



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Organization, tasks and work methods of occupational health and safety services

### Course

Field of study

Year/Semester

Safety Engineering

2/4

Area of study (specialization)

Profile of study

general academic

Level of study

Course offered in

First-cycle studies

Polish

Form of study

Requirements

part-time

elective

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

8

Tutorials

Projects/seminars

10

10

### Number of credit points

4

### Lecturers

Responsible for the course/lecturer:

Responsible for the course/lecturer:

Ph.D., Eng. Adam Górný,

Mail to: adam.gorny@put.poznan.pl

Phone: 61 665 34 08

Faculty of Engineering Management,

ul. J. Rychlewskiego 2, 60-965 Poznań

### Prerequisites

The student is able to correctly identify irregularities occurring in the work environment and indicate technical and organizational measures to improve working conditions. The student is aware of the need to supervise working conditions.

### Course objective

Obtaining knowledge about the principles, manner and scope of activities of the services responsible for the safety of employees and the ability to perform the tasks of the OHS service in the workplace.



## Course-related learning outcomes

### Knowledge

- has completely knows in the issues of technical safety, safety measures and solutions, occupational health and safety and the identification of hazards and assessment of their consequences [K1\_W02],
- has knowledge of the creating principles and developing forms of individual entrepreneurship and problems resulting from the activities of enterprises in the market environment [K1\_W13].

### Skills

- is able to properly choose the sources and scope of information derived from them, and conduct critical analysis and synthesis of obtained information [K1\_U01],
- is able to participate in the debate and present, using properly selected tools, a problem that falls within the framework of safety engineering [K1\_U09],
- is able to identify changes in requirements, standards, regulations and norms aimed at adapting them to technical progress and the reality of the labor market and, on their basis, indicate the need to supplement knowledge and skills [K1\_U12]

### Social competences

- is aware of the importance of knowledge for obtaining the ability to effectively solve problems in the field of safety engineering and to obtain opportunities for continuous improvement [K1\_K02],
- is able to initiate activities related to the formulation and transfer of information to all interested parties and cooperate in society in the field of safety engineering [K1\_K05],
- is aware of the responsibility for its own work and ready to comply with the principles of teamwork and be responsible for jointly implemented tasks [K1\_K07]

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

### Formative assessment:

- in the scope of tutorials: on the basis of reports on independently performed tasks,
- in the scope of project classes: based on the progress of work on the project,
- in the scope of lectures: on the basis of partial tests covering the discussed issues.

### Summative rating:

- in the scope of tutorials: average grade of partial grades for submitted reports,
- in the scope of project classes: assessment of the completed project task,
- in the scope of lecture classes: partial tests during lectures and final test in which at least one answer is correct (the answer is scored as 0 or 1), or written answers to open questions; a positive pass the student receives after obtaining at least 51% of points a possible to obtain.

## Programme content



Lecture: Work protection system. Structure of the national supervision system over the state of working conditions. Employer's obligations in the field of occupational safety. Qualifications and employment rules in the OHS service. The role and tasks of the OSH service in the workplace, functioning and role in the structure of OSH requirements. Work methods of the OHS service. Carrying out checks on compliance with health and safety rules and regulations. Preparation of health and safety analyzes. Assessment of plans and documentation for the modernization of the workplace. Assessment of compliance with health and safety requirements by commissioned construction works in which work rooms, production equipment and other measures affecting working conditions are foreseen. Assessment of compliance with health and safety requirements in applied and newly introduced production processes. Cooperation with the cells and services of the workplace and external institutions in the implementation of tasks in the field of health and safety. Popularizing the issues of occupational health and safety.

Classes: practical implementation of the issues presented during the lecture.

Project classes: designing a procedure for the implementation of tasks included in the obligations of OHS service.

### Teaching methods

Lecture classes are conducted in the form of an informational lecture supported by a multimedia presentation.

Tutorials are conducted using the case method, based on solving practical examples (tasks). During the exercises, a round table discussion takes place. Preparation for tutorials requires student's independent work, including work with a book.

Project classes are conducted on the basis of case studies with the use of scoring (graded) discussion; students work (carry out tasks) in predetermined groups. Project classes require an independent (in consultation with the teacher) solution of the problem (including the duties of an employee of the OSH service in the workplace).

### Bibliography

#### Basic

1. Legal documents regarding the functioning of supervision units over the conditions of work performance.

#### Additional

1. Górny A., Ergonomics in the OSH service training, conducted at Poznan University of Technology, [in:] J.S. Marcinkowski (ed.), Ergonomics education at the technological university, p. 87 - 100, Publishing House of Poznan University of Technology, Poznan, 2012.

2. Górny A., Kształtowanie kompetencji pracowników służby BHP w ramach studiów podyplomowych realizowanych w Politechnice Poznańskiej, [w:] W. Horst (red.), Prewencja ergonomiczna schorzeń uwarunkowanych pracą, ss. 7-20, Wydawnictwo Politechniki Poznańskiej, Poznań, 2009.



3. Górny A., Rembiasz M., Assessment of the compliance of OSH competences with student expectations in the post-graduate programs offered by the Poznań University of Technology, [in:] I. Bondrea, C. Simion and M. Ință (eds.), MATEC Web of Conferences (8th International Conference on Manufacturing Science and Education, MSE 2017 "Trends in New Industrial Revolution"), 2017, vol. 121 (2017), no 11010.
4. Koradecka D. (red.) (2000), Nauka o pracy - bezpieczeństwo, higiena, ergonomia, cz. 1 - 8, Centralny Instytut Ochrony Pracy, Warszawa.

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	80	4,0
Classes requiring direct contact with the teacher	28	1,5
Student's own work (literature studies, preparation for exercises, preparation of reports on independent work, preparation of a project task, preparation for tests) <sup>1</sup>	52	2,5

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