SAFM 501: Safety Management Integration

3 Credit Hours - Online

Instructor: Cathy Hansell

To contact me, please ONLY use the email: breakthroughresultsorg@gmail.com or call me at 888-609-6723. I will not be checking the WVU eCampus Course Messages or email.

Office Hours: No office hours. By appointment for phone consult

Course Prerequisites: Elective - None Required.

Course Description: Consideration of integrated arrangements, staff roles, management theory, staff liaison, project improvement, effectiveness, audits, and collaboration needed to assure success of the safety function.

This course is a general orientation to the basic concepts of safety management including the philosophical foundations of safety management, safety cultures, traditional and non-traditional roles in safety management, performance drivers and measurement, quality and safety, OSHA, and safety policy.

Learning Objectives: Upon completion of this course, students will be able to:

CLO1 Describe the safety mission of any organization.

CLO2 Describe the historical development of modern safety management.

CLO3 Name and describe typical roles of personnel involved in safety management.

CLO4 Describe the basis of major management theories which have influenced the practice of safety management.

CLO5 Describe safety-performance drivers in the various roles in a typical organization.

CLO6 Describe models of accountability in safety management which can be used to integrate the function, including SMBO, TQM and behavior-based safety systems.

CLO7 Identify measures of safety performance which can be used to evaluate the performance of persons involved in the various safety-functional roles.

CLO8 Describe current examples of safety management and variants in industry today.

Required Textbooks:

1. Peterson, D (2003) *Techniques of Safety Management- A system Approach* (4th Edition). Des Plaines, IL: American Society of Safety Engineers

2. Hansell, C. (2012). *Accelerate Corporate Social Responsibility Results: Link and Leverage Your Safety, Health and Environmental Culture*. Seattle, Washington: Cathy A. Hansell

   Breakthrough Results, LLC website: http://www.breakthroughresults.org/products.html

Evaluation/Grading:

No makeup quizzes without prior arrangements with the instructor.
Late assignment = no assignment.

Assessments		Possible Points	% Total Grade
Discussions	2 Discussions @ 12 points	24	8%
Assignments	3 Assignments @ 18 points	54	22%
JSA Assignment	1 JSA Assignment @ 12 points	12	
Quizzes	5 Quizzes @ 20 points	100	33%
Final Exam	1 Final exam @ 110 points	110	37%
Total		300	100%

Course Grading Scale:

90-100% = A
80-89.9% = B
70-79.9% = C
60-69.9% = D
Below 59% = F

Late Assignments:

Any assignment not submitted by the due date/time will receive an automatic 20% grade deduction. Any late assignment not submitted by the drop box closing (generally 2 days after the original due date) will not be accepted and the grade will remain a 0. Please contact the instructor BEFORE the due date if you need to discuss an exception to an assignment due date. Note that absolutely no late assignments will be accepted for the Final Project.
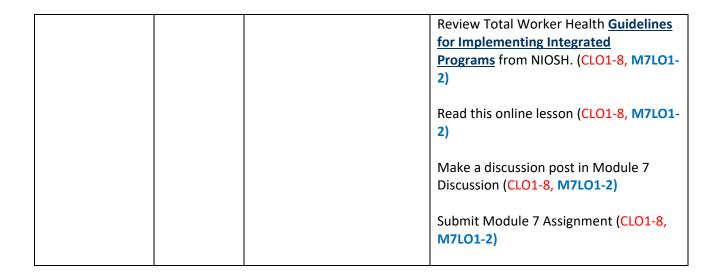
Tentative Course Schedule

