

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: CMCT 105

Course Title: OSHA 10 Safety Orientation

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): One (1)

Effective Date: Fall2015

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course provides students with the best practices for some of the most common and hazardous situations on the job site. It is designed for all students prior to working on the job site.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

1. Demonstrate the knowledge of OSHA. NCCER MODULE 75501-04 SAFETY ORIENTATION
 - a. Explain the role of OSHA in job-site safety.
 - b. Explain OSHA's *General Duty Clause* and *1926 CFR Subpart C*.
 - c. Describe the impact of accidents.
 - d. Identify the four high-hazard areas.
 - e. Demonstrate hazard recognition and risk assessment techniques.
 - f. Explain the basics of construction health.
 - g. Identify basic fall, electrical, fire, trenching, materials handling, and heavy equipment hazards, and explain the general safety procedures associated with them.
 - h. Explain and demonstrate the use of appropriate personal protective equipment.
 - i. Explain and identify the various signs, signals, barricades, markers, and tags used on a job site.
 - j. Demonstrate proper housekeeping procedures.
 - k. Demonstrate an understanding of assured equipment grounding conductor programs and the use of GFCIs.
 - l. Demonstrate and explain general hand- and power-tool safety guidelines.
 - m. Explain your company- or site-specific fall protection procedures and requirements.
 - n. Demonstrate and explain the proper use of ladders and scaffolding.
 - o. Explain the use of work permits and lockout/tagout procedures.
 - p. Demonstrate and explain the emergency procedures for trenching accidents.
 - q. Demonstrate proper manual lifting procedures.
 - r. Identify the hazards of working around or on heavy equipment.
 - s. Describe proper rigging safety procedures.
 - t. Demonstrate use of hand signals.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

COURSE OUTLINE

- I. Safety
- II. Procedure & Signals
- III. Hand and Power Tools
- IV. Personal Protective Equipment
- V. Employability Skills

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

1. Lecture
2. Audio-Visual aids
3. Example and demonstration
4. Review of student applications
5. Class discussions
6. Field trips and guest speakers
7. Tests (written)
8. Skills tests (performance-based)

STUDENT REQUIREMENTS

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, honesty, and adherence to safety policies are required. Students are required to take the 3rd party testing examination.

GRADING SCALE

On objective materials, the following scale is used:

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
0-59 %	F

NCCER standards will be applied when accessing lab work. Students must meet NCCER levels of competence to pass the course.

ASSESSMENT OF STUDENT GAIN

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES