Course Title: Safety Management  
Course Number: 196-130-002 (CRN 20505)  
Semester/Year: Spring 2013  
Start Date: 3/4/2013  
End Date: 4/8/2013

Instructor: Jayson Scherer  
E-mail: jscherer9@wctc.edu  
Phone: 262.691.5226  
Office Hours: By Appointment

Course Description
Learn about the employee's right to know, accident prevention, personal protective equipment, emergency preparedness, and more. Prepare a workplace safety and health plan with injury prevention as the underlying principle. Students will also complete the OSHA 10-hour General Industry Training Program and be eligible to receive the OSHA General Industry 10-hour Card.

Required Text

Attendance Policy
Attendance at all scheduled class meetings is required. Each enrollee is considered a learning resource who can contribute to the course in a variety of ways. When you miss class, your thoughts, ideas and questions are not available to the instructor or the rest of the class. Due to the structure of this accelerated class, no makeup assignments will be given for classes missed.

Academic Integrity and Honesty
Academic Integrity means that any work you hand in as your own is truly your own and that it represents work developed by you.

Section 2 – Student Academic Ethics Code of Conduct in the Student Handbook describes what constitutes cheating. Cheating includes:

- Giving an electronic file to another student
- Using another student’s electronic file
- Copying someone else’s worksheet, test or handout
- Copying information from the web and pasting it into your document
- Using images from any source, including the web, without permission from the owner
- Again … If you leave files on the computer, you are allowing another student to copy and possibly use them as his/her own. This is in violation of college policy and will result in disciplinary action.

If you are involved in any type of cheating, you will receive a failing grade for the course.

Protect your work from theft and realize that “helping” friends complete their work will only jeopardize your own academic career along with theirs. Proof of project completion rests with the student, not with the instructor. Keep all your graded materials and make backups of electronic files and projects. If you believe the instructor has made a grading error, you must produce the electronic file and your finished graded project.
Do not steal software. You can purchase software at significantly reduced prices through www.wisc.edu/wisc or through the WCTC Bookstore.

*Any student who attempts to copy or steal software from WCTC will be disciplined and may be expelled.*

Please refer to the Student Code of Conduct in the student handbook which can be found on the web site under Student Services.

**Special Needs**

If you require any special accommodations to complete this course, I ask you to contact me within the first week of class. Please make sure to provide me with a copy of your Student Accommodation Card as well. If you do not have such a card, please contact the Special Service Coordinator at 262-691-5210 or the Transition Retention Counselor at 262-691-5281.

**Cell Phones**

Cell phones and pagers should be turned off during class. In case of emergencies and with prior approval from your instructor, your cell phone or pager may be left on during class if only the vibrator function is on, not the ring. Texting during class is prohibited. You must leave the room to answer an emergency phone call. *Any violation of this cell policy will result in disciplinary action.*

**Classroom Conduct**

Waukesha County Technical College (WCTC), as a community dedicated to learning, personal growth and the advancement of knowledge, expects and requires the behavior of all of its students to be compatible with its high standards of scholarship and conduct. All individuals and/or groups of the WCTC community are expected to speak and act with respect for the human dignity of others, both in and out of the classroom, in social and recreational as well as academic activities. No side conversations or off-task behaviors will be tolerated in the classroom. The WCTC Code of Conduct and Academic Ethics Code further outline the rights and responsibilities of students. For more information, view those documents at: [www.wctc.edu/conduct](http://www.wctc.edu/conduct).

**Assignments**

All projects and reports are expected to be submitted with a professional appearance and free of grammatical and spelling errors. Assignments are to be done by the student whose name they bear unless a team approach has been requested and approved by the instructor, in which case all team members’ names will be noted. You may also want to keep your projects for a future portfolio.

Your papers should be one to two pages typed in length, using 1” margins and single spaced. Fonts can be in Times New Roman, Arial or Courier New and the font size should not be less than 10 or greater than 12. Papers require a cover page containing the student’s name, date, chapter number and name of the assigned reading.

