

SAFETY IN THE WORKPLACE HVA 107

2019 Syllabus

CONTACT INFORMATION

Instructors: Paul Leyda and Robert Halstead

Class Room: RCTC 3830

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REQUIRED TEXTBOOK/COURSE MATERIALS

American Heart Association First Aid CPR AED Manual, which is available at the RRCC Book Store, and a Study Guide and Internet Access, which are provided during class time

COURSE DESCRIPTION:

This course is intended to provide entry level awareness of the OSHA safety requirements for work in the construction industry. Topics will include a discussion of employee rights provided by the OSHA Act, employer responsibilities, how to file a complaint with OSHA, as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Introduces the need for safety in the workplace and the role that OSHA has in helping to prevent and eliminate work-related injuries, illnesses and fatalities.

Credit hours: 2

COURSE PREREQUISITE/CO-REQUISITES

This course has no prerequisite or co-requisite classes.

COURSE COMPETENCIES

1. Describe what OSHA is and its role in assuring safety on the job site.
2. Demonstrate knowledge of employee and employer responsibilities for safety in the workplace.
3. Demonstrate an understanding of first aid/cpr procedures.

COURSE OBJECTIVES

Upon successful completion of this class, the student should be able to:

1. State the purpose of the OSH Act and list the functions of OSHA
2. List the OSHA inspection priorities and describe the inspection process
3. Describe the rights and responsibilities of employers and employees under the OSH Act
4. Explain the guidelines for identification and elimination or control of potential workplace hazards
5. Demonstrate the ability to recognize and respond to a variety of workplace scenarios requiring first aid
6. Demonstrate the ability to recognize a cardiac emergency and the correct response
7. Demonstrate the ability to recognize and respond to a choking emergency

GRADES

METHODS OF EVALUATION / GRADING / ASSESSMENT

Your final grade for this class will be based upon attendance, assignments, and quizzes.

GRADING SCALE

You will accumulate points based upon attendance, participation, and how well you know the material. There are 550 possible points.

- | | | |
|----------------------|----------------------|----------------------|
| A: 493 to 550 points | B: 438 to 492 points | C: 383 to 437 points |
| D: 328 to 382 points | F: 0 to 327 points | |

CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

Attendance is worth 300 points. Each class period is worth 60 points. In order to get your certification cards from OSHA and the American Heart Association, you must be present and participate in class. In order to pass this class, you must successfully complete the requirements for certification. If you miss a class, there will be opportunities to make it up, but you must make the arrangements with the instructor.

Assignment 1 is worth 100 points. This is a scenario-based exercise that requires you to research the OSHA standards online and determine what is out of compliance.

Quiz 1 is worth 50 points. This is a multiple-choice quiz over OSHA standards.

Assignment 2 is worth 50 points. This is an in-class, written, scenario-based assignment that requires you to assess situations requiring First Aid and CPR skills and determine how to appropriately respond.

Quiz 2 is worth 50 points. This is a multiple-choice quiz over First Aid and CPR material.

GRADING POLICIES

Students will receive a grade based upon attendance and the successful demonstration of knowledge and skills pertaining to OSHA, First Aid, and CPR. It will be impossible to do well in this class without attending all days due to the requirements for certification from OSHA and the American Heart Association. Students will spend time on the computers during the OSHA weekend and have an assignment to complete. Students will have multiple skills practice sessions, skills testing, and a final written test during the First Aid weekend of class. Students requiring this course as a co-requisite to other courses must satisfactorily complete this class or they will be dropped from their other courses.

IMPORTANT DATES

STUDENTS PLEASE VERIFY YOUR SPECIFIC CENSUS AND WITHDRAW DATES IN THE DETAILED STUDENT SCHEDULE, WITH DROP & WITHDRAWAL DATE, IN THE ROCK, UNDER THE STUDENT TAB

Census Date (last day to drop with a refund)

If you drop a class before the drop date you are not responsible for payment, and you will not lose College Opportunity Fund (COF) credits. Additionally, a dropped course will not be visible on your permanent student record. If you are on financial aid, you should consult a financial aid advisor before dropping a class.

