



Department of Engineering Technology
College of Science and Engineering Technology
SAM HOUSTON STATE UNIVERSITY

COURSE SYLLABUS

ETSM 4382 INDUSTRIAL SAFETY Fall, 2017

Class: **ETSM 4382 Industrial Safety**

Location of Class Meeting: Accessed via SHSU Blackboard (Bb)

Class Meeting Time/Website: Mondays / Assignments available after 6:00 AM

Instructor: Mr. D. Benke

Office Location: N/A

Contact Information: Email: **dlb011@shsu.edu**

Office Hours: All office hours are via online communication through Bb or via SHSU issued email

Special Instructions:

100% of communication will be via the Internet. It will be delivered through the SHSU Learning Management System (LMS) which is Black Board (Bb). Please check this course in Bb and your SHSU issued e-mail address at least 2/3 times a week for communication with the instructor.

Please feel free to contact the instructor with any question that you may have. Email communication must be titled ETSM 4382 F-17: Last, First Name - and the reason for the email so that I can best assist you.

For example if you need help logging into independent website to take the online 10 hour Construction course you would title the email to me like this.

ETSM 4382 F-17: Last, First Name – I need help logging into website to do my 10 hour

IMPORTANT INFO - -

Within Assignment one is a “Personal info requirement”. The student must fill this out before any assignments are graded. It is required to be completed no later than August 31, 2017.

The Tailgate assignment and the OSHA card are due to receive a passing grade in this course. If a student's has an OSHA card when this course **begins**, they must complete the final exam. **Only students with the OSHA card BEFORE the course begins will need to take the final.**

All of the assignments will open August 23, 2017. The first 6 assignments and the tailgate are required to be completed by October 3 and October 17th and before the students OSHA info will be sent to them. The due date for the OSHA card to be completed is October 24, 2017. The remaining assignment are due December 5, 2017.

Course Description and Objectives

This course is a study of the problems involved in developing an integrated safety program for an industrial or commercial establishment. It involves safety education, safe worker practices, recognition and elimination of health hazards, machinery guards, in-plant traffic, material handling, and emergency treatment for industrial accidents. Writing enhanced. Credit 3.

The specific objective or purpose of this course is to provide an opportunity for students to gain an increased understanding and knowledge of safety consciousness, safety precautions and procedures in an industrial/construction environment. Specifically, the course will provide students an opportunity to achieve the following objectives:

1. Review and display an understanding of the historical perspectives of industrial safety.
2. Develop and display an understanding of the laws and regulatory agencies involved in construction and industrial safety.
3. Recognize and understand potential hazards in the work environment.
4. Locate and review resources available to safety professionals and those in supervisory positions in an industrial / construction environment.
5. Develop a tailgate safety project based on a safety topic common to an industrial / construction environment.
6. Demonstrate understanding of common construction safety issues and become familiar with the OSHA Standards.
7. Exhibit an understanding of common construction safety topics through completed the required readings, papers, and Internet research projects.
8. To obtain the OSHA 10 in Construction Card.

OSHA 10 Card Information

Within the ETSM 4382 Safety course the students will complete an online course that will allow the student to receive an "OSHA 10 in Construction Card". This arraignment is with an off campus company and has no extra charge to the student. The point value of this card is 100 and must be completed within the time line set within this course to receive a passing grade in this course. If a student has a "OSHA Card at the beginning of this course," arraignments will be made for the student to complete other work to earn the points. This portion of the course can be completed in 10/15 hours. This is not a SHSU program, but a nationally recognized OSHA Safety certification provider. The professor cannot go in and "reset" or "force completion" for you. SHSU has no control over this part of

the course. You either practice due diligence and pass it or you do not. The “Final Test” must be completed and the survey MUST be completed to receive the OSHA 10 card. The student will be allowed to take each test three times for a passing grade. If the student does not pass the test after three times, he/she cannot continue in the course.

THIS E-MAIL MUST BE FORWARDED TO THE INSTRUCTOR AND PROOF OF COMPLETION SUBMITTED TO BLACKBOARD FOR THE STUDENT TO RECEIVE CREDIT FOR COMPLETING THE COURSE.
NO other OSHA course will be counted toward this course.

NOTE: The OSHA 10 Card log in information will be sent to the student via email. It will not be published in Bb because each student has a specific voucher code that only he/she can use. It must be sent separately to each student individually to maintain confidentiality. Once you receive this email from your instructor, you will be given a limited time limit to complete it. If you don't complete it within the time stated in the email, you will not be able to complete the course. **So please do NOT wait until the last minute to start working on this.**

Class Correspondence:

All enrolled students must use their SHSU email for correspondence with the instructor; NOTE: Course correspondence attempt via other non-SHSU email addresses will NOT accepted.

Required Textbooks

None required – materials will be provided via SHSU Bb web site posting, Internet link, and/or via Email.

Course Instruction:

This course is provided through the Internet via SHSU Bb web site and an independent website for the OSHA 10 Construction Card.

*The student must log into Bb to view the week's assignment. There will be a required reading or internet research given. Students will then complete the weekly quiz. Students can use the reading material or internet research to help with the quiz.

