Chapters 16 & 17
Read: 479-521; 525-
Review: PowerPoints
Discussion: Week 14-1 & 8-2
Assignment: Safety Training Proposal

Week 8 – Exam 8 – Chapters 16 & 17

Assignment: Safety Training Proposal due by 11:59 pm on May 16.

Homework Assignment Expectations

Discussion Board

Answer the two questions posted on the Discussion Board. Once finished, respond to two of your peers' posts on each of the Discussion Board questions. Make sure that you put detail and thought into your post.

- Discussion Board initial posts are due by the end of the day on Thursday
- Respond to two of your peers' posts for each Discussion Board question by the end of the day on Sunday.

Weekly Assignments (Exams)

Each week's assignment is due by Sunday at the end of the day.

1) *Open the attached assignment file*
2) *Save to your desktop or memory stick*
3) *Complete assignment*
4) *Save the assignment*
5) *Click on MGT 223 Week Assignment*
6) *Attach file (Browse Local files)*
7) *Submit (Do not submit until you have completed the assignment)*

EVALUATION METHODS

Course will be graded on the following activities

Description	Points
8 Exams (100 pts each)	800 points
18 Weekly Discussion Boards – 20 points each	360 points
Initial Post – 10 points	
2 Follow up responses – 5 points each	
Safety Poster	100 points
Safety Proposal	100 points
Participation	80 points
TOTAL	**1440 points**

See the schedule of topics above for more information on specific assignments.

Grading Scale

1300 - 1440	A
1160 - 1299	B
1040 - 1159	C
880 - 1039	D
0 - 879	F

Coursework will be graded for accuracy and completeness. The final grade will be determined by the quality and quantity of work according to the above schedule of accumulated points. The instructor reserves the right to raise or lower the final grade based on the student's attendance, or other circumstances.

PLEASE NOTE: Proper spelling, grammar, and punctuation will be expected and will be part of your grade. The instructor reserves the right to reject any written assignment with five or more grammatical errors.

The grade book function of Blackboard will be used in this course. Up-to-date grades will be found in that area.

POLICY STATEMENTS

Class Participation
Participation is important to success in this class. Attendance in this class is defined as staying on target with reading assignments, posting assignments, timely reading and responding to emails, and meeting deadlines as outlined in the syllabus. It is not simply logging into the Blackboard site.

Communication
I can be reached by email at any day during this course. I will respond to your email within 48 hours of receiving the communication. To facilitate a quicker response, please list your name and IMT 112S in the subject line of the email. For example, Edison Student-IMT 112S.

Academic Integrity
Sharing of ideas and a work-group atmosphere will be encouraged. However, each student is expected to do his or her own work on assignments and projects. The ECC Academic Honesty The policy will be adhered to. Please refer to your student Handbook posted on the Edison Website.

If a student is found to have cheated or copied another's work, the student will receive no credit for the assignment, and the assignment may not be resubmitted nor substituted.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the **Accessibility and Disability Services** page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the

first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at 1165mgr@follett.com, or check us out online at https://www.bkstr.com/edisonccstore/home.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provide career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and- Job-Services/ for more information.

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment respectful of students ' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registration-records, located in "Forms " and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center have computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program provides resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am- 3pm, call 937-778-7840, or email dfrancis@edisonohio.edu

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu. If you are concerned about a student or colleague, please file a CARE Team form https://www.edisonohio.edu/CARE-Team- Referral-Form/ so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab- and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, I am your first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)

- email to support@edisonohio.edu
- call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder in your course

DISABILITY POLICY

Edison Community College will make reasonable accommodation for students with documented disabilities. If you feel you require accommodation based on the impact of a disability, please make an appointment with the Coordinator of Disability Support Services in room 160. She will work with you and your instructor to ensure that appropriate accommodation is provided. Please contact 1-800-922-3722 ext. 7837.

Core Values

Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives and activities in this course will introduce/reinforce these Core Values whenever appropriate.