

COURSE GUIDE

<u>Subject name</u>	WORK SAFETY MANAGEMENT
<u>Course of study</u>	Quality and Production Management
<u>The form of study</u>	Full time
<u>Level of qualification</u>	I
<u>Year</u>	II
<u>Semester</u>	IV
<u>The implementing entity</u>	Institute of Engineering Production
<u>The person responsible for preparing</u>	Dr inż. Anna Sobocińska
<u>Profile</u>	General academic
<u>Course type</u>	General
<u>ECTS points</u>	3

TEACHING METHODS – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASS	LABORATORY	PROJECT	SEMINAR
15	30			

COURSE AIMS

- C1. Getting to know the system of labor protection in Poland
- C2. Presentation of the basic classes of hazards in the working environment
- C3. Presentation of methods of risk assessment
- C4. Characterization of the principles of accident and occupational diseases
- C5. Overview of safety management and occupational health system and its integration with other management systems

ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES

1. Student has knowledge of basic legal concepts
2. Student has knowledge of physics with regard to noise and vibration and the electric current and the radiation
3. Student has knowledge of chemistry in relation to the properties of elements and compounds
4. Student has knowledge of biology, in regards of the structure and physiology of the human body
5. Student has knowledge of the SI units

LEARNING OUTCOMES

- EK 1- Student is able to characterize the system of labor protection in Poland

EK-2 Student is able to identify the hazards occurring at workplaces

EK-3 Student can make a risk assessment on the selected workstation

EK-4 Student can describe procedure to be followed in the case of occupational diseases and to analyze accidents at work and specify the requirements for determining the circumstances and causes of accidents

EK5- Student is able to describe the basic elements of the safety management system and the rules for its integration with other management systems

COURSE CONTENT

Type of teaching – LECTURES 30 HOURS	Number of hours
W1- Basic concepts of occupational health and safety. The system of labor protection in Poland	1
W2 The legal system of labor protection. Basic obligations of the employer with regard to safe and healthy working conditions	2
W3 Institutional oversight of working conditions	1
W4 The concept of risk. Factors threats: malicious, nuisance and dangerous.	1
W5- Maximum concentration (MAC) and maximum intensity (NIS). The instantaneous value and concentration caps. Rating physical strain.	2
W6 Physical, chemical and biological hazards	1
W7- Definition of accidents at work and treated equally with accidents at work	1
W8- Reporting accidents. Determining the circumstances and causes of accidents at work	1
W9 Procedure in case of occupational diseases	1
W10- Legislation on risk assessment. Methods of risk assessment	2
W11 Organization of occupational risk assessment in the enterprise.	1
W12- Safety management and occupational health system. The integration of management systems	1
Type of teaching – PROJECT 15 HOURS	No. of hours
C 1- Familiarizing students with the rules governing the passing. Presentation of substantive content and required learning outcomes.	2
C2 Legal protection of work. Requirements for work spaces, machines and work processes	2
C-3 Legal protection of work - case studies (accidents at work)	4
C-4 Determining the circumstances and causes of accidents at work	2
C5 Identification and analysis of hazards	2
C-6 Occupational risk assessment. The method according to PN-N 18 002: 2011, the PHA method	2
C-7 Risk assessment. The "five steps" and Risk Score methods	2
C-8 Risk assessment. JSA method. Graph methods.	2
C-9 Risk assessment. Other methods.	2
C-10 Safety management system. Identification of the legal requirements of OSH management system	2
C11. System documentation. Policies, procedures and instructions	4
C12. OSH management system. Schedule of implementation, assignment of responsibility	2
C13 Knowledge test	2

TEACHING TOOLS

1. Books and monographs

2. Audiovisual presentation
3. Standards

WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)

F1. Grade from occupational risk assessment (Exercise 1)

F2. Grade from safety management system project (exercise 2)

F3 Grade for the activity in the classroom

P1 Grade from the test

STUDENT WORKLOAD

Form of activity		Average number of hours for realization of the activity		
		[h]	ECTS	ECTS
Contact hours with the teacher	LECTURE	15	0.6	0.6
Preparation for exam				
Exam				
Contact hours with the teacher	CLASS	30	1.2	
Preparation to class		15	0.6	
Preparing for test			0.4	
Getting Acquainted with the indicated literature		10	0.4	0.4
Consultation		5	0,2	0.2
TOTAL NUMBER OF HOURS / ECTS POINTS FOR THE COURSE		75h	3	

