

Instructor Information:

Name: Marilyn Jones

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Course Information:

Course:

Title: OSH 1313: Accident Prevention, Inspection & Investigation

Course Dates: Aug. 27 - October 19, 2012

Finals Week Dec.

Course Credits: 3 Credits

Location: Electronic Technology Building (ET) Room

Course Prerequisites: None

Course Catalog Description:

Principles and practices providing a basic for understanding the nature of occupational hazards recognition, accident prevention, loss reduction, inspection techniques and accident investigation analysis.

Course Objectives:

The student will recognize common occupational hazards; describe the components of an effective accident investigation; analyze factors which contributed to the accident and recommend appropriate changes to prevent further accidents.

Required Materials:

Textbook: *Accident Investigation Techniques*: Author Jeffrey S. Oakley. Published by the American Society of Safety Engineers. ISBN: 1-885581-47-5

Web sites (Other websites may be included in individual assignments)

www.osha.gov

www.dol.gov

www.epa.gov

www.msha.gov

www.cdc.gov

www.cpsc.gov

Course Calendar:

Assignment	Text	Outside Research	Discussion	Due Date
No. 1	An accident happens	Review Questions		TBA
No. 2	A short history	Review Questions		TBA
No. 3	Analytical Approach	Review Questions		TBA

No. 4	Investigative techniques	Review Questions		TBA
No.5	The Analytical process	Review Questions		TBA
No.6	Events and Casual Factors	Review Questions		TBA
No.7	Change Analysis	Review Questions		TBA
No. 8	Barrier Analysis	Review Questions		TBA
No. 9	Tree Analysis	Review Questions		TBA
No. 10	Specialized and Computerized Techniques	Review Questions		TBA
No. 11	Recommending corrective Actions	Review Questions		TBA
No. 12	Reporting and Follow-up	Review Questions		TBA
No. 13	Final Test			

Course Evaluation:

Final Exam: The final exam will count 45 percent of your grade

Completion of the weekly assignments and discussion will count 45 percent of your grade

Intermediate exams will count 10 percent of your grade

Discussion Board: Discussion assignments will be posted on the Discussion Board

Course Grading System:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

Policies and Procedures:

I. Grading: Most assignments will be graded by the end of the week following the due date.

II. Cheating/Academic Dishonesty: See student handbook

III. Plagiarism: See student handbook

IV. Discussion Board Topics: Discussion in class so try not to miss class unless you notify me. .

V. Disabilities: In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should

contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: brivera@odessa.edu All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

VI. Incomplete Policy: An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

VII. Withdrawal Policy: (page 16 of the Spring schedule or 33 of the catalog)

VIII: Course Mid-Semester and semester-end Evaluation: Students will be required to participate in a mid-term and end-of-semester course evaluation survey.

IX. Instructor Response Time: I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it. Also feel free to call me if you have a problem my cell is 432-353-4544.

Hardware/Software Requirement

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. *As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will*
 - *provided my contact information at the beginning of the syllabus;*
 - *respond to all messages in a timely manner through telephone, email, or next classroom contact; and,*
 - *notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.*

2. *As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will*
 - *provide clear information about grading policies and assignment requirements in the course syllabus, and*
 - *communicate any changes to assignments and/or to the course calendar to students as quickly as possible.*

3. *As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will*
 - *return classroom activities and homework within one week of the due date and*
 - *provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.*

Reasonable Expectations of Engagement for Students

1. *As a student, I understand that I am responsible for keeping up with the course. To help with this, I will*
 - *attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;*
 - *recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,*
 - *understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.*

2. *As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,*
 - *missing class when a major test is planned or a major assignment is due;*
 - *having trouble submitting assignments;*
 - *dealing with a traumatic personal event; and,*
 - *having my work or childcare schedule changed so that my classroom attendance is affected.*

3. *As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will*
- *seek out help from my instructor and/or from tutors;*
 - *ask questions if I don't understand; and,*
 - *attend class regularly to keep up with assignments and announcements.*