



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Integrated Organization Safety Management

---

### Course

Field of study

Safety engineering

Area of study (specialization)

Security and Crisis Management

Level of study

Second-cycle studies

Form of study

part-time

Year/Semester

2/3

Profile of study

general academic

Course offered in

Polish

Requirements

elective

---

### Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

10

Projects/seminars

0

### Number of credit points

1

---

### Lecturers

Responsible for the course/lecturer:

dr hab. Joanna Sadłowska-Wrzesińska

Responsible for the course/lecturer:

Institute of Safety Engineering

Risk and Quality Management Department

email: joanna.sadlowska-

wrzesinska@put.poznan.pl

---

### Prerequisites

The student has basic knowledge of ergonomics and occupational safety and the ability to apply theoretical issues in practice, selection of available information and the use of various sources of



knowledge. The student demonstrates cognitive openness and readiness to transfer acquired knowledge.

### Course objective

Transfer of basic knowledge in the field of adult teaching and key methodical skills to conduct training in the field of occupational health and safety and ergonomics.

### Course-related learning outcomes

#### Knowledge

- The student knows the legal requirements for education in the field of safety, health and ergonomics in the work environment P7S\_WG\_03
- The student knows the structure of training classes, types and characteristics of the most important principles of education and the range of traditional and activating methods of education, useful in education in the field of BHPP7S\_WG\_03

#### Skills

- Student is able to properly choose the sources and information from them in relation to educational methods, techniques and tools, also in remote mode. P7S\_UW\_01
- Student is able to prepare and present a selected fragment of a training module in the field of occupational health and safety. P7S\_UW\_02
- Student is able to present a technical / organizational problem within ergonomics and occupational safety by means of properly selected means. P7S\_UK\_01

#### Social competences

- The student is aware of the responsibility for the education processes of other people, understands the non-technical effects of engineering activities, including the humanistic aspects of work in the field of occupational health and safety. P7S\_KR\_02

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

forming assessment:

knowledge is verified by a colloquium on modern teaching techniques (after the second teaching unit). The test has a written form and a mixed nature of tasks (open and closed questions). Skills are verified by assessing the implementation of independent and team sadanas and activity. Social competences verified by discussion with students.

Summative rating:

final test - oral form: presenting a fragment of a training module in the field of health and safety at work and / or ergonomics + average of partial grades.

### Programme content



1. Didactics as a process. Adult didactics - Kolb series in teaching. Teaching methods used during trainings (giving, problematic, displaying, programming, practical).
2. Games and exercises activating the group ("energizers", socializing, verification, e-learning).
3. Stages of the training cycle. Group dynamics.
4. Instruction as an example of training on occupational safety.
5. Situations difficult to work with a group. Practical guidelines for designing security training and crisis management.

### Teaching methods

multimedia presentation constituting the background for seminar and panel discussions; case method, simulation method, staging method.

### Bibliography

#### Basic

1. Sadłowska-Wrzesińska J., Lewicki L., Podstawy bezpieczeństwa i zdrowia w pracy, Wydawnictwo WSL, Poznań 2018.
2. Łaguna M., Szkolenia. Jak je prowadzić, by..., GWP, Gdańsk 2014.
3. Sadłowska-Wrzesińska J., Nejman Ż., Krupa P., Szkolenia w roli pozapłacowego czynnika motywacji pracowniczej, "Ekonomika i Organizacja Przedsiębiorstwa", nr 8 (811), Wydawnictwo ORGMASZ, 2017.
4. NAUKA O PRACY - BEZPIECZEŃSTWO, HIGIENA, ERGONOMIA. Pakiet edukacyjny dla uczelni wyższych, dostęp: <http://nop.ciop.pl/>

#### Additional

Literatura uzupełniająca:

1. Detz J., Sztuka przemawiania. Nie co mówić, ale jak mówić, GWP, Gdańsk 2008.
2. Fortuna P., Łaguna M., Przygotowanie szkolenia, GWP Sopot 2015.

### Breakdown of average student's workload

|   | Hours | ECTS |
|---|-------|------|
| Total workload  | 25    | 1,0  |
| Classes requiring direct contact with the teacher   | 10    | 0,5  |
| Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup> | 15    | 0,5  |

<sup>1</sup> delete or add other activities as appropriate