*Late assignments will lose ½ of the grade value. Students have one week from due date to complete late tests or assignments. After one week, the assignment is zero.*
The WCTC grading scale is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percent Value</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
<td>2.33</td>
</tr>
<tr>
<td>C**</td>
<td>79-82</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>77-78</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>75-76</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>72-74</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>70-71</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>(Incomplete)</td>
<td>0.00</td>
</tr>
<tr>
<td>EI</td>
<td>Extended Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>Au</td>
<td>Audit</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>0.00</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**You must pass this class with a C or better for the class to count towards your major.**

The following Grades for this class will be based off the following:

<table>
<thead>
<tr>
<th>Assignments (3 x 25 points)</th>
<th>75 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA 10-hour General Industry Training Program</td>
<td>50 Points</td>
</tr>
<tr>
<td>Exam - OSHA 10-hour General Industry Training Program</td>
<td>100 Points</td>
</tr>
<tr>
<td>Class Project</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

**Total Points** | **325 Points**

**Tuition Refund**
Refunds or reductions of unpaid fees are granted according to Wisconsin Technical College System Board policy. See Class Schedule regarding Refund Schedule.

**Bad Weather/School Closings**
In the event of conditions affecting the regular opening of the College, local radio and television stations will give regular notices and WCTCAlergs provide text messages of any closing or cancellation. If you think WCTC may be closed, do the following:

Please check for text messages from WCTCAlergs and/or listen for announcements over the following local broadcast media. Call the WCTC weather emergency information number **262-691-5239** (a recorded message will provide specific instructions and the latest available information).

**Local Stations:**

<table>
<thead>
<tr>
<th>WTMJ-AM (620)</th>
<th>WKTI-FM (94.5)</th>
<th>WITI-TV (6)</th>
<th>WMYX-FM (99.1)</th>
<th>WOKY-AM (920)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WKLH-FM (96.5)</td>
<td>WLTQ-FM (97.3)</td>
<td>WISN-AM (1130)</td>
<td>WEMP-AM (1250)</td>
<td>WMIL-FM (106.1)</td>
</tr>
<tr>
<td>Week / Date</td>
<td>Topic</td>
<td>Reading</td>
<td>Graded Event / Homework</td>
<td></td>
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<tr>
<td>-------------</td>
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</tr>
</tbody>
</table>
| 1 3/4/13    | Class Introductions  
Lecture/discussion:  
- Introduction to OSHA  
- Walking/Working Surfaces  
✓ Project Overview  
✓ Assign Project Topics  
✓ Submit Chapter 2 paper | Chapters 1 – Safety Management  
Chapter 2 – Communication  
Chapter 5 – Employee Involvement  
Chapter 12 – Regulatory Issues | Write reflection paper on Chapter 2 with emphasis on how you see yourself implementing communications processes as a Supervisor or Human Resources Professional. |
| 2 3/11/13   | Lecture/discussion:  
- Electrical Safety  
- Hazard Communication  
- Fire/Emergency Action Plans  
- Intro to Industrial Hygiene  
✓ Submit Chapter 3 paper  
✓ OSHA 10 Hour Fees | Chapter 3 – Behavior-Based Safety  
Chapters 4 – Safety & Health Training  
Chapter 11 – Hazard Communication  
Chapter 16 – Electrical Safety  
Chapter 17 – Fire Safety | Write reflection paper on Chapter 3 with emphasis on how you see yourself implementing this concept as a Supervisor or Human Resources Professional. |
| 3/18/13     | No Class – Spring Break | |
| 3 3/25/13   | Lecture/discussion:  
- Personal Protective Equipment  
- Machine Guarding  
- Ergonomics  
- Health & Safety Programs  
- Bloodborne Pathogens  
✓ Submit Chapter 7 paper  
✓ OSHA 10 Hour Review | Chapter 6 – Safety & Health Inspections  
Chapters 9 – Personal Protective Equipment  
Chapter 10 – Ergonomics  
Chapter 13 – Machine Guarding | Write reflection paper on Chapter 6 with emphasis on how you see yourself implementing these processes as a Supervisor or Human Resources Professional. |
| 4 4/1/13    | Lecture/discussion:  
- Accident Investigation  
✓ OSHA 10 Hour Exam  
✓ Project Presentations | Chapter 7 – Incident Investigation | OSHA 10 Hour Exam  
Project Presentations |
| 5 4/8/13    | Lecture/discussion:  
- Workers Compensation  
✓ Project Presentations | | Project Presentations |