

**College of Business and Technology
Department of HRD and Technology**

Occupational Safety and Health
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TECH 4330
Fall, 2008
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Course number and title:

TECH 4330 Occupational Safety and Health

Course Description

A study of standards, guidelines, forms, inspection procedures, and corrective actions that are described within the Occupational Safety and Health Act of 1970.

Textbook

We will not use a textbook as such, but we will utilize the internet for information about the Act, the Standards, OSHA cases, and other resources.

General goals

- A. To gain an appreciation of the need for a national law on occupational safety and health.
- B. To understand the process OSHA uses to encourage compliance with the law.
- C. To appreciate the complexities of keeping records and establishing a safe and healthful working environment.
- D. To know the penalties of failure to comply with the standards.

Course Competencies

1. Computer-Based Skills-The student will use the word processing program to prepare assignments and the various web-based tools for gaining information and communicating with the instructor and with other students.
2. Communication Skills – the student will exhibit a mastery of both written and interactive computer communication skills in the preparation of assignments and in discussing human relations issues.
3. Interpersonal Skills – the student will discuss ideas and opinions regarding the different human relations issues presented in class.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking and problem solving skills to determine reasonable solutions to human relations situations.

5. Ethical Issues in Decision Making and Behavior- in addition to information provided in class regarding ethical issues, the student will discuss scenarios where ethical thinking is required.
6. Personal Accountability for Achievement – the student will complete the assignments and will participate in class discussions as appropriate.

Topic outline for course

- A. The Act and its implementation
 1. Purpose of the Act
 2. Occupational safety and health statistics

- B. Provisions of the Act
 1. Section 2 Findings and purpose
 2. Section 3 Definitions
 4. Section 4 Applicability of the Act
 5. Sections 5 general duty clause
 6. Section 6 Promulgation of standards
 - a. Permanent standards
 - b. General duty clause
 - c. Emergency temporary standards
 - d. Special emphasis programs
 7. Section 7 National Advisory Committee
 8. Section 8 Inspections, investigations, and record keeping
 9. Section 9 Citations
 10. Section 10 Procedure for enforcement
 11. Section 11 Judicial review
 12. Section 12 Review Commission
 13. Section 13 Imminent danger
 14. Section 16 Variations, tolerances, and exemptions
 15. Section 17 Penalties
 16. Section 18 State jurisdiction and state plans
 17. Section 22 National Institute of Occupational Safety and Health

- C. The Occupational Safety and Health Administration
 1. Organization
 - a. National responsibilities
 - b. Regional and area responsibilities
 - c. Significant personnel associated with OSHA
 1. National level
 2. Regional level
 3. Area level
 - d. State programs

- D. Record keeping

1. Purposes of recordkeeping
2. Types of records
 - a. Log Form 300
 - b. Annual summary Form 300-A
 - c. Incident report Form 301
 - d. Other records and documents
3. Privacy cases
4. Recordkeeping deadlines
5. Posting requirements
4. Recordkeeping exemptions
5. Records retention
6. Posting requirements
7. Employee access to records
8. Determining recordability
9. Recording hearing loss
10. Managing recordkeeping

E. Workplace inspection

1. Authority for inspection
 - a. Employer objection
 - b. Barlow case
 - c. Compulsory process
 - d. Ex Parte warrant
2. Conduct of inspection
 - a. Records
 - b. Warranted or complaint inspection
 - c. General schedule inspection
 - d. Imminent danger
3. Priority of inspection
 - a. Imminent danger
 - b. Catastrophe-fatality
 - c. Complaint
 1. Formal
 2. Nonformal
 3. Processing complaints
 4. Spotcheck
 - d. Routine inspection
 - a. Data initiative
 - b. Site specific targeting

F. Violations, citations, and penalties

1. Imminent danger violation
2. Serious violation
3. Repeat violation and failure to correct
4. Other than serious
5. Penalties

- a. Civil
- b. Criminal
- c. Scale of penalties

G. Appeal Procedures

- 1. Time frames
- 2. Notice of contest
- 3. Review Commission
- 4. Posting requirements
- 5. Informal and expedited informal settlement

H. Specific standards

- 1. Hazard communication
- 2. Lockout/tagout
- 3. Confined spaces
- 4. Ergonomics
- 5. Personal protective equipment
- 6. Ergonomics
- 7. Material handling
- 8. Machine guarding

IDEA Statement:

If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 111. The telephone number is 566-7079 (TDD 565-5579).

Basis/process for evaluation

Three quizzes including the final examination will comprise 60% of the grade. The other 40% of the grade will be determined from the posted assignments. The student will take all three quizzes on line, and a review for each will be provided.

Postings are required for each module and the student is expected to provide those postings in a timely manner. A stated deadline for each set of postings will be included for each performance objective.

Instructions regarding how to access information for the assignments will be provided in each module because different sources and techniques for obtaining the information varies with the assignment.

Bibliography and Support Reading List

www.osha.gov

Compliance Magazine

Occupational Health and Safety

Professional Safety

Course Schedule

Module 1 The Act: August 27-September 12, 2008

Announcements, administrative information; BNA Safety Library Web demonstration. Introduction to OSHA; The act; applicability of the act. Advisory Commission, Review Commission. NIOSH, national, regional, area responsibilities; Who's who in OSHA and related agencies.

Module 2 Recordkeeping Requirements: September 16-October 2, 2008

Types of required records; posting requirements; recordability; calculating incidence rate; Recordkeeping at multiemployer worksites; access to records. Quiz 1 The Act and recordkeeping. Friday October 3, 2008.

Module 3 Inspections: October 6-21, 2008

Types and priorities of inspection; warranted and unwarranted inspections. Conducting the inspection; Complaints; sampling and photos; 11(c) Protection of employees. Voluntary Protection Programs

Module 4 Violations, Citations and Penalties: October 22-November 7, 2008

Types of violations and penalties; abatement dates, PMA, grouping and combining; multi-employer establishments; Quick Fix policy; appeals process. Quiz 2 inspection. Monday, November 10, 2008

Module 5 Specific Regulations: November 11-December 12, 2008

Hazard communication; lockout/tagout; confined spaces, fall protection, respiratory protection. Quiz 3 Monday, December 15, 2008.

Academic Dishonesty:

Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

Grade Replacement

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to file an

intent to use grade forgiveness will result in both the original and repeated grades being used to calculate your overall grade point average. A student will receive grade forgiveness (grade replacement) for only three (undergraduate student) or two (graduate student) course repeats during his/her career at UT Tyler. (2006-2008 Catalog, p. 35)