Module	Course Level Objectives	Module Level Objectives	Learning Activities
Module 1: Introduction to Safety Management	CLO1-2	**M1LO1** Explain the evolution of safety, from past practices and disasters, leading to the creation of US OSHA, regulations and the safety function. **M1LO2** Illustrate characteristics and benefits of good safety.	Read Petersen: Part I, Safety Concepts, Chapters 1 and 2 (**CLO1-2**, **M1LO1-2**) Read the online lesson (**CLO1-2, M1LO1-2**) Post a discussion in "Module 1 Discussion" (**CLO1-2, M1LO2**) Submit CSB Safety Video Assignment (CLO1, **M1LO2**) Take Module 1 Quiz (CLO2, M1LO1)
Module 2: Foundations of Safety Management	CLO1, 3, 8	**M2LO1** Describe the safety management fundamentals: a safety strategy, key programs and activities and accident causation for the optimum safety management. **M2LO2** Explain the four elements of a safety culture and its relationship and impact to safety management. **M2LO3** Distinguish between an incident and an accident. **M2LO4** Distinguish between an unsafe act and an unsafe condition. **M2LO5** Describe the multi-causation theory and explain why the majority of root causes are <u>not</u> due to actions of employees **M2LO6** Explain the five main functions of the safety function.	Read Dan Peterson: Chapter 3 (CLO1, **M2LO1-4**) Read Safety Culture paper: "<u>World Class Safety Culture</u>", ASSE #665. 2007. Reprinted with permission from Cathy Hansell. (CLO8, **M2LO2**) Read Safety Culture Paper: M.Saujani. "<u>World Class Safety Culture-Applying the Five Pillars of Safety</u>". Professional Safety. February 2016. (CLO8, **M2LO2**) Read Safety and Health Integration paper: "<u>Successfully Aligning and Integrating Safety (SH&E) Within the Business</u>", ASSE #601. 2012. (CL08, **M2LO5-6**) Read this online lesson (CLO1, **M2LO1-4**) Read "<u>Examine Your Safety Philosophy</u>", Mark Friend, <u>Profession Safety</u>, American Society of Safety Engineers, February 1997 pp 34-36. (CLO3, **M2LO6**) Take Module 2 Quiz (CLO1,3,8, **M2LO2-6**)

Module 3: Safety Leader Roles and Responsibilities	CLO3, 6	**M3LO1** Describe the roles of a safety leader. **M3LO2** Explain the five roles of business or plant leadership. **M3LO3** Describe S&H integration with the business, and why it is so important to achieving a safety culture and excellence. **M3LO4-ASSIGNMENT** Describe the 24 business processes where safety is incorporated and describe who is responsible and what does successfully integration look like, roles of leaders, employees, functional leaders.	Read Dan Peterson: Chapter 4 (CLO3, 6, **M3LO1,2**) Review Safety and Health Integration paper: "**Successfully Aligning and Integrating Safety (SH&E) Within the Business**", ASSE #601. 2012. (CLO8, **M3LO3**) Read this online lesson (CLO3, 6, **M3LO1-3**) Submit Module 3 Assignment (CLO3,6; **M3LO 1-4**)
Module 4: Management and Safety Systems	CLO4, 6	**M4LO1** Explain the four main theories of business management. **M4LO2** Describe the basic elements of a good safety management system (SMS). **M4LO3** Explain the two continuous improvement models: PDCA from WE Deming and DMAIC from Six Sigma. **M4LO4** Analyze the linkage of TQM and safety, and its common use in good management systems.	Read Petersen Chapter 12, pp 268-272 (**CLO4,6** , **M4L03**) Access OSHA Safety & Health Management Systems eTool and other links found on this page (**CLO4,6**, **M4L02**) Read ANSI Z10 Safety Management System (**CLO4,6**, **M4L02**) Read OSHAS 18001 Health & Safety Standard (**CLO4,6**, **M4L02**) Read Controlling Risks - Safety Lifecycle (IEC61511) (**CLO4,6**, **M4L02**) Read Improvement approach: Plan-Do-Check-Act (PDCA) Cycle (**CLO4,6**, **M4L03**) Watch a video from the Deming Institute about the PDCA Cycle (**CLO4,6**, **M4L03,4**) Read this online lesson (**CLO4,6**, **M4L01-4**) Take Module 4 Quiz (**CLO4,6**, **M4L01-4**)
Module 5: The Best Tools for the Best Safety	CLO5	**M5LO1** Describe the three type of hazards.	Read Petersen Chapters 7, 8, and 9 (CLO5, **M5LO1-8**)