BASIC AND SUPPLEMENTARY RESOURCE MATERIALS

Basic resources:	
1.	Górska E. Ergonomia. Projektowanie, diagnoza, eksperymenty, Oficyna Wydawnicza Politechniki Warszawskiej, Warszawa 2007.
2.	Ryzyko zawodowe. Metodyczne podstawy oceny. Praca zbiorowa, pod red. W. M. Zawieski, Wydawnictwo CIOP PIB, Warszawa 2007.
3.	Uzarczyk A. Ocena ryzyka zawodowego na stanowiskach narażonych na: czynniki szkodliwe, czynniki uciążliwe, zagrożenia wypadkowe. ODDK Gdańsk, 2006

TEACHERS (NAME,SURNAME, ADRES E-MAIL)

1. Dr inż. Anna Sobocińska aniasob@wp.pl

MATRIX OF LEARNING OUTCOMES REALISATION

Learning outcome	Reference of given outcome to outcomes defined for whole program	Course aims	Course content	Teaching tools	Ways of assessment
EK1	K_W02, K_W05, K_U01, K_U02, K_U03, K_U04, K_U05, K_K01, K_K03	C1	W1,W2,W3,C2,C3	1,2	F3, P1
EK2	K_W01, K_W07, K_W08, K_W09, K_U01, K_U02, K_U05, K_K01, K_K03	C2	W4,W5,W6,C5	1,2,3	F1,P1

EK3	K_W02, K_W09, K_U01, KU_02, K_U05, K_K01, K_K03	C3	W10,W11, C6,C7,C8, C9	1,2	F1,P1...
EK4	K_W02, K_W03, K_W09, K_U01, K_U02, K_U04, K_K01, K_K03	C4	W7,W8,W9,C3,C4	..1,2.	F3,P1...
EK5	K_W02, K_W03, K_W09, K_U01, K_U02, K_U04, K_K01, K_K03	C5	W12,C11, C12...	...1,2,3	.F2,P1..

FORM OF ASSESSMENT - DETAILS

	grade 2	grade 3	grade 4	grade 5
EK 1	Student is not able to characterize the system of labor protection in Poland ...	the student is able to name the most important elements of the system of labor protection ...	The student is able to list most of the hazards occurring in the work environment and divide them into appropriate groups	The student can list most of the hazards occurring in the work environment and divide them into appropriate groups and also provide the most important methods of prevention
EK 2	The student can not list hazards occurring in the work environment	The student can list the most important threats occurring in the work environment	The student can list most of the hazards occurring in the work environment and divide them into appropriate groups	The student can list most of the hazards occurring in the work environment and divide them into appropriate groups as well as the most important methods of prophylaxis
EK 3	The student is not able to assess the occupational risk for a chosen job	The student is able to assess the occupational risk for a chosen job by any method	The student is able to assess occupational risk for a selected job by two methods	The student is able to assess occupational risk for a job and two methods imposed by the teacher
EK 4	The student can not describe the procedure for dealing with occupational diseases or provide requirements for determining the circumstances and causes of accidents	The student can describe the procedure for dealing with occupational diseases and provide requirements for determining the circumstances and causes of accidents	The student can describe the procedure for dealing with occupational diseases and provide requirements for determining the circumstances and causes of accidents and analyzing the causes of accidents	The student can describe the procedure for dealing with occupational diseases and provide requirements for determining the circumstances and causes of accidents and analyze the causes of accidents and correctly complete the post-accident report
EK 5	The student can not describe the basic	The student can describe the basic	The student can describe the basic	The student can describe the basic elements of the

	elements of the health and safety management system	elements of the OSH management system	elements of the OSH management system, describe the principles of documentation	OSH management system, describe the principles of documentation preparation and provide its principles integration with other management systems
--	---	---------------------------------------	---	--

ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - information presented to students in class, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups - information can be found on the website of the department.
2. Information about the place of classes - - information can be found on the website of the department.
3. Information about the timing of classes (day of the week / time) - information can be found on the website of the department.
4. Information about the consultation (time + place) - are given to students for the first class, can be found on the website of the department.

.....
Coordinator