

Agricultural and Construction Systems Management ACSM 600

SYLLABUS

Title: Health and Safety

Instructor : Dr. Margaret Owens

Credit: 3 Credit hours UG

Quarter: Winter 2003

Distribution of Class Time: Two 2-hour lectures/laboratories, Monday and Wednesday: 2:30 - 4:18

Location: Agricultural Engineering Building, Rm. 103

Course Description: Unintentional injuries in the United States result in over 93,400 fatalities and over 43 million people suffer serious injuries annually. Many of these deaths are preventable. In addition, disabling injuries result in devastating costs and lost productivity totaling millions of dollars as well as causing needless human suffering. This course is designed to provide the knowledge, awareness and attitudes necessary to protect yourself, your family, employees and workplace from common hazards in the rural and occupational settings. In addition, it will provide safety management strategies and communication skills essential to become an effective member of an agricultural or construction industry interested in controlling losses resulting from accidents. Safety concepts, rules, regulations and standards may be applicable to all areas of agriculture, construction, landscaping and similar occupations.

Course Goals: Safety and health will be approached through the perspective of the management process in both agriculture and construction.

Course Objectives: The Student will be able to:

1. Identify and describe the primary causes and consequences of various types of accidents, occupational related illnesses and environmental conditions that may reduce the quality of life.
2. Recognize common hazards and potentially hazardous situations in the agriculture and construction workplace.
3. Understand various strategies, techniques, ethical practices, standards and regulations, and resources for reducing accidents, eliminating hazards and promoting safety.
4. Demonstrate written and oral communication skills, including styles of leadership and team-building proficiency.

Course Requirements:

1. Attend class to gain an appreciation of safety and health through lectures, class participation, reading, and writing.
2. Complete assigned homework and prepare a written team paper.
3. Conduct a professional team presentation on the findings of the written paper.
4. Prepare a Career/Professional Safety Portfolio with an emphasis on safety.

Required Text: None

Required Supplies: Career/Professional Safety Portfolio

1. One inch, "D" style three-ring notebook, white, with clear view front
2. Page covers (protectors) with tabbed dividers to separate sections on your career/professional safety portfolio.
3. Semi-gloss page protectors for each page in your career/professional safety portfolio.
4. Color quality paper.
5. Access to a personal computer with a printer and MS Office software.

Suggested Supplies:

1. Three-ring notebook with tabbed dividers for ACSM 600 course handouts.

Course Assignments:

1. Examinations- Ten (10) quizzes given weekly covering the previous week's lecture(s)
2. Assigned Homework - Site Safety Inspection Plan
3. Career/Professional Safety Portfolio (consisting of the following sections)
 - 1) Letter of Introduction (cover letter)
 - 2) Career/Professional Resume/Vita
 - 3) Management or Safety Philosophy
 - 4) Personal or Safety Self-Assessment
 - 5) Site Safety Inspection Plan
 - 6) Safety Team Research Project- plus a 1 page Reflection paper
 - 7) Team Presentation - plus a 1 page Reflection paper
 - 8) Previous ACSM Class or Ag College Class Project- plus a 1 page Reflection paper
 - 9) Another University Class Project- plus a 1 page Reflection paper

- 10) Personal Support Letters- at least two (2) letters of attestation or recommendation
- 4. Safety Team Research Project
- 5. Team (Small Group) Presentation
- 6. Additional assignments (as appropriate)
- 7. Bonus Assignments (if desired): Safety Philosophy, Safety Self-Assessment

Policies and Procedures:

Assignment Due Dates: Assignments are due on the date listed in the syllabus. Complete the assignments in the prescribed manner. Late assignments will only be accepted with permission of the instructor. Assignments will be assessed a penalty of 10% for each day past the specified due date.

Academic Assessments: All examinations will be closed book with no class notes unless specified by the instructor.

Attendance: Attendance is expected. Weekly quizzes will be based on material covered in class. Please come prepared to begin at the start of the period.

Conduct: All participants are expected to adhere to the Rules and Regulations of The Ohio State University and in particular to the Rules on Academic Misconduct. Examples are but are not limited to, cases of plagiarism and dishonest practices in connection with examinations. However, team effort is expected on the written paper and oral presentation.

