



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE - FALL 2012

AD 0102 - WORKPLACE ESSENTIAL SKILLS 5 (0-0-5) 75 hours

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OFFICE HOURS: TBA

PREREQUISITE(S)/COREQUISITE:

Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0102. For admission information, refer to <http://www.gprc.ab.ca/programs/details.html?ID=56> (This course is offered primarily to sponsored students.)

REQUIRED TEXT/RESOURCE MATERIALS:

Workplace Essential Skills Course Pack available in the GPRC Bookstore.

CALENDAR DESCRIPTION:

In this course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

CREDIT/CONTACT HOURS:

5.0 credits/75 hours

DELIVERY MODE(S):

AD0102 is a lecture and discussion-based course that takes advantage of contact with individuals with specific credentials, career practitioners and relevant employers having current health and safety knowledge/experience. Several computer and media-based resources are available. Most activities, assignments and tests are completed within class time.

OBJECTIVES (OPTIONAL):

See Course Schedule/Tentative Timeline.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

Assignments and Reading Quizzes 60%

Part-time Employment Readiness Project 10%

Exam 1 (Job Safety Skills Society HS 3000) 15%

Exam 2 (Job Safety Skills Society HS 3010) 15%

In order to obtain certificates, students must pass these exams with at least 70%.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

There are topic-specific class assignments including a work place health and safety audit as well as several short quizzes.

Job Skills Safety Society credentials may be earned if you receive 70% or better on the combined multiple choice and short answer exams. You will receive a Certificate of Basic Safety (Levels 1 and 2) directly from the Society upon completion of the course.

STUDENT RESPONSIBILITIES:

The Academic Upgrading Department is an adult education environment. Your rights and responsibilities as a student are outlined in a College's policy available on website.

http://moodle.gprc.ab.ca/pluginfile.php/135664/mod_resource/content/1/1.4.2%20%20Student%20Rights%20and%20Responsibilities%20Policy%3B%20GPRC.pdf

Since this is a workshop-style course, attendance is a requirement. If you miss more than 15 percent of classes per semester, you may be debarred from the Society exams. It is your responsibility to **notify your instructor of any extenuating circumstances** as they happen. Arrangements to accommodate these occasional absences can usually be made.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Topic		Time Requirement
A1. Introduction to Safety: From Past to Present	<ul style="list-style-type: none"> ■ Define the terms: Safety, Accident, Incident ■ Explain the difference between past and present views of safety. ■ Explain the difference between “Direct Costs” and “Indirect Costs” ■ List 3 types of controls: Engineering, Administrative, Basic/Point-of-Contact ■ Describe purpose of Safety Management Systems 	2.5 weeks
A2. Hazards: What are They?	<ul style="list-style-type: none"> ■ Define and describe the term “Hazards.” ■ Explain the importance of identifying workplace hazards. ■ Identify the 5 major types of hazards and give examples for each type. ■ Identify and list hazards found in a selected workplace. 	
A3. Causation: From Theory to Practice	<ul style="list-style-type: none"> ■ Define the terms: “Loss Control”, “Causation.” ■ Identify and describe the key components of a loss control system. ■ Explain the relationship between injury, damage, loss and causation. 	
A4. Hazard and Risk Assessment and Controls	<ul style="list-style-type: none"> ■ Describe the process of hazard and risk assessment. ■ Explain the relationship among hazard identification, hazard assessment and hazard controls. ■ Describe how each of the 5 types of hazards may be assessed. ■ Explain and give examples of how hazards may be eliminated or controlled. 	
B1. Fire Safety: What is Fire?	<ul style="list-style-type: none"> ■ Identify and describe the major components of fire. ■ Explain the differences among the 4 classes (A, B, C, D) of fire. 	2.5 weeks (continued on following page)
B2. Fire Safety: Putting Out Fires	<ul style="list-style-type: none"> ■ Explain the meaning of the acronym “REACT.” ■ List how each of the 4 classes of fire may be extinguished. ■ Demonstrate the proper use of a portable fire extinguisher. 	
B3. Fire Safety: Fire Prevention, Detection, Protection	<ul style="list-style-type: none"> ■ List the common causes of fire. 	

