



**IDFC 1007**  
**Industrial Safety Procedures**  
**COURSE SYLLABUS HYBRID**  
**Fall Semester 2016**

**\*\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary. \*\*\*\***

**Semester:** Fall 2016

**Course Title:** Industrial Safety Procedures

**Course Number:** IDFC 1007

**Credit Hours/ Minutes:** 2/ 2250

**Class Location:** bldg 6, Room # 6102

**Class Meets:** Monday-Thursday 9:31AM-12:40PM from 8/15/16-9/12/16

**CRN:** 20163

**Instructor:** Tony Criswell

**Office Hours:** Monday- 8:15AM-9:15AM and 2PM-4PM; Tuesday 1PM-4PM; Wednesday 8:15AM-9:15AM and 1PM-2PM; Thursday 1PM-2PM

**Office Location:** Room 6102 Building 6

**Email Address:** [tcriswell@southeasterntech.edu](mailto:tcriswell@southeasterntech.edu)

**Phone:** 478-289-2235

**Tutoring Hours:** 2:15pm-3:30pm Monday & Tuesday

**Preferred method of contact:** E-mail

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**REQUIRED TEXT:**

- Safety, DC and AC Circuits, , ISBN 978-1-323-36156-6
- AHA/Heartsaver First Aid/CPR AED Combo Book 978-1-61669-017-5

**REQUIRED SUPPLIES & SOFTWARE:** None

**COURSE DESCRIPTION:** : Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment.

**MAJOR COURSE COMPETENCIES:** Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**PREREQUISITE(S):** [Provisional Admission](#)

**COURSE OUTLINE:**

1. Introduction to OSHA Regulations
2. Safety Tools, Equipment, and Procedures
3. First Aid and Cardiopulmonary Resuscitation

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS:** Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Students are responsible for policies and procedures included in the *STC Catalog*. **Electrical Construction Technology program students must earn a minimum grade of C in this course.**

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

### **GRADING POLICY**

Module Exams	30%
Performance Evaluations	50%
Discussion Board	5%
On-Line Course Test	5%
Review Questions	10%
Total	100%

### **GRADING SCALE**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

**TCSG GUARANTEE/WARRANTY STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**IDFC 1007 INDUSTRIAL SAFETY PROCEDURES PLAN  
FALL SEMESTER 2016**

**ITEMS THAT ARE COLORED RED ARE ON-LINE  
ITEMS THAT ARE COLORED BLUE ARE DONE ON CAMPUS**

DATES	MODULE	OBJECTIVES	ASSIGNMENTS		Comp Area Gen. Ed Comp
<b>August 15</b>	<b>Fall Semester Begins</b>		<b>Classroom</b>	<b>Hybrid</b>	
<b>Begin August 15</b> <b>Take Module Exam August 22</b>	Basic Safety-Module 00101-15	<ul style="list-style-type: none"> <li>Explain the idea of a safety culture and its importance in the construction crafts.</li> <li>Identify causes of accidents and the impact of accident costs.</li> <li>Explain the role of OSHA in job-site safety.</li> <li>Explain OSHA's <i>General Duty Clause</i> and <i>1926 CFR Subpart C</i>.</li> <li>Recognize hazard recognition and risk assessment techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom Lecture on Basic Safety and OSHA Regulations</li> <li>Complete Module 00101-15 Performance Profile Sheet with instructor</li> <li>Take the Module 00101-15 Exam in class</li> </ul>	<ul style="list-style-type: none"> <li>Read Module 00101-15 of the Trainee Guide</li> <li>PowerPoint on Basic Safety</li> <li>Online Course on Hazard Communication</li> <li>Online Course on Personal Protective Equipment</li> <li>Discussion Board on Safety</li> <li>Answer the module review questions</li> </ul>	1 A,C,D
<b>Begin August 23</b> <b>Take Module Exam August 29</b>	Introduction to Material Handling-Module 00109-15	<ul style="list-style-type: none"> <li>Define a load.</li> <li>Establish a pre-task plan prior to moving a load.</li> <li>Use proper materials-handling techniques.</li> <li>Choose appropriate materials-handling equipment for the task.</li> <li>Recognize hazards and follow safety procedures required for materials handling.</li> </ul>	<ul style="list-style-type: none"> <li>Intro to Material Handling Lecture</li> <li>Complete Module 00109-15 Performance Profile Sheet with instructor</li> <li>Take the Module 00109-15 Exam in class</li> </ul>	<ul style="list-style-type: none"> <li>Read Module 00109-15 of the Trainee Guide</li> <li>PowerPoint on Introduction to Material Handling</li> <li>Online Course on Back Safety</li> <li>Discussion Board on Back Safety</li> <li>Answer the module review questions</li> </ul>	2 A,C,D
<b>Begin August 29</b> <b>Take Module Exam August 31</b>	Introduction to Hand Tools-Module 00103-15	<ul style="list-style-type: none"> <li>Recognize and identify some of the basic hand tools and their proper uses in the construction trade.</li> <li>Visually inspect hand tools to determine if they are safe to use</li> <li>Safely use hand tools</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Hand Tools Lecture and Demonstration</li> <li>Complete Module 00103-15 Performance Profile Sheet with instructor</li> <li>Take the Module 00103-15 Exam in class</li> </ul>	<ul style="list-style-type: none"> <li>Read Module 00103-15 of the Trainee Guide</li> <li>PowerPoint on Introduction to Hand Tools</li> <li>Watch the Video on Electrician Tools</li> <li>Discussion Board on Hand Tools</li> <li>Answer the module review questions Complete</li> </ul>	2 A,C,D
<b>Begin August 31</b> <b>Take Module Exam September 7</b>	Introduction to Power Tools-Module 00104-15	<ul style="list-style-type: none"> <li>Identify power tools commonly used in the construction trades.</li> <li>Use power tools safely.</li> <li>Explain how to maintain power tools properly.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Power Tools Lecture</li> <li>Complete Module 00104-15 Performance Profile Sheet with instructor</li> <li>Take the Module 00104-15 Exam in class</li> </ul>	<ul style="list-style-type: none"> <li>Read Module 00104-15 of the Trainee Guide</li> <li>Look at the 2 module 4 slide presentations on Blackboard</li> <li>Watch the Video on Hand and Power Tool Safety</li> <li>Answer the module review questions</li> </ul>	2 A,C,D
<b>Begin September 7</b> <b>Take Module Exam September 12</b>	CPR First Aid	<ul style="list-style-type: none"> <li>Discuss and perform Adult CPR</li> <li>Discuss and perform Infant/ Child CPR</li> <li>Discuss and perform different First Aid Techniques</li> </ul>	<ul style="list-style-type: none"> <li>Complete CPR Hands-on and Exam</li> <li>Complete First Aid Hands-on and Exam</li> </ul>	<ul style="list-style-type: none"> <li>Read the AHA/Heartsaver First Aid/CPR Combo Book</li> <li>Answer the review questions in the AHA/Heartsaver First Aid/CPR Combo Book</li> <li>Discussion Board CPR/ First Aid</li> </ul>	3 A,C,D
<b>COURSE COMPETENCIES:</b> 1. Introduction to OSHA Regulations 2. Safety Tools, Equipment, and Procedures 3. First Aid and Cardiopulmonary Resuscitation			<b>GENERAL EDUCATION CORE COMPETENCIES:</b> A. The ability to utilize standard written English. B. The ability to solve practical mathematical problems. C. The ability to read, analyze, and interpret information.		