



**OSHT 2309 201HY**  
**Safety Program Management**  
**Spring 2024 Thursdays**

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**Student/Office hours and location:**

**Monday – 3:00 PM to 5:30 PM**  
**Tuesday's & Wednesday - 3:00 PM to 5:30 PM**  
**Other times will be available by appointment only.**

**Required Textbook/Materials:**

Bring Your “A” Game to Work, Eric Chester, 2013.  
ISBN 978-0-9847528-0-5

**Course Description:**

Examine the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.

Upon successful completion of this course, students will:

1. Develop and implement safety program
2. Describe cost benefit analysis
3. Summarize the basic components of human behavior modification
4. Apply the components of the safety audit process including record keeping requirements

## Course requirements:

**Bring Your “A” Game to Work (BYAG):** You will be required to complete a Pre-test, Chapter tests and a final certification exam. All tests will be online through the BYAG website below. You will be assigned a login and password that are unique to you.

Log-On Instructions for Students. See handout for how to change edit name.

1. Go to <https://certification.workethic.org/login>
2. Type in your assigned username and password
3. In the top right corner, click on the picture icon and select Profile from the dropdown options
4. Click on Edit Profile
5. Type in First and Last Name
6. Scroll to the bottom and click Update Profile
7. Select the blue course link under Course details. From here you can begin taking the behavior quizzes and/or exam

**Examinations:** There will be one final exam, which will be over the material covered in the previous fifteen weeks. The final exam will be closed book. Exam must be taken at the designated time unless prior arrangements have been made with the professor. Students who are absent and have not made prior arrangements will not be allowed to make up an exam and will receive the grade of “0” (zero).

**Project Report:** Each student is required to write one project report and present the report to the class. Topics and specific instructions for the report will be provided by the instructor. Students are expected to submit their papers on the date the assignment is due. **If they are turned in late, the student will receive zero (0) points unless prior arrangements are made with the instructor.**

**Homework:** Four (4) homework assignments will be given. Each homework assignment has a maximum of 50 points each. Failure to turn in a required homework at the prescribed time will result in zero “0” points awarded for the assignment. If you cannot make the class, you must email the homework to your professor, at the email address provided here, prior to the beginning of the class time on the date it is due.

**Quizzes:** There will be two quizzes. Each quiz is worth 50 points, which will be over the materials covered in the previous weeks. The quizzes will be closed book.

## Determination of Course Grade/Detailed Grading Formula

### Grading Scale:

90 – 100%	= A
80 – 89%	= B
70 – 79%	= C
60 – 69%	= D
Below 60%	= F

## Grading Distribution:

1. Seven Chapter Tests (20 points each)	140 points
2. One Pre-Test	20 points
3. One Certification Exam	50 points
4. Safety Professional Report	100 points
5. Homework's (3 Homework's @ 50-points each)	150 points
6. Final Exam	100 points
7. Class Participation (8 @ 5 points each)	40 points
8. Quizzes (2 @ 50 points)	100 points
9. Course Evaluation	5 points
10. Syllabus Quiz	5 points

TOTAL

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710 points

**Attendance Policy:** Students at the College of the Mainland are expected to participate in every learning activity assigned. Participation in each learning event (Discussion board, homework assignments, etc.) constitutes class attendance. Each student is expected to log into the online class at least twice a week to make sure each week's lesson is fully comprehended or check Instructor communication.

**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 D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1.	Empirical & Quantitative Skills	Homework 1
2.	Critical Thinking	Homework 1
3.	Critical Thinking	Homework 1
4.	Critical Thinking	Quizzes
5.	Empirical and Quantitative Skills	Quizzes & Final Exam

**Academic Dishonesty:** "Academic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Per COM Policy FLB (Local) "Student Conduct: Student Rights and Responsibilities".

**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, Department Chair at 409-933-8607 or [dlewis22@com.edu](mailto:dlewis22@com.edu)

**Course outline:** 16 Week Course Calendar for OSH 2309 Spring 2023\*

Week#	Date	Topic	Reading Assignment & Due Dates
1	1/18	Run, Hide, Fight Bring Your “A” Game to Work (BYAG) SMS Introduction. <b>Complete BYAG Pre-Test</b>	BYAG, Ch 2 Attendance Ethics Statement
2	1/25	BYAG, Ch 2 Attendance Safety & Health Management Systems.	BYAG, Ch 5 Accountability <b>BYAG, Ch 2 Test Due</b>
3	2/1	<b>All Assignment on D2L</b> BYAG, Ch 5 Accountability HAZCOM. <b>Homework 1 Assigned</b>	BYAG, Ch 1 Attitude <b>BYAG,</b>
4	2/8	BYAG, Ch 1 Attitude Safety Culture Vs Safety Climate – Discussion	BYAG, Ch 3 Appearance <b>BYAG, Ch 1 Test Due</b>
5	2/15	<b>All Assignments on D2L</b> SDS Review.	<b>BYAG, Ch 4: Homework 1 Due.</b>
6	2/22	BYAG, Ch 3 Appearance Behavior Based Safety. <b>Quiz 1</b>	BYAG, Ch 4 Ambition <b>BYAG, Ch 3 Test: Due</b>
7	2/29	<b>All Assignment on D2L.</b> BYAG, 4 Ambition Emergency Management Program. Safety <b>Homework 2 Assigned</b>	BYAG, Ch 6 Acceptance <b>BYAG Ch 4 Test Due</b>
8	3/7	Selling Safety	<b>Ch 5 Attitude Test: Due</b>
	3/14	<b>SPRING BREAK NO CLASS</b>	
9	3/21	Loss Control.	<b>Homework 2 Due</b>
10	3/28	Management Systems.	<b>BYAG, Ch 6 Acceptance Test: Homework 2 due</b>
11	4/4	Safety Audit and Inspection <b>Homework 3 Assigned</b>	<b>BYAG, Ch 7 Appreciation Test: Due</b>
12	4/11	Safety Awareness <b>Quiz 2</b>	<b>BYAG Certificate Test: Due on 4/11/24</b>
13	4/18	Safety Training & Meetings & Respiratory Protection Program	<b>Work on your Project Report. Homework 3 Due</b>
14	4/25	<b>Final Project Report and Presentation Due</b>	<b>Final Project and Homework 3 Due</b>
15	5/2	<b>Final Exam</b>	<b>Course Evaluation</b>
16	5/9	<b>Course Evaluation Continues</b>	<b>Course Evaluation</b>

\*Schedule is subject to change at the instructor’s discretion

## 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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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.*

**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 Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**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 1<sup>st</sup> 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 1.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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.

### Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered

with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).