



PTEC 1308 – 165CL SHE1
Safety, Health, and Environment 1
Spring 2022
Tuesday – 8:00 AM to 11:50 AM

Instructor Information: Jimm B. Cooper, CSP, BSc, LP (ret.), MI
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Office hours: 11:50 AM to 12:50 PM Tuesday
Office location: Technical-Vocational Building #5 – Faculty Offices

Student hours and location: Technical-Vocational Building #5, Room 1559
Tuesday 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:

Determination of Course Grade/Detailed Grading Formula:

Chapter quizzes will be given for each chapter. These quizzes / HW are open book and the number of questions per chapter will vary. These quizzes are to be completed outside of class and through Blackboard. You will have up to three (3) attempts for each chapter quiz. There are 24 quizzes, consisting of 370 total questions, for a total possible score of 370 points. (27% of grade)

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 and are closed book. (44% of grade)

Final Examination: The final exam for this class is a comprehensive examination covering all 24 chapters. It will be 200 questions at one (1) point each. There will be approximately 5 to 10 questions from each chapter. The questions will be presented in a random order. (15% of grade)

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 cut and paste version of the SDS will not be accepted.** (7% of grade)

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. (7% of grade)

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 of 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. Once the Section Examination for the chapters has been given, those quizzes cannot be completed.

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.

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.

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. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

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, Table top exercises
4. SLO #4	Scenarios, practice sessions	Projects, Table top Exercises
5. SLO #5	Review of OSHA Standards	Projects, Table top 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.

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 [insert name and title of direct supervisor] at [phone number/email address].

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

Chapter Quiz / HW (24):	370 @ 1.0 point each	370 points
Section Examinations	6 @ 100 points each	600 points
Safety Data Sheet Report	1 @ 100 points	100 points
Permitting Procedures Report	1 @ 100 points	100 points
Final Examination	1 @ 200 points	<u>200 points</u>
TOTAL Points (exclusive of bonus points)		1370 points
Discussion Board (extra credit)		50 points
Lab Exercises / Attendance		TBD

Grading criteria:

- 1370 to 1233 = A
- 1232 to 1096 = B
- 1095 to 959 = C
- 958 to 822 = D
- 821 to 000 = F

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

Week#	Dates	Reading Assignments	Quiz & Exam Due Dates
1	Tuesday Jan 18	Chapter 1 Introduction to Safety, Health, & Environment Chapter 2 Types of Hazards and Their Effects	Quiz 1 due 1/31 Quiz 2 due 1/31
2	Tuesday Jan 25	Discussion Board (PSM) opens Chapter 3 Recognizing Chemical Hazards Chapter 4 Recognizing Biological Hazards	Quiz 3 due 1/31 Quiz 4 due 1/31 <u>Prepare for SE1</u>

3	Tuesday Feb 01	Section Examination One Chapter 5 Equipment and Energy Hazards Chapter 6 Fire and Explosion Hazards	Quiz 5 due 2/14 Quiz 6 due 2/14
4	Tuesday Feb 08	Chapter 7 Pressure, Radiation & Temperature Hazards Chapter 8 Hazardous Atmospheres and Respiratory Hazards	Quiz 7 due 2/14 Quiz 8 due 2/14 <u>Prepare for SE2</u>
5	Tuesday Feb 15	Section Examination Two Chapter 9 Working Area and Height Hazards Chapter 10 Hearing and Noise Hazards	Quiz 9 due 2/28 Quiz 10 due 2/28
6	Tuesday Feb 22	Chapter 11 Construction, Maintenance, and Tool Hazards Chapter 12 Vehicle and Transportation Hazards	Quiz 11 due 2/28 Quiz 12 due 2/28 <u>Prepare for SE3</u>
7	Tuesday Mar 01	Section Examination Three Safety Data Sheet Analysis	Safety Data Sheet Analysis due 3/08
8	Tuesday Mar 08	Safety Data Sheet Analysis DUE Chapter 13 Natural Disasters and Inclement Weather Chapter 14 Physical Security and Cyber Security	Quiz 13 due 3/28 Quiz 14 due 3/28
XX	Tuesday Mar 15	SPRING BREAK	No Assignments
9	Tuesday Mar 22	Chapter 15 Recognizing Ergonomic Hazards Chapter 16 Recognizing Environmental Hazards	Quiz 15 due 3/28 Quiz 16 due 3/28 <u>Prepare for SE4</u>
10	Tuesday Mar 29	Section Examination Four Chapter 17 Introduction to Hazard Controls Chapter 18 Engineering Controls: Alarms and Indicator Systems	Quiz 17 due 4/11 Quiz 18 due 4/11
11	Tuesday April 05	Chapter 19 Engineering Controls: Process Containment and Process Upset Controls Chapter 20 Administrative Controls: Programs and Practices	Quiz 19 due 4/11 Quiz 20 due 4/11 <u>Prepare for SE5</u>
12	Tuesday April 12	Section Examination Five Chapter 21 Permitting Systems Chapter 22 Personal Protective Equipment and First Aid	Quiz 21 due 4/25 Quiz 22 due 4/25

13	Tuesday April 19	Chapter 23 Monitoring Equipment Chapter 24 Fire, Rescue, & Emergency Response Equipment	Quiz 23 due 4/25 Quiz 24 due 4/25
14	Tuesday April 26	Section Examination Six Permitting Procedure Report Assigned	<u>Discussion Board Closes 05/02</u> <u>Permitting Procedures</u> <u>Due 5/03</u>
15	Tuesday May 03	Permitting Procedures Report Due	Final Exam Review
16	Tuesday May 10	Final Examination	Have a good summer

THE SCHEDULE IS SUBJECT TO CHANGE DEPENDING ON DIRECTIVES FROM COM's ADMINISTRATION.

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 accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located 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 March 02. **The last date to withdraw from the 16-week session is April 25.** The last date to withdraw for the 2nd 8-week session is May 05.

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 very 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 in order 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.