



**PTEC 1308 – 101CL SHE1  
Safety, Health, and Environment 1  
Summer 2024  
Monday & Wednesday 8:00AM to 11:15AM**

**Instructor Information:** Jimm B. Cooper, CSP, BSc, LP (ret.), MI  
Office number: 409-933-8536  
E-Mail: [jcooper4745@com.edu](mailto:jcooper4745@com.edu)  
Office hours: Mondays 11:30 am to 12:00 pm  
Office location: Industrial Careers Building #23 Faculty Offices

**Student hours and location:** Industrial Careers Building #23 Room 201  
Monday 8:00 am to 11:15 am  
Wednesday 8:00 am to 11:15 am

**Required Textbook/Materials:** **Safety, Health, and Environment – 2<sup>nd</sup> 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 Brightspace. You will have up to three (3) attempts for each chapter quiz. There are 24 quizzes, consisting of 370 total questions. (30% 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. (40% of grade)

**Mid-term Examination:** The Midterm Exam will cover the first 12 chapters of the textbook. There will be 60 questions. Each question will be worth 2.00 points for a point total of 120 with a 5 point addition for a total possible points of 125 points. (8% of grade)

**Final Examination:** The final exam for this class is a comprehensive examination covering all 24 chapters. It will be 95 questions at two (2) points each. There will be approximately 5 to 10 questions from each chapter. The questions will be presented in a random order. There will be ten (10) points added to each FE score for a possible 200 points. (15% of grade)

**Safety Data Sheet Analysis:** A SDS Analysis of a topic selected by the student from list of topics provided in BrightSpace 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.** (6% 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. (6% 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.

Attendance, Lab exercises, and Safety Minute (ALSM) will be added at end of semester to point total. These points are additional points that will not exceed 50 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. Communication with your instructor and/or other students can also be done using the communication tab in Brightspace.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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. Essays are checked for plagiarism using Turnitin.

**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 Mr. Derrick Lewis, Program Director, [dlewis22@com.edu](mailto:dlewis22@com.edu). Please include your contact information in your email.

---

#### **Determination of Course Grade/Detailed Grading Formula**

Chapter Quiz / HW (24):	370 @ 1.30 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	100 points
Midterm Examination	1 @ 125 points	125 points
Final Examination	1 @ 200 points	<u>200 points</u>
TOTAL Points (exclusive of bonus points)		1605 points
Discussion Board (extra credit)		50 points
Lab Exercises / Attendance (additional credit)		50 points

Grading criteria:

1605 to 1444 = A
1443 to 1284 = B
1283 to 1123 = C
1122 to 963 = D
962 to 000 = F

---

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

Week#	Dates	Reading Assignments	Quiz & Exam Due Dates
1	Monday 6/03	Chapter 1 Introduction to Safety, Health, & Environment Chapter 2 Types of Hazards and Their Effects	Quiz 1 due 6/10 Quiz 2 due 6/10
1	Wednesday 6/05	<b>Discussion Board (PSM) opens</b> Chapter 3 Recognizing Chemical Hazards Chapter 4 Recognizing Biological Hazards	Quiz 3 due 6/10 Quiz 4 due 6/10 <b><u>Prepare for SE1</u></b>
2	Monday 6/10	<b>Section Examination One</b> Chapter 5 Equipment and Energy Hazards Chapter 6 Fire and Explosion Hazards	Quiz 5 due 6/17 Quiz 6 due 6/17
2	Wednesday 6/12	Chapter 7 Pressure, Radiation & Temperature Hazards Chapter 8 Hazardous Atmospheres and Respiratory Hazards	Quiz 7 due 6/17 Quiz 8 due 6/17 <b><u>Prepare for SE2</u></b> <b><i>Safety Data Sheet Report assigned</i></b>
3	Monday 6/17	<b>Section Examination Two</b> Chapter 9 Working Area and Height Hazards Chapter 10 Hearing and Noise Hazards	Quiz 9 due 6/26 Quiz 10 due 6/26
3	Wednesday 6/19	<b>HOLIDAY</b>	<b>Enjoy</b>
4	Monday 6/24	Chapter 11 Construction, Maintenance, and Tool Hazards Chapter 12 Vehicle and Transportation Hazards	Quiz 11 due 6/26 Quiz 12 due 6/26 <b><u>Prepare for SE3</u></b>
4	Wednesday 6/26	<b>Section Examination Three</b> Safety Data Sheet Analysis Due Mid-term Examination review	Study for Midterm Examination
5	Monday 7/01	<b>Mid-Term Examination</b>	Read chapters 13 & 14
5	Wednesday 7/03	<b>Holiday Break</b>	

6	Monday 7/08	Chapter 13 Natural Disasters and Inclement Weather Chapter 14 Physical Security and Cyber Security	Quiz 13 due 7/15 Quiz 14 due 7/15
6	Wednesday 7/10	Chapter 15 Recognizing Ergonomic Hazards Chapter 16 Recognizing Environmental Hazards	Quiz 15 due 7/15 Quiz 16 due 7/15 <b><u>Prepare for SE4</u></b>
7	Monday 7/15	<b><i>Section Examination Four</i></b> Chapter 17 Introduction to Hazard Controls Chapter 18 Engineering Controls: Alarms and Indicator Systems	Quiz 17 due 7/22 Quiz 18 due 7/22
7	Wednesday 7/17	Chapter 19 Engineering Controls: Process Containment and Process Upset Controls Chapter 20 Administrative Controls: Programs and Practices	Quiz 19 due 7/22 Quiz 20 due 7/22 <b><u>Prepare for SE5</u></b>
8	Monday 7/22	<b><i>Section Examination Five</i></b> Chapter 21 Permitting Systems Chapter 22 Personal Protective Equipment and First Aid	Quiz 21 due 7/29 Quiz 22 due 7/29 Permitting Procedure Paper
8	Wednesday 7/24	Chapter 23 Monitoring Equipment Chapter 24 Fire, Rescue, & Emergency Response Equipment	Quiz 23 due 7/29 Quiz 24 due 7/29 <b><u>Prepare for SE6</u></b>
9	Monday 7/29	<b><i>Section Examination Six</i></b> <b><u>Permitting Procedure Report Due</u></b>	<b><u>Discussion Board Closes 8/03</u></b>
9	Wednesday 7/31	Final examination Review	Study for final
10	Monday 8/5	Final Examination	Last day to make-up Section Exams
10	Wednesday 8/07	Final grades Posted	

**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](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](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 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 Summer Session is July 30, 2024**

:

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

## **Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.