Management and Performance		**M5LO2** Distinguish between hazards and risks. **M5LO3** Describe the five major elements of a safety program to prevent accidents and to learn from accidents that have occurred, all designed to prevent future incidents. **M5LO4** Describe the types of worksite analyses **M5LO5** Describe the types of hazard controls and its relation to the Hierarchy of Controls. **M5LO6** Describe how to conduct an incident/accident investigation. **M5LO7** Distinguish between an inspection and audit. **M5LO8** Describe the three common types of root cause determinations.	Read OSHA Employer Rights and Responsibilities at **https://www.osha.gov/Publications/osha3000.pdf ,** (CLO5, **M5LO6-07)** Read this online lesson (CLO5, **M5LO1-8)** Submit Module 5 Assignment (CLO5, **M5LO4)** Take Module 5 Quiz (CLO5, **M5LO1-8)**
Module 6: Measuring Safety Performance and Accountabilities	CLO5-7	**M6LO1** Describe the purpose and any limitations of Leading and Lagging performance indicators. **M6LO2** Demonstrate how to calculate injury rates. **M6LO3** Describe how accountabilities are set and tracked.	Read Petersen Chapters 5 –Drivers , 6- Measurement (CLO6-7, **M6LO1-3)** Read "**OSHA Injury and Illness Recordkeeping and Reporting Requirements**" (CLO7, **M6LO3)** **Download here** the spreadsheet with the OSHA Form 300, 300A and 301 forms (CLO7, **M6LO3)** Watch **How to Complete the OSHA 300 Log** (CLO7, **M6LO3)** Read OSHA Facts Sheet at **https://www3,5,.osha.gov/OshDoc/data_General_Facts/factsheet-inspections.pdf.** (CLO5,

			M5LO3)
			Read this online lesson (CLO6-7, **M6LO1-3)**
			Take Module 6 Quiz (CLO6-7, **M6LO1-3)**
Module 7: Trends and Developments in Safety	CLO1-8	**M7LO1** Explain sustainability, socially responsible investing, new management systems, new regulations, and wellness. **M7LO2** Describe the role of S&H within these five target areas: sustainability, socially responsible investing, new management systems, new regulations, and wellness.	Read Hansell, C. (2012). _Accelerate Corporate Social Responsibility Results: Link and Leverage Your Safety, Health and Environmental Culture._ Seattle, Washington: Cathy A. Hansell (Amazon Kindle Edition) (CLO1-8, **M7LO1-2)** Read the Forbes website **http://www.forbes/forbes/welcome/** (CLO1-8, **M7LO1-2)** Read "**The Changing Face Of Socially Responsible Investing**" by Kelvin Mahn. (CLO1-8, **M7LO1)** Read the **Socially Responsible Investment - SRI** definition, breaking down, and history from the Invertopedia website. (CLO1-8, **M7LO1-2)** Review "**Measuring Intangibles**" from RobecoSAM's Corporate Sustainability - Assessment Methodology. (CLO1-8, **M7LO1-2)** Review about"**Corporate Sustainability**" business on the RobecoSAM's website. (CLO1-8, **M7LO1-2)** Review **New Regulations** on the Europe-REACH website. (CLO1-8, **M7LO1-2)** Review **ISO 45001:2016** standards for health & safety management in the NQA website. (CLO1-8, **M7LO1-2)** Review "**ISO/DIS 45001**" standards in the BSI website. (CLO1-8, **M7LO1-2)**

				Review Total Worker Health **Guidelines for Implementing Integrated Programs** from NIOSH. (CLO1-8, **M7LO1-2**)
				Read this online lesson (CLO1-8, **M7LO1-2**)
				Make a discussion post in Module 7 Discussion (CLO1-8, **M7LO1-2**)
				Submit Module 7 Assignment (CLO1-8, **M7LO1-2**)

WVU Course Policies/Statement:

Academic Integrity

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University Academic Catalog at http://catalog.wvu.edu/undergraduate/coursecreditsterms classification/#academicintegritytext. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see me before the assignment is due to discuss the matter.

