“Health is a state of complete physical, mental and social well-being, and not merely the absence of disease or infirmity.” ~World Health Organization, 1948
BUS 360—Occupational Safety and Health

Professor: Sarah DeArmond
Meeting Time: TR 11:30-1
Classroom: Sage 3235
Office: Sage Hall 2459

Office Phone: (920) 424-7192
Email: dearmons@uwosh.edu
Office Hours: TR 9:50-11:20 a.m.
Also available by appointment!


D2L & Email: D2L and UWO email addresses will be used when contacting students for class announcements and reminders. Students should get in the habit of checking D2L and their UWO email account regularly!

Course Description and Objectives: This course focuses on occupational safety and health. Topics include: occupational safety and health laws and regulations, management, and promotion. We will touch on a wide range of occupational safety and health hazards (e.g., ergonomic hazards, occupational stress, incivility, violence). Students successfully completing this course should:

- Be familiar with the laws and regulations governing occupational safety and health in the United States.
- Know how and when to conduct a basic accident investigation.
- Be aware of the common causes of occupational injuries and illnesses.
- Know how to collect information on the common causes of occupational injuries and illnesses in specific industries or occupations.
- Know the steps involved with conducting a basic hazard analysis.
- Know the basic steps involved in planning for emergencies.
- Know how ergonomics, stress management and workplace security programs can be used to reduce occupational safety and health concerns.

Expectations: Each class session will consist of one or more of the following, lecture, video clips, class discussion, and/or activities. Students are encouraged to engage in active learning. Active learning involves asking and answering questions. The professor will be open to questions and comments during class. In light of this, it is very important that everyone feel comfortable sharing in the classroom. Students should treat everyone with kindness and respect.

It might not be possible to address all the questions that students have during class time. When this is the case, students should utilize the professor’s listed office hours. Students should remember that the professor is also available by appointment. The professor will make every attempt possible to meet with students at a time that is mutually convenient. Students who have very busy schedules are encouraged to always make an appointment (even during office hours). This will help to minimize if not eliminate waiting.
Finally, students are expected to conduct themselves with academic integrity. At the University of Wisconsin Oshkosh, “Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors” (UWS 14.01, Wisconsin Administrative Code). It is suggested that students review the discipline code (http://www.uwosh.edu/stuaff/images/Chapter%20UWS%2014.pdf). Ignorance of this code is not an excuse for academic misconduct! If any student is caught engaging in academic misconduct, they will face consequences consistent with those suggested in the code.

**Student Management Team:** A student management team will be established in this course if students would like to have one. The purpose of the team is to improve the quality of the learning experience. To do this, team members will work with both the instructor and their classmates. The student management team will be free to discuss any aspect of the class. Individual student performance is the only exception. Volunteers for the team will be taken during the first week of class. (Idea adapted from D. Feinauer and E.A. Hartman)

**Grading:** Grades for this course will be based on students’ point totals at the end of the semester. Students can earn points in this class on quests, a team project, and assignments.

- **A=93% or higher; greater than or equal to 232 points**
- **A-=90%-92%; 224-231**
- **B+=87%-89%; 217-223**
- **B=83%-86%; 207-216**
- **B-=80%-82%; 199-206**
- **C+=77%-79%; 192-198**
- **C=73%-76%; 182-191**
- **C-=70%-72%; 174-181**
- **D+=67%-69%; 167-173**
- **D=63%-66%; 157-166**
- **D-=60%-62%; 149-156**
- **F=59% or lower; less than or equal to 148 points**

**Point Breakdown (250 possible points):**

**Quests (45 points each; 135 points total):** There will be three noncumulative quests. A quest is a hybrid of a test and a quiz. Each will consist of 30 multiple choice questions. Quests are intended to be individual (not group) activities.

**Team Project (85 points):** One team project will be assigned in this course. Teams will consist of three to four students. Your team will conduct a health audit on an occupation that you have selected and the professor has approved. A portion of each student’s grade will be determined by his/her teammates. Students will evaluate each of their teammate’s
performance. These evaluations will be given confidentially to the instructor. A team is allowed to remove an uncooperative/unproductive member. If a student is removed from his/her team that student can complete the project alone or join another existing group in the class (with that group’s permission). A detailed project description will be provided to students in a separate document. **There are multiple due dates associated with this project. These dates will be specified in the project description!**

**Assignments (30 points total):** There will be two assignments. One will be a quiz and the second a hard copy submission of information from the Bureau of Labor Statistics. These are intended to help you with your project. You should complete both individually. The hope is that you will be more informed team members as a result of successfully completing them. Both will come early in the 7-week session so as to allow more time to be concentrated on the project in second half of the session.

**Late Policy:** All assignments (this includes the project) and quests will take place as scheduled with ONLY two exceptions.  
1) If a student has an extenuating circumstance and gives notice in ADVANCE of the due date, the professor MAY BE ABLE to reschedule a quest or modify a due date for an assignment. Telling the professor about an issue the day something is due is not sufficient notice! A week notice should be given to reschedule an exam, and about two days notice should be given to make some type of allowance for an assignment due date. 
2) There are some rare cases in which a student would not be required to give advance notice to reschedule a quest or modify an assignment due date. Some examples of such cases would be if the student went into the hospital, got into a car accident, or had a family member who had a heart attack.
# Tentative Course Schedule

*Please be aware that this schedule is subject to change!

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Topic</th>
<th>Reading Assignment</th>
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<tbody>
<tr>
<td>September 5th</td>
<td>Course Mechanics, Introductions, &amp; Overview</td>
<td>Syllabus &amp; Chapter 1 &amp; 2</td>
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<tr>
<td>September 10th</td>
<td>Overview Continued</td>
<td>Chapters 1 &amp; 2</td>
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<tr>
<td>September 12th</td>
<td>Laws &amp; Regulations</td>
<td>Chapters 6 &amp; 7</td>
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<tr>
<td>September 17th</td>
<td>Laws &amp; Regulations, Assignments Due</td>
<td>Chapters 6 &amp; 7</td>
</tr>
<tr>
<td>September 19th</td>
<td>Laws &amp; Regulations, Interview Information Due</td>
<td>Chapter 8</td>
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<tr>
<td>September 24th</td>
<td>Tentative Date for Guest Speaker, Project Part 1 Due</td>
<td>Chapter 8</td>
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<tr>
<td>September 26th</td>
<td>Hazard Analysis/Prevention &amp; Safety Management</td>
<td>Chapter 27</td>
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<tr>
<td>October 1st</td>
<td>Ergonomic Hazards</td>
<td>Chapter 10</td>
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<tr>
<td>October 3rd</td>
<td>Quest #2 (Ch. 8, 10, 27, &amp; Guest Lecture)</td>
<td>Occupational Stress, Chapter 11</td>
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<tr>
<td>October 8th</td>
<td>Occupational Stress</td>
<td>Chapter 11</td>
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<tr>
<td>October 10th</td>
<td>Incivility &amp; Violence, 10/11 Final Project Due</td>
<td>Chapter 13</td>
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<td>October 15th</td>
<td>Emergency Preparation</td>
<td>Chapter 25</td>
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<tr>
<td>October 17th</td>
<td>Emergency Preparation</td>
<td>Chapter 25</td>
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<tr>
<td>October 22nd</td>
<td>Quest #3 (Chapters 11, 13, &amp; 25)</td>
<td>Course Wrap-Up (Posttest)</td>
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