**Instruction on how to access your account with the independent website for the OSHA 10 Construction Card will be emailed to the students via their SHSU issued email address.

NOTE: All quizzes/assignments are in weekly folders. These folders have been assigned opening and closing dates. The work must be completed within that time period for a students to receive a grade on the assignment. These are typically opened up 6:00AM on Monday and close at 5:00AM the following Monday. So make sure you are completing your weekly quizzes/assignments early and not waiting to the last minute. These time limits are based on the opening dates of the folders.

All quizzes are to be completed in the time limit mentioned above. This time limit for the Tailgate Project will be 2 weeks. The OSHA 10 Card time line will be one week and that info will be sent via email at a later date.

The OSHA 10 Construction Card can be worked through at whatever pace you wish, it just must be completed and proof submitted into Bb by the DUE DATE GIVEN. If you finish it earlier, you can submit proof of completion at any time. Please do not wait until the last minute to complete your OSHA 10 Construction Card.

This is an “on-line course”, so please keep in mind that some of the links used in this course may have been changed by others. If a link does not work, the students is expected to search the internet for the answers.

Exams:

There will be a final exam ONLY FOR THOSE STUDENTS HAVING A OSHA CARD at the beginning of this course.

Grading:

Grades will be posted in Blackboard.

A student must complete the “Student Info Survey” and the “Syllabus Quiz” in Bb before any of the students Quizzes/Assignments in will be accepted.

A student must complete the Tailgate Safety Training assignment and the OSHA 10 Card Course or final exam in this course to qualify for a passing grade in this course.

A student's final grade will be determined based on the percentage of points obtained during the semester from assignments, projects and the final exam.

Course Assignment Breakdown and Grade Ranges:

Assignment Points

Weekly Readings/Internet Research & Quiz/Assignment	100 ea.
Tailgate Safety Materials Development	100 ea.
Completion of OSHA 10 card or Final Exam	100 ea.

Grade Ranges by Percentage

- A 91-100%
- B 81-90%
- C 71-80%
- D 61-70%
- F Under 60%

Course Assignment Calendar:

***** Files will open on Monday morning at 6:00 AM and close 7 days later on the following Monday at 5:00AM *****

Week #	Date Opens at 6:00AM	Description	Date Due before 5:00AM for 100%	PTS Possible to Earn
1	Aug 22	Class intro. Student Info Survey, & Syllabus Quiz	Oct. 3	100PTS
2	Aug. 22	OSHA Regulations Web Research & Quiz	Oct. 3	100PTS
3	Aug 22	Electrocution Reading & Quiz	Oct. 3	100PTS
4	Aug 22	OSHA Construction Safety Web Research & Quiz	Oct. 3	100PTS
5	Aug 22	Why Safety is Important Reading & Quiz	Oct. 3	100PTS
6	Aug 22	OSHA and Workers Web Research & Quiz	Oct. 3	100PTS
7	Aug 22	Work on your Tailgate Project		
8	Aug 22	Tailgate Project Due	Oct. 17	100PTS
9	Aug 22	OSHA Card Assignment	Oct. 24	100PTS
10	Aug 22	OSHA Commonly Used Statistics Web Research & Quiz	Dec. 5	100PTS
11	Aug 22	Driving Reflection Tape Reading & Quiz	Dec. 5	100PTS
12	Aug 22	Rainy Driving Tips Reading & Quiz	Dec. 5	100PTS
13	Aug 22	OSHA Standard 1926 Web Research & Quiz	Dec. 5	100PTS
14	Aug 22	OSHA Machine Guards Web Research & Quiz	Dec. 5	100PTS
15	Aug 22	OSHA Confined Web Research & Quiz Spaces,	Dec. 5	100PTS
16	Dec. 5 - 8	Final Exams Week (Final Exam ONLY if you already have a higher than OSHA 10 Card FOR 100 PTS)		

Late Assignments:

Once the folder is closed, it will not be re-opened.

Please do not ask the instructor to re-open a file. The instructor will not re-open any file, as this would not be fair to all of the students.

*****The instructor reserves the right to change the items listed in this course syllabus at any time. Please check in Bb often for updates*****

Excused Quiz/Assignment(s):

If a student has a medical problem or a member of his/her immediate family has a health/medical problem the student is to notify the instructor immediately. The instructor will work with the student to allow more time to complete the assignments. This decision to allow more time will be made between the student and the instructor. Notification of this must be made ASAP once the student is aware of this problem. Contact must be made via SHSU e-mail.

Academic Dishonesty:

This course is an independent study course with no classroom supervision. All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic exercises both in and out of any classroom at Sam Houston State University. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on and examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Americans with Disabilities Act:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by calling 936.294.1720.

If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. *NOTE: No accommodation can be made until you register*

with the Counseling Center.

Classroom Rules of Conduct:

Students will refrain from behavior in the classroom or computer lab that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular phones and pagers must be turned off before class begins. Students are prohibited from making offensive remarks, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engage in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Religious Holidays:

University policy states that a student who is absent from class for the observance of a religious holy day shall be permitted to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who wishes to be excused for a religious holy day must present the instructor with a written statement describing the holy day(s) and the travel involved.