COURSE DESCRIPTION CARD - SYLLABUS

Course name
The audit of OHS 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
0
Projects/seminars
10
Other (e.g. online)
0

Number of credit points

3

Lecturers

Responsible for the course/lecturer:
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Responsible for the course/lecturer:
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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

Developing understanding of theoretical aspects and practical skills in auditing occupational health and safety systems

Course-related learning outcomes

Knowledge

- knows issues of work safety and system management in this area (P7S_WG_02),

- knows the issues of risk analysis, 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 requirements of ISO 45001 in terms of criteria for auditing the occupational health and safety management system (P7S_WK_02),

- knows the basic methods, techniques and rules for auditing health and safety management systems, also using information technologies, information protection and computer support (P7S_WK_03),

- knows the auditor's code of ethics (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:
a) classes: current assessment (on a scale of 2 to 5) of the tasks assigned,
b) projects: ongoing assessment of the progress of work on the selected project,
c) lectures: discussion on lectures (partial points).

Summative rating:
a) classes: average of partial tasks; credit after passing at least 3.0,
b) projects: assessment of the submitted solution of the selected project; credit after passing at least 3.0,
c) 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: Interpretation of ISO 45001 in terms of auditor requirements, documenting information and searching for objective evidence. Introduction to auditing (types of audits, audit methods and principles, auditor competence). Audit preparation. Conducting audit activities.

Tutorials: Requirements for maintaining documented information. Preparation of an audit for an example case study. Audit scenes. Identifying incompatibilities. Audit documentation.

Project: OHS audit procedure with the necessary forms for the needs of the selected enterprise.

Teaching methods

Problem lecture, video examples, staging method - situational scenes, documentation exercises, exercises with ISO 45001 standard, case study (checklist, forms), design method in relation to the real example.

Bibliography

Basic

1. PN-ISO 45001 Systemy zarządzania bezpieczeństwem i higieną pracy. Wymagania i wytyczne stosowania. PKN, Warszawa 2018.
2. PN-EN ISO 19011 Wytyczne dotyczące auditowania systemów zarządzania. PKN, Warszawa 2018.
3. Łunarski J. (red.) (2006), Systemy zarządzania bezpieczeństwem w przedsiębiorstwie, OW Polit. Rzeszowskiej, Rzeszów.
4. Jasiulewicz-Kaczmarek M., Misztal A. (2014), Projektowanie i integracja systemów zarządzania projakościowego, 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/yty i audi/ytowanie, Wydawnictwo WSB, Poznań.
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	75	3,0
Classes requiring direct contact with the teacher	30	2,0
Student's own work (literature studies, preparation for classes, data collection, project preparation, preparation for tests) [1]	45	1,0

[1] delete or add other activities as appropriate