Census Date is _____

WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A "W")

You can withdraw between the drop and withdrawal dates without affecting your grade point average. However, if you withdraw from a class you will be responsible for full payment and you will lose COF credits. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class.

Withdraw Date is _____

ATTENDANCE POLICY

Please see the Grades section of the syllabus.

MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

Make-up work and credit for late work is at the discretion of the instructor and must be arranged in advance. There is no extra credit.

ACADEMIC INTEGRITY STATEMENT / ACADEMIC DISHONESTY

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the RRCC disciplinary procedures.

COURSE INFORMATION

This course provides a comprehensive overview of the need for safety in the workplace and the actions to take when an emergency or work-related injury occurs on the job. It covers the role that OSHA has in helping to prevent and eliminate work-related injuries and follows the American Heart Association First Aid and CPR guidelines.

This course is designed to enhance employee safety awareness of hazards in the workplace. Students will be introduced to OSHA standards and health regulations covered in the OSH ACT Part 1926. Special emphasis will be placed on the most hazardous areas using OSHA standards as a guide. Upon successful completion of this course, students will receive an OSHA 10-hour Construction Outreach course completion card within 4 to 6 weeks.

This course is also designed to teach students the actions to take when an emergency or injury occurs in the workplace. In accordance with American Heart Association requirements, there will be video-driven course content with guided skill practice. Additionally, students will need to successfully demonstrate First Aid skills, CPR skills, and proper use of an AED. Upon successful completion of this course, students will receive an American Heart Association course completion card.

CLASS CANCELLATION POLICY

If an instructor must cancel class, every effort will be made to contact students with as much notice as possible.

STUDENT HANDBOOK

The RRCC Student Handbook is your most current source of dates, resources, contacts, and policies.

ACCESSIBILITY

Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733 or access@rrcc.edu. Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at www.rrcc.edu/accessibility-services.

NON-DISCRIMINATION STATEMENT

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228-1255, 303-914-6298.

MANDATORY REPORTING STATEMENT

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination. In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298 or Arnie Oudenhoven (arnie.oudenhoven@rrcc.edu)

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or rrpd.dispatch@rrcc.edu at 303-914-6394.

If you would like a confidential resource, please contact Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298 or Arnie Oudenhoven

Further information may be found on the college Human Resources web site: <http://www.rrcc.edu/human-resources/sexual-misconduct>.

RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION

The RRCC SYLLABUS INSERT – COLLEGE POLICIES AND ADDITIONAL INFORMATION can be found on the Home page of every D2L course site. Please access this link for additional information and helpful links.

COURSE OUTLINE

This course is divided into three segments. On the first night of class, students receive a mandatory orientation to the Red Rocks Community College Mechanical Trades department. We will tour the HVA, PLU, and CAR lab environments, learning proper procedures and covering the needed safety and first aid information. Additionally, we will discuss the need for students to have their student email accounts set up and functional and cover some basic information about the program. One weekend of class covers the OSHA aspects of this course and one weekend covers the First Aid and CPR aspects of this course.

I. Introduction to HVA 107

- A. Introductions and Syllabus
- B. Student Email
- C. Lab Orientation and Program basics

II. OSHA 10-Hour Construction Industry Standards

- A. Introduction to OSHA and the OSH Act
- B. Review of the Four Categories of Hazards in construction
 - 1. Falls
 - 2. Electrocution
 - 3. Struck By
 - 4. Caught In/Between
- C. Overview of 29 CFR 1926 Construction Industry Health and Safety Regulations
 - 1. Subpart C – General Safety & Health Provisions
 - 2. Subpart D – Occupational Health & Environmental Controls
 - 3. Subpart E – Personal Protective & Lifesaving Equipment
 - 4. Subpart F – Fire Prevention & Protection
 - 5. Subpart M – Fall Protection
 - 6. Subpart I – Hand & Power Tools
 - 7. Subpart H – Material Storage & Handling
 - 8. Subpart X – Stairways & Ladders

III. American Heart Association First Aid, CPR, AED

- A. Introduction to First Aid Safety Guidelines in the Workplace
- B. CPR for Adults
- C. CPR for Children
- D. CPR for Infants
- E. Proper Use of an AED
- F. First Aid Procedures
- G. Scenario-based, hands-on practice and testing