Inclusivity Statement

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (293-6700).

For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see http://diversity.wvu.edu

Incomplete Grades

Students who want be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract. The date to submit the incomplete work should not be set beyond the last day of class of the following semester. If the student does not complete the terms of contract then the instructor should submit a grade of F. All incomplete contracts must be filed with the department and Dean's Office. See the policy at

Sale of Course Materials

All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other materials provided to students for this course are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Campus Student Code.

Student Evaluation of Instruction

Effective teaching is a primary mission of West Virginia University. Student evaluation of instruction provides the university and the instructor with feedback about your experiences in the course for review and course improvement. Your participation in the evaluation of course instruction is both strongly encouraged and highly valued. Results are strictly confidential, anonymous, and not available to the instructor until after final grades are released by Admissions and Records. Information about how you can complete this evaluation will be provided later.

Course Netiquette

The basic premise is that the etiquette expected of students in the online environment is the same as that expected in a classroom. Common courtesy is the guiding rule of Internet communications. Be prepared to communicate effectively when taking an online course. Following these simple netiquette rules in your online class or education environment will ensure your success:

- Never type in ALL CAPS, because it reads as if you ARE SHOUTING AT PEOPLE.
- Act as professionally, via your writing, as you would in a face to face classroom.
- Refrain from inappropriate language and derogatory or personal attacks.
- Do not dominate any discussion. Give other students the opportunity to join in the discussion.
- Disagree with ideas, but avoid challenges that may be interpreted as a personal attack.
- Check that you are replying to the specific person you intend, and not to the entire class.
- Never give your password to another person.
- Respect the virtual classroom. Never forward in-class communications or posts by others outside of this virtual space.
- Never spam your classmates.
- If you quote someone's previous post, only quote enough to make your point.

Be aware of the University's Academic Integrity and Dishonesty Policy http://catalog.wvu.edu/ undergraduate/coursecreditstermsclassification/#academicintegritytext. You can review the rules, regulations, and procedures concerning student conduct and discipline for the main campus of West Virginia University, at http://campuslife.wvu.edu/r/download/180235.

Feedback Response Time

I generally reply to email and discussion posts within 48 hours, except during holidays. Often I

will reply much more quickly, but you should not count on a same-day reply. Please plan accordingly so that you don't miss deadlines! I generally return assignments within one week of when a discussion or assignment closes. If you would like to get help on an assignment ahead of the deadline, please email me! I'm happy to give preliminary feedback or answer questions.

Technical Requirements

Students need to have access to a computer for word processing, e-mail and access to eCampus. Access to the Internet is necessary for completion of this course. Run the [Browser Check](#). This tool will check that you are using a supported Internet browsers and have a valid Java version installed. The required technical skills to participate in this course are:

1. Navigate the web
2. Use email with attachments
3. Create and submit files in commonly used word processing program   formats
4. Copy and paste
5. Download and install software
6. Consult software tutorials and other online sources as a method of learning software features

Technical Support

Technical support regarding your use of eCampus is available by contacting 304-293-4444 (telephone), 1-877-327-9260 (toll free number), itshelp@mail.wvu.edu (email), and/or http://it.wvu.edu (website).

Phone: [(304) 293-4444](tel:3042934444)
Toll Free: [1(877) 327-9260](tel:18773279260)
Email: ITSHelp@mail.wvu.edu