COURSE DESCRIPTION CARD - SYLLABUS

Course name
Audit of occupational health and safety management systems [N2IBiJ1-JiEwBP>ASZ]

Course

Field of study
Safety and Quality Engineering

Year/Semester
1/2

Area of study (specialization)
Quality and Ergonomics in Work Safety

Profile of study
general academic

Level of study
second-cycle

Course offered in
Polish

Form of study
part-time

Requirements
compulsory

Number of hours

Lecture
10

Laboratory classes
0

Other
0

Tutorials
10

Projects/seminars
10

Number of credit points

4,00

Coordinators

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Lecturers

Prerequisites

Student should have basic knowledge in the field of quality management, pro-quality systems and principles, as well as systemic ensuring work safety. Student should 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:
1. Student knows in depth the methods and theories used in solving the problems of modern safety engineering, ergonomics and occupational safety and in a safety management [K2_W03].
2. Student knows in-depth development trends and good practices regarding security management in organizations in local and global terms [K2_W04].
3. Student has structured and theoretically based knowledge of quality and a safety management, systemic approach to management, system integration and auditing of management systems in

organizations [K2_W08].

Skills:
1. Student is able to develop and properly apply methods and tools for solving complex problems characteristic of the area of safety engineering, ergonomics and work safety, or select and apply existing and known methods and tools. [K2_U03].
2. Student is able to identify changes in requirements, standards, regulations, innovations and technical progress as well as economic reality and to use them properly in solving problems in the field of safety engineering, ergonomics and occupational safety [K2_U06].
3. Student is able to identify and recognize threats in the work environment, assess their impact on the individual, organization and its stakeholders, and indicate methods of conduct aimed at minimizing the effects of threats [K2_U10].

Social competences:
1. Student correctly identifies and resolves dilemmas related to broadly understood security, understands the need to make the public aware of the need to shape security in various areas of the organization's functioning [K2_K02].
2. Student is ready to initiate activities related to improving safety [K2_K03].

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: The knowledge acquired during the lecture is verified by one 45-minute test carried out during the 5th lecture. The test consists of 15 to 20 questions (test and / or open-ended), with different scores. Passing threshold: over 51%..
Tutorials: The skills acquired during the exercises are verified on the basis of the current assessment of the assigned tasks and on the basis of the activity in the classroom. Passing threshold: over 51% points.
Project: Skills acquired during project classes are verified on the basis of partial evaluation of the progress of the project stages, project defense, final evaluation. Passing threshold: over 51% of points.The grading scale is consistent with the principles described in the Study Regulations.
For people who obtained more than 70% of the final test points, it is possible to obtain a certificate of completion of the internal auditor course..

Programme content

The program includes Interpretation of the ISO 45001 and 19011 standards in terms of the requirements of an internal auditor.

Course topics

Lecture: Interpretation of ISO 45001 and ISO 19011 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

Lecture: multimedia presentation, illustrated with examples given on the blackboard.
The lecture is conducted using distance learning techniques in a synchronous mode.Acceptable platforms: eMeeting, Zoom, Microsoft Teams.
Tutorials: a multimedia presentation, illustrated with examples given on the board, constituting the basis for the implementation of the tasks given by the teacher. The class uses the classic problem method, as well as the method of cases and exercises.
Project: multimedia presentation, illustrated with examples given on the board, constituting the basis for the implementation of the tasks given by the teacher. During the classes, the practice and design method is used.

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.
6. Pacana A., Systemy zarządzania bezpieczeństwem i higieną pracy zgodnie z ISO 45001:2018, Oficyna wydawnicza Politechniki Rzeszowskiej, 2020.

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.
4. Ewertowski T. (2018), Doskonalenie systemu zgłaszania zdarzeń niepożądanych w organizacjach w kontekście wdrażania przez nie normy ISO 45001:2018 / Zeszyty Naukowe Politechniki Poznańskiej. Organizacja i Zarządzanie - 2018, nr 78, s. 19-34
5. Ewertowski T. Kubicka K. (2020), Impact of occupational health and safety management system on the performance of occupational health and safety in a selected construction company - a case study / W: Proceedings of the 36th International Business Information Management Association Conference (IBIMA), 4-5 November 2020, Granada, Spain. Sustainable Economic Development and Advancing Education Excellence in the era of Global Pandemic / red. Khalid S. Soliman: International Business Information Management Association, IBIMA, 2020 - s. 6601-6612.
6. Staszkiewicz P., Audit : an introduction to international standards on auditing, Warsaw School of Economics, 2015.

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	70	3,00