

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Basics of Work Safety</b>		Code <b>1011105221011100153</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 2</b>
Elective path/specialty <b>Quality Systems and Ergonomics</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>10</b> Classes: <b>10</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>3</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b>		
dr Jerzy S. Marcinkowski email: email: jerzy.s.marcinkowski @put.poznan.pl tel. tel. 61-6653408 ; 61 6653374 Wydział Inżynierii Zarządzania ul. Strzelecka 11,60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	No predecessors in previous semesters.
2	<b>Skills</b>	The student has the ability to perceive, associate and interpret phenomena in the social relations of occupational safety.
3	<b>Social competencies</b>	The student understands and is prepared to take on social responsibility for the decisions in the management of organizations, including in the field of working conditions. Is able to work in a group.
<b>Assumptions and objectives of the course:</b>		
Providing students with the basics of business management issues, including occupational safety management functions and ways to achieve them.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Student knows the basic methods and techniques of work organization [K1A_W22] - [[K1A_W22]] 2. Student knows the basic methods of interpersonal communication in the field of occupational safety systems [K1A_W24] - [[K1A_W24]] 3. The student has a basic knowledge of management, including occupational risk management and occupational safety in the enterprise [K1A_W31] - [[K1A_W31]]		
<b>Skills:</b>		
1. Students can use a variety of techniques to communicate in the workplace and other environments [K1A_U02] - [[K1A_U02]] 2. Student is able to analyze the actions in terms of economic engineering in existing occupational safety management systems [K1A_U12] - [[K1A_U12]]		
<b>Social competencies:</b>		
1. Student is fully aware of the responsibility that he has taken for his own work and expresses readiness to comply with the rules of team work as well as responsibility for mutually realized and completed tasks. [K1A_K03] - [[K1A_K03]] 2. Can determine some causal relationships in the process of targets implementation and rank pertinence of alternative or competitive tasks [K1A_K04] - [[K1A_K04]] 3. The student is aware of the importance of behaving in a professional manner and to comply with the rules of professional ethics as well as having respect for the diversity of views and cultures [K1A_K05] - [[K1A_K05]] 4. The student is able to plan and manage business ventures within the safety management [K1A_K06] - [[K1A_K06]]		

### Assessment methods of study outcomes

Formative assessment:

Classes:

1. Current monitoring of the systematically performed tasks during classes
2. On the last meeting there will be a final test from the material covered during the semester classes

Collective assessment:

Lectures:

1. Assessment of knowledge of the material discussed during the lectures presented on the basis of the students' answers
2. Final examination carried out during a session or a pass on the rights of the exam during the last meeting with the students, in the form of a multiple choice, gap-filling, true/false test, including the material presented during lectures

### Course description

#### 1 OCCUPATIONAL SAFETY MANAGEMENT

- 1.1 Definition of occupational safety management
- 1.2 Traditional and systemic approach to occupational safety issues

#### 2 MAIN OBJECTIVES OF BP MANAGEMENT

- 2.1 Objectives and occupational safety management
- 2.2 Principles of effective occupational safety management

#### 3 OCCUPATIONAL SAFETY MANAGEMENT SYSTEM / SZBP / AND ITS COMPONENTS.

- 3.1 Occupational safety policy in the company
- 3.2 The planning of activities within the occupational work safety
- 3.3 Implementation and functioning of occupational safety management system
- 3.4 Monitoring and audit SZBP. The types of safety audits.
- 3.5 Overview of the system.
- 3.6 Documentation of occupational safety management system
- 3.7 Basic effectiveness conditions of the SZBP functioning

#### 4 EFFECTIVENESS OF OCCUPATIONAL SAFETY MANAGEMENT SYSTEMS

- 4.1 Effectiveness of systemic bp management in selected Western countries
- 4.2 Results of the effectiveness of health and safety management systems in Polish enterprises

Classes. Their implementation comes down to the preparation of:

1. Assumptions to the designed occupational management system. Review of initial establishment, including:
  - 1.1. The analysis of the establishment's safety
  - 1.2. System diagnosis of an establishment / department / division
  - 1.3. Final Report
2. Project about an occupational safety management system, including:
  - 2.1. The output data of the project and / or definitions, documents, names referenced in the project /
  - 2.2. The requirements of the proposed occupational safety management system / SZBP /
3. Rules of implementation and exploitation in an occupational safety management system / SZBP /, including:
  - 3.1. Block diagram of the implementation of the occupational safety management system / SZBP /
  - 3.2. A plan for implementation of occupational safety management system/ SZBP /
  - 3.3. Implementation and exploitation of the occupational safety management system / SZBP /

#### Basic bibliography:

1. Polskie normy z zakresu bezpieczeństwa pracy, ergonomii i systemów zarządzania bezpieczeństwem pracy (Polish standards in the field of occupational safety, ergonomics and occupational safety management systems) (SZBP)
2. Jerzy S. Marcinkowski i W. M. Horst. Podstawy zarządzania bezpieczeństwem i zdrowiem w pracy (Fundamentals of management for occupational health and safety). Wyd. PP., 2012, Poznań
3. Jerzy S. Marcinkowski. Podstawy bezpieczeństwa pracy (Basics of occupational safety), Wyd. PP, 2011, Poznań,
4. Jerzy S. Marcinkowski, Auditowanie systemów zarządzania bezpieczeństwem pracy (Auditing of occupational safety management systems), Wyd. PP, 2012, Poznań
5. J. Karczewski Zarządzanie bezpieczeństwem pracy (Occupational safety management), ODDK Gdańsk, 2002

**Additional bibliography:**

1. W.Horst( red.) Ergonomia z elementami bezpieczeństwa pracy. Przewodnik do ćwiczeń laboratoryjnych (Ergonomics with the elements of occupational safety. Guide to laboratory classes). Wyd. PP, Poznan,2006.
2. Jerzy S. Marcinkowski ( red.) Wybrane problemy bezpieczeństwa pracy, ergonomii i ochrony środowiska (Selected problems of occupational safety, ergonomics and environmental protection), Wyd. Pressmedial, Lubin, 2011
3. W.M.Horst, G. Dahlke, A. Górny, N. Horst, W.F. Horst. Ergonomia z elementami bezpieczeństwa i ochrony zdrowia w pracy. Zasady i wymagania związane z materialnym środowiskiem pracy (Ergonomics with the elements of occupational safety and health. Rules and requirements for material working environment), Wyd. PP, Poznań, 2011,
4. Jasiulewicz-Kaczmarek M., Misztal A., Projektowanie systemów zarządzania projekcją, PP 2014
5. ISO FDIS 45001:2017
6. www.udt.gov.pl

**Result of average student's workload**

Activity	Time (working hours)
1. Participation in lectures	10
2. Participation in classes	10
3. Preparation for classes exercises	10
4. . Preparation for the written credits (based on classes)	10
5. . Preparation for the written credits (based on lectures)/exam	10

**Student's workload**

Source of workload	hours	ECTS
Total workload	50	3
Contact hours	20	2
Practical activities	10	1