



**PTEC 1308 – 122CL SHE1
Safety, Health, and Environment 1
Fall 2021
Wednesday – 8:00 AM to 11:50 AM**

Instructor Information: Jimm B. Cooper, CSP, BSc, LP (ret.), MI
Office number: 409-933-8536
E-Mail: jcooper4745@com.edu
Office hours: 3:00 PM to 4:00PM Wednesday
Office location: Technical-Vocational Building #5 – Faculty Offices

Student hours and location: Technical-Vocational Building #5, Room 1555
Wednesday 8:00 AM to 11:50 AM

**Required Textbook/Materials: Safety, Health, and Environment – 2nd Edition
Prentice Hall – Publisher
Center for the Advancement of Process Technology (CAPT)**

Course Description: This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses. Prerequisite: TSI Math 342 or equivalent developmental course with a grade of "C" or better.

Course requirements: Each student is expected to complete the following:

- 1. 24 quizzes / homework (1 Q/H per chapter)**
- 2. 6 section Examinations – each SE covers four (4) chapters of the textbook**
- 3. 1 Safety Data Sheet Analysis**
- 4. 1 Permitting Procedures Report**
- 5. Optional for extra credit- Discussion Board – 5 original answers; 5 responses**
- 6. Attending class, participating in classroom discussions and lab exercises.**

Determination of Course Grade/Detailed Grading Formula:

Chapter quizzes will be given for each chapter. These are open books, the number of questions vary, and will be counted as part of the grade. You will have up to three (3) attempts for each chapter quiz. There are 24 quizzes, consisting of 370 total questions, for a total score of 480 points.

Section Examinations: These exams are given after every four (4) chapters of the text. There are six (6) section exams worth 100 points each. The section examinations will be taken in class, closed book.

Safety Data Sheet Analysis: A SDS Analysis of a topic selected by the student from list of topics provided in Blackboard under assignments. An example of a report is listed under this assignment's tab. The report is to be done in a business report format. **A copy and paste version of the SDS will not be accepted and will receive zero (0) points for the assignment.**

Permitting Procedures Report: A Permitting Procedures Report will be an assessment of an incident of the student's choice. The PPR will explain how the incident could have been avoided or have reduced consequences if the permitting process had been followed.

Discussion Board: A discussion board will be available for students to earn extra points to make up for low Section Examination scores. The discussion board consists of five (5) questions that must be answered. This part is worth 25 points (5 points per answer). After completing the first part, a student must reply to other students' replies to the questions asked. Five (5) replies gain another 25 points.

Late Work, Make-Up, and Extra-Credit Policy:

Quizzes/Homework is expected to be completed by the due date which will be the day before the next class. Quizzes and Homework will not be accepted after the due date.

Section Examinations are expected to be made up at the next class meeting date. The make-up will be given after the day's class has ended, NOT before class or during break.

Discussion Board: The Discussion Board is available and designed to provide extra credit to students. The DB is completely optional and is the only extra credit avenue offered.

Attendance Policy: Each student will be required to register his/her attendance in the class by signing the class roster. This class includes lab time, and the attendance sheets will be used to record lab points based on the day's activities.

Missed Classes: If a student misses more than four (4) class days, the student will be dropped from the class. Contact your instructor via COM (College of the Mainland) email explaining your reason for not attending class. If you have tested positive for COVID-19, complete the self-report form and contact Student Services. Do not contact your instructor.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information

about performance in the class through other electronic means. Changes or announcements concerning assignments will be posted on Blackboard and sent via COM email to students.

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|--------------------------------|-------------------------------|-------------------------------------|
| 1. SLO #1 | Textbook, outside reading | Discussion by peers |
| 2. SLO #2 | Photos, Videos | Review by class |
| 3. SLO #3 | Scenarios, Investigations | Projects, Tabletop exercises |
| 4. SLO #4 | Scenarios, practice sessions | Projects, Tabletop Exercises |
| 5. SLO #5 | Review of OSHA Standards | Projects, Tabletop Exercises |

Academic Dishonesty: The Section Examinations and Reports are designed to be completed by each student individually. Proven collaboration will result in disciplinary actions that could include dismissal from the program.

Electronic Devices Policy: To limit disruption to classmates, please set your cell phone to vibrate. If you need to answer a call, step out of the room and return quietly ASAP. During Section Examinations or pop quizzes, no electric devices may be visible while you have the exam or quiz in your possession.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Derrick Lewis at (409-933-8601), dlewis22@com.edu.

Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

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|--|-----------------------|-------------------|
| Chapter Quiz / HW (24): | 370 @ 1.3 points each | 480 points |
| Section Examinations | 6 @ 100 points each | 600 points |
| Safety Data Sheet Report | 1 @ 100 points | 100 points |
| Permitting Procedures Report | 1 @ 100 points | <u>100 points</u> |
| TOTAL Points (exclusive of bonus points) | | 1280 points |
| Discussion Board (extra credit) | | 50 points |
| Lab Exercises / Attendance | | TBD |

Grading criteria:

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| 1280 to 1152 = A |
| 1151 to 966 = B |
| 965 to 896 = C |
| 895 to 768 = D |
| 767 to 000 = F |

Course outline: (include calendar with lecture topics, due dates)

| Week# | Dates | Reading Assignments | Quiz & Exam Due Dates |
|-------|----------------------|--|---|
| 1 | Wednesday Aug 25 | Chapter 1 Introduction to Safety, Health, & Environment Chapter 2 Types of Hazards and Their Effects | Quiz 1 due 8/31 Quiz 2 due 8/31 |
| 2 | Wednesday Sept 01 | Discussion Board (PSM) opens Chapter 3 Recognizing Chemical Hazards Chapter 4 Recognizing Biological Hazards | Quiz 3 due 9/07 Quiz 4 due 9/07 <u>Prepare for SE1</u> |
| 3 | Wednesday Sept 08 | Section Examination One Chapter 5 Equipment and Energy Hazards Chapter 6 Fire and Explosion Hazards | Quiz 5 due 9/14 Quiz 6 due 9/14 |
| 4 | Wednesday Sept 15 | Chapter 7 Pressure, Radiation & Temperature Hazards Chapter 8 Hazardous Atmospheres and Respiratory Hazards | Quiz 7 due 9/21 Quiz 8 due 9/21 <u>Prepare for SE2</u> |
| 5 | Wednesday Sept 22 | Section Examination Two Chapter 9 Working Area and Height Hazards Chapter 10 Hearing and Noise Hazards | Quiz 9 due 9/28 Quiz 10 due 9/28 |
| 6 | Wednesday Sept 29 | Chapter 11 Construction, Maintenance, and Tool Hazards Chapter 12 Vehicle and Transportation Hazards | Quiz 11 due 10/05 Quiz 12 due 10/05 <u>Prepare for SE3</u> |
| 7 | Wednesday Oct 06 | Section Examination Three Safety Data Sheet Analysis | Safety Data Sheet Analysis due 10/13 |
| 8 | Wednesday Oct 13 | Safety Data Sheet Analysis DUE Chapter 13 Natural Disasters and Inclement Weather Chapter 14 Physical Security and Cyber Security | Quiz 13 due 10/19 Quiz 14 due 10/19 |
| 9 | Wednesday Oct 20 | Chapter 15 Recognizing Ergonomic Hazards Chapter 16 Recognizing Environmental Hazards | Quiz 15 due 10/26 Quiz 16 due 10/26 <u>Prepare for SE4</u> |
| 10 | Wednesday Oct 27 | Section Examination Four Chapter 17 Introduction to Hazard Controls | Quiz 17 due 11/02 Quiz 18 due 11/02 |

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|----|---------------------|--|--|
| | | Chapter 18 Engineering Controls: Alarms and Indicator Systems | |
| 11 | Wednesday Nov 03 | Chapter 19 Engineering Controls: Process Containment and Process Upset Controls Chapter 20 Administrative Controls: Programs and Practices | Quiz 19 due 11/09 Quiz 20 due 11/09 <u>Prepare for SE5</u> |
| 12 | Wednesday Nov 10 | <i>Section Examination Five</i> Chapter 21 Permitting Systems Chapter 22 Personal Protective Equipment and First Aid | Quiz 21 due 11/16 Quiz 22 due 11/16 |
| 13 | Wednesday Nov 17 | Chapter 23 Monitoring Equipment Chapter 24 Fire, Rescue, & Emergency Response Equipment | Quiz 23 due 11/30 Quiz 24 due 11/30 |
| 14 | Wednesday Nov 24 | No Class - Thanksgiving | <u>Prepare for SE6</u> <u>Discussion Board Closes 11/30</u> |
| 15 | Wednesday Dec 01 | <i>Section Examination Six</i> Permitting Procedures Report | Permitting Procedures Report Due 12/08 Class ends on 12/10/21 |
| 16 | Wednesday Dec 08 | Permitting Procedure Report DUE Last Day of class / grades reported | Enjoy the Winter Break |

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodation is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are especially important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance, when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.