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C & G Ed approval: November 30, 2018  
Board approval: December 12, 2018  
Semester effective: Fall 2019

Occupational Safety and Health (OSH) 1104 Supervisor Safety Training (.25 Unit)  
[formerly Petroleum Technology 95C and IES 1104]

Prerequisite: None

Total Hours: 4 hours lecture; 4 hours lab (8 hours total)

Catalog Description: This course is designed to provide fundamental understanding of supervisory roles, responsibilities and accountabilities in the petroleum and general workplace. It explores federal and state legal and regulatory requirements for safety and personnel issues at the supervisory level. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Type of Class/Course: Degree Credit

Textbook: WESTEC generated *Supervisor's Role in Guiding People to Safely Do Their Jobs*. Unpublished

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. understand the current responsibilities of supervision in the current work environment,
2. administer personnel issues that conform to legal requirements as they relate to liabilities for discrimination, harassment, concealed dangers, and employee privacy,
3. make decisions about safety within the regulatory framework of the Occupational Safety and Health Act (OSHA) and Title 8 of the California Code of Regulations(Cal-OSHA),
4. evaluate the currency of a company's Senate Bill (SB)-198 Injury and Illness Prevention Program (IIPP),
5. provide employee management consistent with current Best Available Practice,
6. utilize methods of employee discipline that meet regulatory and legal restrictions,
7. develop a safe job work plan, and
8. perform accident investigations.

Course Scope and Content:

- Unit I            Legal and Ethical Responsibilities
- A.        California SB 198
  - B.        California Penal Code (PC) 387
  - C.        California Assembly Bill (AB) 1127
  - D.        Ethics and due diligence



- Unit II            Application of Law Process
  - A.        Supervisorial decision-making
  - B.        Compliance versus Liability
  - C.        Independent Employee Action Defense
  
- Unit III           Safety Fundamentals
  - A.        Regulatory requirements for major job task areas
  - B.        Regulatory discussion related to specific safety tasks
  
- Unit IV           Safe Work Plan Development
  - A.        Role of safety and health planning
  - B.        Requirements for generating safe work plans
  - C.        Job Safety Analyses (JSAs)
  
- Unit V            Incident Investigation/Analysis
  - A.        Purpose
  - B.        Investigation
  - C.        Root cause analysis
  
- Unit VI           Employee Management
  - A.        California At-Will employment
  - B.        “Whistleblower” protections
  - C.        Responding to employee safety and health concerns and reports
  - D.        California Labor Code employer safety and health regulatory responsibilities

Lab Content:

1.        Scenarios presenting various work situations using equipment, materials, etc
2.        Accident investigation
3.        Developing Safe Work Plans and JSAs

Learning Activities Required Outside of Class: None

Methods of Instruction:

1.        Lecture
2.        Group work
3.        Audiovisual presentations
4.        Practical hands-on exercises

Methods of Evaluation:

1.        Written final
2.        Classroom participation

Supplemental Data:

TOP Code:	095430: Petroleum Technology 0956.70 Industrial & Occupational Health & Safety
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SAM Priority Code:	B: Advanced Occupational
Distance Education :	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/ No Pass
Taft College General Education :	NONE