



**PTAC 1308 -222IN  
Safety, Health & Environment 1  
Summer 2021 Internet**

**Instructor Information:** Jimm B. Cooper, CSP, BSc, LP (ret), MI  
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Cell number: 713-385-5436 (call or text)  
Office time:

Mondays: 9:00 AM to 10 AM

Thursdays: 9:00 PM to 10:00 PM

During scheduled office hours, I am available for calls or texting. If I am on the phone with another student, please leave your name, contact information and message. I will not have your information in my phone. If you call or text at any other time and I don't answer, please leave your name, class, and message. I'll return your call ASAP.

**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.

**Student hours and location:** This is an online class. There are no regular class times or location. However, each student is required to complete all course work before any due dates for such. It is highly recommended that each student set aside a specific time and location that allows adequate & distraction free time to complete all assignments.

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

Note: If you already have the 1<sup>st</sup> Edition of the book, you can use it.

**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.

This class requires you to use Respondus LockDown Browser for exams or quizzes. You will need to install this browser and use it instead of Chrome or Firefox to login to Blackboard and take your test. Click the link at the top of this page to access the download page. If you are trying to access an exam

and it says you need a password, that means you are not using the LockDown Browser!

## [Intro To LockDown Browser](#)

### **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 (including description of any special projects or assignments):**

**Weekly Evaluations:** Chapter quizzes will be given for each chapter. These are open book, 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 possible score of 480 points.

**Section Examinations:** These exams are given after every three (3) chapters of the text. There are eight (8) section exams worth 100 points each. The section examinations will be closed book, timed, and require Respondus to be operational to be able to take the section examinations. The section examinations must be completed once the test is accessed with no additional attempts allowed.

**Safety Talk:** Each student will choose a topic from the list located in Safety Tool Box Talks in Assignments. These are the only accepted topics. No credit will be given for any other topics. The information used to develop the Tool Box Talk may be obtained from the textbook and/or safety websites. An online tool box talk will not be accepted. The point value for this assignment is 100 points.

**Safety Data Sheet Report:** A SDS Report 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.

**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.

**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 @ 1.3 points each	480 points
Section Examinations	8 @ 100 points each	800 points
Safety Talk	1 @ 100 points	100 points
Project Presentation	1 @ 100 points	<u>100 points</u>
TOTAL Points (exclusive of bonus points)		1480 points
Discussion Board (extra credit)		50 points

Grading criteria:

1480 to 1330 = A
1329 to 1179 = B
1178 to 1028 = C
1027 to 877 = D
876 to 000 = F

**Course outline** (include calendar with lecture topics, due dates): Quizzes open M-F & Exams open Sat-Sun

Week#	Dates	Reading Assignments	Quiz & Exam Due Dates
1	06/07-13/21	Chapter 1 Introduction to Safety, Health, & Environment Chapter 2 Types of Hazards and Their Effects Chapter 3 Recognizing Chemical Hazards	Quiz 1 due 06/11/21 Quiz 2 due 06/11/21 Quiz 3 due 06/11/21 Section Exam 1 due 6/13/21
2	06/14-20/21	Chapter 4 Recognizing Biological Hazards Chapter 5 Equipment & Energy Hazards Chapter 6 Fire & Explosion Hazards <b>Discussion Board opens 06/14/21</b>	Quiz 4 due 06/18/21 Quiz 5 due 06/18/21 Quiz 6 due 06/18/21 Section Exam 2 due 06/20/21
3	06/21-27/21	Chapter 7 Pressure, Temperature & Radiation Hazards Chapter 8 Hazardous Atmospheres & Respiratory Hazards Chapter 9 Working Area & Height Hazards	Quiz 7 due 06/25/21 Quiz 8 due 06/25/21 Quiz 9 due 06/25/21 Section Exam 3 due 06/27/21 Discussion Board is open
4	06/28-07/04/21	Chapter 10 Hearing & Noise Hazards Chapter 11 Construction, Maintenance, & Tool Hazards Chapter 12 Vehicle & Transportation Hazards	Quiz 10 due 07/02/21 Quiz 11 due 07/02/21 Quiz 12 due 07/02/21 Section Exam 4 due 07/04/21 Discussion Board is open
5	07/05-11/ 21	Safety Tool Box Talk	Safety Tool Box Talk due 07/11/21

6	07/12-18/21	Chapter 13 Natural Disasters & Inclement Weather Chapter 14 Physical Security & Cybersecurity Chapter 15 Recognizing Ergonomic Hazards	Quiz 13 due 07/16/21 Quiz 14 due 07/16/21 Quiz 15 due 07/16/21 Section Exam 5 due 07/18/21 Discussion Board is open
7	07/19-25/21	Chapter 16 Recognizing Environmental Hazards Chapter 17 Introduction to Hazard Controls Chapter 18 Engineering Controls: Alarms & Indicator Systems	Quiz 16 due 07/23/21 Quiz 17 due 07/23/21 Quiz 18 due 07/23/21 Section Exam 6 due 07/25/21 Discussion Board is open
8	07/26-08/01/21	Chapter 19 Engineering Controls: Process Containment & Process Upset Controls Chapter 20 Administrative Controls: Programs & Practices Chapter 21 Permitting Systems	Quiz 19 due 07/30/21 Quiz 20 due 07/30/21 Quiz 21 due 07/30/21 Section Exam 7 due 08/01/21 Discussion Board is open
9	08/02-08/21	Chapter 22 Personal Protective Equipment & First Aid Chapter 23 Monitoring Equipment Chapter 24 Fire, Rescue, & Emergency Response Equipment	Quiz 22 due 08/06/21 Quiz 23 due 08/06/21 Quiz 24 due 08/06/21 Section Exam 8 Due 08/08/21 Discussion Board closes 08/08/21
10	08/09-13/21	Safety Data Sheet Report	Safety Data Sheet Report Due <b><u>08/13/21</u></b> <b><u>Class ends on 8/13/21</u></b>
		Grades due by NOON on Monday, 8/16/21	

\*Schedule is subject to change at the discretion of the instructor(s).

**Attendance Policy:** There is no attendance policy for this class since it is all online. There are required quizzes and examinations that are due on a regular basis.

**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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for this class is August 2, 2021.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

**Academic Dishonesty:** The Quizzes are open book, timed tests. They are to be completed by each student individually and not as a group. The Section Examinations are closed book, timed tests. These are also to be completed by each student individually. The Project Hazard Assessment / Safety Data Sheet Analysis is also an assignment to completed individually. This assignment displays the ability of the student to analyze information and present it in written form. Proven collaboration between / among students can cause disciplinary actions, including dismissal from class and possibility the Process Technology 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].

1. Will understand the requirements of safety, health & environment in a manufacturing facility,
2. Will be able to properly identify hazards in the manufacturing sector,
3. Will be knowledgeable concerning mitigating processes and methodology to remediate any recognized hazards,
4. Will be able to apply corrective actions to unsafe conditions and behavior,
5. Will be able to encourage safe conditions and behaviors.

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

**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 career. 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](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that needs counseling services is requested to please contact the student success center at 409-933-8520. Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**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](http://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](http://com.edu/coronavirus) for future updates.