Instructor(s): Dr. Margaret Owens
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 Office Hours: By Appointment

Grading: Grades will be based on the following:

Homework Assignments	25 pts
Lecture Quizzes	200 pts
Career/Professional Safety Portfolio	125 pts
First Draft - Written Paper (60%), Final Draft (40%) *	100 pts
Team Presentation*	50 pts.

* Based on a team effort, each member will receive the same grade.

500 pts

Communicator Award:

Teams of 2 or 3 will be assigned to do an oral presentation of 15 minutes on a safety subject. The Ohio-Michigan Dealers Association, 6124 Avery Rd., PO Box 68, Dublin, OH 4317-0068 is sponsoring an award for the top three teams in the oral presentation portion of this class. Class members and a final judging team will judge the merits of the presentations. Awards to be presented include: Top Guns- \$500, Experts- \$300, Sharp Shooters- \$200.

Winning teams are expected to write a thank you letter to the Ohio-Michigan Equipment Dealers Association. A copy of this letter will be given to the instructor prior to receiving the award.

Format of Assignments:

1. The written paper must be typewritten (word processed), double-spaced with one inch margins and 12-point font size. It will be graded for content as well as spelling, grammar, professional appearance, appropriate length and completeness.
2. Additional guidelines for the team paper, team presentation, portfolio and written homework assignments will be presented and discussed in class.

Agricultural and Construction Systems (ACSM) 600

Safety and Health

Lecture/Discussion and Laboratory Outline

<u>Date</u>	<u>Lec. No.</u>	<u>Topic</u>
Jan. 6	1	Introduction to ACSM 600 Overview of Safety in the Workplace
Jan. 8	2	Mechanical Injuries Quiz #1
Jan. 13	3	Risk and Liability
Jan. 15	4	First Aid Quiz #2
Jan. 20		OSU Holiday- Martin Luther King Day
Jan. 22	5	OSHA Issues Quiz #3
Jan. 27	6	Explosions and Pressure Hazards Laboratory: Fire and Explosion Prevention Safety
Jan. 29	7	Noise Quiz #4 Assignment Due: First Draft of Written Team Paper
Feb. 3	8	Personal Protective Equipment Laboratory: Correct Use of PPE
Feb. 5	9	Hazardous Communication, Confined Spaces Quiz #5
Feb. 10	10	Electricity
Feb. 12	11	Site Inspection – Issues and Guidelines Quiz #6 Team Presentations

Agricultural Systems (ACSM 600)-Contd.

Lecture/Discussion and Laboratory Outline

<u>Date</u>	<u>Lec. No.</u>	<u>Topic</u>
Feb. 17	12	Health Consequences of Working in Construction and Agriculture- Part I Team Presentations Assignment Due: Second Draft of Written Team Paper (First Draft must also be submitted with this assignment)
Feb. 19	13	Human Factors in Construction and Agricultural Safety- Management Issues Team Presentations Quiz #7
Feb. 24	14	Health Consequences of Working in Construction and Agriculture- Part II Team Presentations
Feb. 26	15	Falls Team Presentations Quiz #8 Assignment Due: Site Safety Inspection Plan
Mar. 3	16	Safety from an Agricultural Perspective Team Presentations
Mar. 5	17	Safety from a Construction Perspective Team Presentations Quiz #9
Mar. 10	18	Team Presentations – Final Judging Assignment Due: Bonus Assignments Graduating Senior Career/Professional Safety Portfolios
Due Mar. 12	19	Scholarship Presentations Quiz #10 - Safety IQ Career/Professional Safety Portfolios Due
Mar. 13		Graduating Senior Grades Due

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Grading Scale

A	465 - 500 pts
A-	450 - 464 pts
B+	435 - 449 pts
B	415 - 434 pts
B-	400 - 414 pts
C+	385 - 399 pts
C	365 - 384 pts
C-	350 - 364 pts
D+	335 - 349 pts
D	319 - 334 pts
D-	300 - 318 pts
E	Below 300