



## Course Specifications

<b>Course Title:</b>	<b>HRM1321</b>
<b>Course Code:</b>	<b>Occupational Health and Safety Management</b>
<b>Program:</b>	<b>Human Resources Management</b>
<b>Department:</b>	<b>Human Resources Management</b>
<b>College:</b>	<b>College of Business Administration</b>
<b>Institution:</b>	<b>Dar Al Uloom University</b>

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## A. Course Identification

<b>1. Credit hours: 3 Hours</b>			
<b>2. Course type</b>			
a.	University <input type="checkbox"/>	College <input checked="" type="checkbox"/>	Department <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	
<b>3. Level/year at which this course is offered:</b>			
<b>4. Pre-requisites for this course (if any):</b>			
<b>5. Co-requisites for this course (if any): None</b>			

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

### 7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	45

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course introduces students to key concepts and practices related to the management of workplace occupational health and safety. It identify appropriate procedures to maintain health and safety at workplace, and to minimize or eliminate work related injuries and illness. Topics include causes and types of accidents; accidents' investigation; and occupational safety and health performance measurement, organization, function, inspections, training and standards.

## 2. Course Main Objective

1. What is the main purpose for this course?

Upon completion of the Occupational Health and Safety course, student should be able to:

- Apply risk management principles to anticipate, identify, evaluate and control physical, chemical, biological and psychosocial hazards.
- Collect, manage, and interpret Occupational Health and Safety information and data to identify trends and issues in the workplace.
- Perform basic accident investigation.
- Develop basic Occupational Safety and Health training programs.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

## 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	Define the concepts, theories, and techniques of Occupational Health and Safety (OHS).	K.1
1.2	Explain various theories and terminology of occupational Health and Safety applied in organizations.	K.2
1.3	Investigate safety and health issues in the organizational context.	K.4
<b>2</b>	<b>Skills</b>	
2.1	Apply concepts, and theories of Occupational Health and Safety to perform various management practices.	S.1
2.2	Analyze and solve OSHA related problems in response to national and international business trends.	S.2
2.3	Practice methods of inquiry in OSH complex problems using technology.	S.4
2.4	Demonstrate written communication skills appropriate for conveying OHS matters.	S.5
<b>3</b>	<b>Values:</b>	
3.1	Exhibit commitment to academic ethics in OSH issues in an organizational setting.	V.1
3.2	Practice curiosity-driven continuous development in the Occupational Health and Safety issues.	V.2

CLOs		Aligned PLOs
3.3	Demonstrate effective and flexible lead work and teamwork to implement and operationalize OHS management practices to enhance the quality of life.	V.3

### C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Occupational Health (Hygiene and Safety)	6
2	The safety legislation	6
3	Workers Compensation and recordkeeping	6
4	Accident Causation and Investigation: Theory and Application	6
5	Industrial Hygiene	6
6	System Safety	6
7	Managing the Safety Function	6
8	Workplace Violence	3
<b>Total</b>		45

### D. Teaching and Assessment

#### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Define the concepts, theories, and techniques of Occupational Health and Safety (OHS).	Direct (Lecture, Demonstration, Drill & Practice) Indirect (Case study, Problem Solving, Reflective Discussion) Interactive (Discussion)	Written Exams (T/FQ, MCQ, Short and Long essays)
1.2	Explain various theories and terminology of occupational Health and Safety applied in organizations.		Written Exams (Short/Long essays, Case study)
1.3	Investigate safety and health issues in the organizational context.		Written Exams (Short/Long essays, Case study) Written Assignments (essays, reports, and case studies).
<b>2.0</b>	<b>Skills</b>		
2.1	Apply concepts, and theories of Occupational Health and Safety to perform various management practices.	Direct (Lecture, Demonstration, Drill & Practice, Compare & contrast) Indirect (Case study, Problem Solving, Reflective Discussion)	Written Exams (problem solving and case studies) Written Assignments (reports, and case studies).
2.2	Analyze and solve OHSA related problems in response to national and international business trends.		Oral Examination

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		Interactive (Brainstorming, Cooperative learning)	
2.3	Practice methods of inquiry in OSH complex problems using technology.	Interactive (Brainstorming, Think Pair Share, Cooperative learning) Independent (Project, Homework, Assigned Questions)	Presentations (formal discussion individual and group) Projects
2.4	Demonstrate written communication skills appropriate for conveying OHS matters.		
<b>3.0</b>	<b>Values:</b>		
3.1	Exhibit commitment to academic ethics in OSH issues in an organizational setting.	Role-playing, Group discussion, in-depth self-analysis exercise.	Presentations (formal discussion individual and group) Projects and case studies.
3.2	Practice curiosity-driven continuous development in the Occupational Health and Safety issues.		
3.3	Demonstrate effective and flexible lead work and teamwork to implement and operationalize OHS management practices to enhance the quality of life.		

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz	3	10
2	Homeworks/Assessments/Projects	During Semester	20
3	Midterm Exam	9	30
4	Final Exam	16	40

\*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

## E. Student Academic Counseling and Support

**Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:**

1. Eight Office hours weekly can be booked through the students' SIS account.
2. Online discussion through the LMS forums and instant messaging.
3. Instructor email available in the course syllabus.
4. Occasional mobile calls or SMS for urgent messages.

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	Stoll, M., McGill, C., Ritchie. J. (2014). <i>Work Health and Safety: A Complete Course for CIV and Diploma Courses BSB41412 and BSB51312</i> . First Edition, Australia & New Zealand: McGraw-Hill Higher Education.
<b>Essential References Materials</b>	Journals and Reports distributed on the bases of lectures delivered to the students.
<b>Electronic Materials</b>	Internet resources, Lecture slides-video
<b>Other Learning Materials</b>	Magazines and Newspaper

### 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom.
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	Data show + smart boards.
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Internet access point.

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
End of semester Course Evaluation.	Students	Indirect
Effectiveness of teaching and assessment.	Peer reviewer	Indirect
Course learning outcomes assessment.	Faculty members	Direct
Quality of learning resources	Students	Indirect

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## H. Specification Approval Data

<b>Council / Committee</b>	HRM DEPARTMENT COUNCIL - COB
<b>Reference No.</b>	
<b>Date</b>	APRIL 3, 2022

 