



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Organization, tasks and work methods of occupational health and safety services [S1IBIJ1>OZMP]

### Course

Field of study

Safety and Quality Engineering

Year/Semester

2/4

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

full-time

Requirements

elective

### Number of hours

Lecture

15

Laboratory classes

0

Other

0

Tutorials

15

Projects/seminars

15

### Number of credit points

4,00

### Coordinators

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### Lecturers

### 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

Acquiring knowledge regarding the principles, method and scope of operation of the occupational health and safety service in the enterprise. Learning the principles of operation of external supervision units supporting the functioning of the occupational health and safety service in the enterprise.

### Course-related learning outcomes

Knowledge:

1. The student 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]
2. The student has in depth knowledge of the characteristic related with identification, analysis and risk assesment related with the organization of occupational health and safety services in the working

environment. [K1\_W03]

3. The student 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:

1. The student is able to properly choose the sources and scope of information derived from them, and conduct critical analysis and synthesis of obtained information related with the organization of occupational health and safety services. [K1\_U01]

2. The student is able to apply various techniques to communicate in professional to indicate the tasks and apply the work methods of occupational health and safety services. [K1\_U02]

3. The student is able to identify changes in requirements, standards, regulations and norms related with occupational health and safety services 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:

1. The student is aware of the importance of knowledge for obtaining the ability to effectively solve problems in the field of safety and quality engineering and to obtain opportunities for continuous improvement. [K1\_K02]

2. The student is aware of the responsibility for its own work and ready to comply with the principles of teamwork and be responsible for jointly implemented issues related with designing a procedure for the implementation of tasks included in the obligations of OHS service. [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 in accordance with the assessment rules communicated before the classes), or written answers to open questions; a positive pass the student receives after obtaining at least 51% of points as possible to obtain.

## Programme content

Issues determining the functioning of occupational health and safety service employees in an enterprise. Learning about the tasks, responsibilities and rights of all participants in work processes.

## Course topics

Lecture: Work protection system. Structure of the national supervision system over the state of working conditions. Qualifications and employment rules in work safety services. The role and tasks of the work safety service in the workplace. Carrying out checks on compliance with health and safety rules and regulations. Conducting control of compliance with the provisions and rules of operation of enterprises in the field of ensuring safety. 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 safety requirements in applied and newly introduced production processes.

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

Project classes: designing a procedure for the implementation of tasks included in the duties of an employee responsible for the state of safety.

## 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. praca zbiorowa (2022), Poradnik służby BHP, Wydawnictwo TARBONUS, Kraków.
2. Kryczka S. (2022), 22 zadania służby bhp – omówienie z komentarzem, Wiedza i Praktyka, Warszawa.
3. 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                                                                                                                          | 100   | 4,00 |
| Classes requiring direct contact with the teacher                                                                                       | 45    | 2,00 |
| Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation) | 55    | 2,00 |