



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Monitoring of results in occupational health and safety management systems

### Course

Field of study

Safety Engineering

Area of study (specialization)

Integrated Management of Safety in Organization

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

10

Tutorials

10

Laboratory classes

Projects/seminars

10

Other (e.g. online)

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

Agnieszka Misztal, Ph.D., D.Sc., Eng.

Professor at Poznan University of Technology

e-mail: [agnieszka.misztal@put.poznan.pl](mailto:agnieszka.misztal@put.poznan.pl)

phon: 61 6653437

Faculty of Engineering Management

Institute of Safety and Quality Engineering

ul. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Anna Mazur, Ph.D., Eng.

e-mail: [anna.mazur@put.poznan.pl](mailto:anna.mazur@put.poznan.pl)

phon: 61 6653365

Faculty of Engineering Management

Institute of Safety and Quality Engineering

ul. Rychlewskiego 2, 60-965 Poznań

### Prerequisites



Student should have basic knowledge in the field of quality management, pro-quality systems and principles, as well as systemic ensuring work safety, be able to interpret basic concepts and rules related to safety, and be aware of the importance of managing occupational health and safety.

### Course objective

Shaping understanding of essence and practical skills of organization and conducting monitoring of results in OHS management systems.

### Course-related learning outcomes

#### Knowledge

- knows issues of work safety and system management in this area (P7S\_WG\_02),
- knows the issues of monitoring threats and their effects in the work environment (P7S\_WG\_05),
- knows issues in the field of management and safety of work (P7S\_WG\_08),
- knows the standards for monitoring results in OHS management systems (P7S\_WK\_02),
- knows the basic methods, techniques, tools and equipment for monitoring operational activities related to identified threats, risks and opportunities (P7S\_WK\_03),
- knows the basic ethical categories necessary for supervising processes (P7S\_WK\_04),

#### Skills

- is able to properly select sources and information from them for the purpose of auditing in order to assess, critically analyze and synthesize this information, formulate conclusions and comprehensively justify the opinion (P7S\_UW\_01),
- is able to apply various audit techniques to communicate in a professional environment and in other environments (P7S\_UW\_02),
- is able to recognize system and non-technical aspects as well as socio-technical, organizational and economic aspects during the audit (P7S\_UW\_03),
- is able to make a critical analysis of the way it functions and evaluate existing technical solutions in terms of their importance in the health and safety management system (P7S\_UW\_06),
- is able to present by means of properly selected means the scope of the prepared audit (P7S\_UK\_01),
- is able to identify changes in requirements, standards, regulations and technical progress that are the basis for OHS management systems, and based on them determine the needs to supplement own and other knowledge (P7S\_UU\_01),

#### Social competences

- is aware of recognition of cause and effect relationships in the implementation of audit and ranking the significance of alternative or competitive tasks (P7S\_KK\_01),



- is aware of recognition of the importance of knowledge in solving problems during the audit of the OHS management system and continuous improvement (P7S\_KK\_02),
- is aware of responsibility for own work and readiness to comply with the principles of teamwork and taking responsibility for jointly implemented audit tasks (P7S\_KR\_02).

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:

- tutorials: current assessment (on a scale of 2 to 5) of the tasks assigned,
- projects: ongoing assessment of the progress of work on the selected project,
- lectures: discussion on lectures (partial points).

Summative rating:

- tutorials: average of partial tasks; credit after passing at least 3.0,
- projects: assessment of the submitted solution of the selected project; credit after passing at least 3.0,
- lectures: oral test in the last week of the semester (answers to 3 open questions from the content presented in the lecture; each question scored on a scale of grades from 2 to 5; partial points may increase the final grade).

For those willing, an additional opportunity to take the placement test to obtain a certificate of completion of the internal auditor course.

### Programme content

Lecture: Supervision and control, types and control systems. Assessment of compliance with requirements of ISO 45001 and legal requirements. Monitoring operational activities related to identified threats, risks and opportunities. Monitoring the implementation and achievement of health and safety goals. Information documentation rules. Types of audits, methods and principles of auditing. Management review.

Tutorials: Requirements for maintaining documented information. Defining scope, methods, criteria and frequency of results monitoring. Documenting and analyzing monitoring results. Maintenance and checking of measuring equipment. Planning and documenting audits and management review. Identifying incompatibilities. Corrective Action.

Project: Procedure for monitoring results in OHS Management Systems together with the necessary forms for the needs of the selected enterprise.

### Teaching methods

Problem lecture, exercises with documentation, exercises with ISO 45001, case study (checklist, forms), design method in relation to a real example.

### Bibliography



Basic

1. PN-ISO 45001 Systemy zarządzania bezpieczeństwem i higieną pracy. Wymagania i wytyczne stosowania. PKN, Warszawa 2018.
2. Dahlke G. (2013), Zarządzanie bezpieczeństwem pracy i higieną pracy. Modele systemowego zarządzania bezpieczeństwem i higieną prac, Wydawnictwo Politechniki Poznańskiej, Poznań.
3. Łunarski J. (red.) (2006), Systemy zarządzania bezpieczeństwem w przedsiębiorstwie, OW Politechniki Rzeszowskiej, Rzeszów.
4. Jasiulewicz-Kaczmarek M., Misztal A. (2014), Projektowanie i integracja systemów zarządzania projekcyjnego, Wydawnictwo Politechniki Poznańskiej, Poznań.
5. Gołaś H., Mazur A. (2011), Wdrażanie systemu zarządzania jakością, Wydawnictwo Politechniki Poznańskiej, Poznań.

Additional

1. Łuczak B., Kuklińska D. (2007), Audi/tyty i audi/ytowanie, Wydawnictwo WSB, Poznań 2007.
2. Pawłowska Z., Podgórski D. (red.) (2004), Podstawy systemowego zarządzania bhp, CIOP, Warszawa.
3. Karczewski J.T. (2000), System zarządzania bezpieczeństwem pracy, ODDK, Gdańsk.

**Breakdown of average student's workload**

	Hours	ECTS
Total workload	45	3,0
Classes requiring direct contact with the teacher	30	2,0
Student's own work (literature studies, preparation for tutorials, data collection, project preparation, preparation for tests) <sup>1</sup>	15	1,0

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