<ul style="list-style-type: none"> ■ Explain what to do in the case of fire. ■ Describe how to control the threat of fires in the workplace. ■ Demonstrate how to use a fire extinguisher. ■ Identify different types of fires. 	<p>(continued from previous page) 2.5 weeks</p>	
<p>B4. Fire Safety: Getting Out Alive</p> <ul style="list-style-type: none"> ■ Explain the purpose of a fire escape plan. ■ Prepare a fire escape plan. 		
<p>B5. Electrical Safety</p> <ul style="list-style-type: none"> ■ Explain why electricity can be a hazard. ■ Describe the key parts of a simple electrical system. ■ Explain why electrical wires are insulated. ■ Explain the purpose of a circuit breaker. 		
<p>B6. Ladder Safety</p> <ul style="list-style-type: none"> ■ Identify three types of ladders and describe their uses. ■ Describe safe set-up and use of each type of ladder. ■ Describe and demonstrate how ladders should be inspected, maintained and stored. ■ List ways to protect yourself when preparing to use a ladder. ■ Identify legislation relating to the rating and selection of ladders. 		
<p>B7. Confined Space: Getting In and Out</p> <ul style="list-style-type: none"> ■ Describe various types of confined spaces. ■ Identify the hazards that may be found in different confined spaces. ■ Assess the risk of each hazard in each type of confined space. 		
<p>B8. Confined Space: Before Entering</p> <ul style="list-style-type: none"> ■ Describe the purpose of a “safe work” procedure. ■ Explain the purpose of a “safe work permit.” ■ List the key parts of a safe work permit. 		
<p>C1. Ergonomics: Fitting the Workplace to You</p> <ul style="list-style-type: none"> ■ Define “<i>Ergonomics</i>”. ■ Describe the role of ergonomics in the workplace. ■ Identify and describe ergonomic-related hazards found in various workplaces. ■ Explain the connection between repetitive strain injuries (RSIs) and ergonomics. 		<p>2.5 weeks (continued on following page)</p>
<p>C2. Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> ■ Explain the purpose of personal protective equipment. ■ List 7 types of personal protective equipment. ■ Identify the personal protective equipment used in 5 different types of jobs. 		
<p>C3. Workplace Hazardous Materials Information Materials (WHMIS)</p> <ul style="list-style-type: none"> ■ Define and explain the purpose of Workplace Hazardous Materials Information System (WHMIS). ■ Identify the 3 parts of WHMIS. ■ Identify 6 classes of controlled substances. ■ Identify basic labels used in WHMIS. ■ Describe the information provided on a Material Safety Data Sheet (MSDS). 		

<ul style="list-style-type: none"> ■ Locate specific information on a MSDS. ■ Identify possible entry routes of hazardous materials into the body. ■ Describe employer’s responsibility for providing WHMIS education and training. 	(continued from previous page) 2.5 weeks
C4. Transportation of Dangerous Goods	
<ul style="list-style-type: none"> ■ Explain what is meant by a “dangerous good.” ■ Identify and list examples of the 6 categories of dangerous goods. ■ Explain the key parts of the Transportation of Dangerous Goods regulations. 	
D1. Incident Investigation and Injury Prevention	2.5 weeks (continued on following page)
<ul style="list-style-type: none"> ■ Explain the purpose of an incident investigation. ■ Describe the key components of an incident investigation. ■ Conduct and report on a real or mock injury/incident investigation. ■ Explain how and why incident investigations can help prevent injuries. 	
D2. Job Safety and the Law	
<ul style="list-style-type: none"> ■ Define the terms “<i>employer</i>” and “<i>worker</i>”. ■ Discuss the rights and responsibilities regarding safety for employers. ■ Discuss the rights and responsibilities regarding safety for workers. ■ Explain the meaning of “<i>Imminent Danger</i>.” ■ Explain why you can refuse to do unsafe work and not be fired. 	
D3. The Worker’s Compensation Act	
<ul style="list-style-type: none"> ■ Explain the key features of the Workers’ Compensation Act and what it offers to workers and employers. ■ Describe what to do if you are injured on a job covered by the Workers’ Compensation Act. 	
D4. Workplace Injuries: Are You Covered?	
<ul style="list-style-type: none"> ■ Identify occupations that are covered/excluded under the WCB Act. ■ Identify employer and worker responsibilities when an injury occurs. 	
D5. Employment Standards: Codes and Regulations	
<ul style="list-style-type: none"> ■ Identify legislation relating to employment standards of young persons and adults: Employment Standards Code, Employment Standards Regulations, Employment Standards Guide (provides highlights from Code and Regulations) ■ Describe key items in the Employment Standards Code and Regulations: minimum wages, hours of work, holidays and holiday pay, employment of person(s) (under 18 years) ■ Identify and describe Employment Standards relating to: employment of adolescents (12 to 14 years), employment of young persons (15 to 17 years); employment of persons for working late hours ■ Link key items of the Code to a selected workplace. 	
D6. Safety Audits (optional unit)	
<ul style="list-style-type: none"> ■ Identify the safety audit process. ■ Prepare an outline for a health and safety program. ■ Draft a basic health and safety policy. ■ Conduct hazard assessment in the workplace. ■ Identify hazard controls. ■ Identify safety training needs. 	

<ul style="list-style-type: none"> ■ Prepare and Emergency Response Plan. ■ Conduct and report on a safety audit. 	
D7. Health and Safety Management Systems: The 8 Elements	(continued from previous page) 2.5 weeks
<ul style="list-style-type: none"> ■ Identify and describe the 8 elements (key points) of a health and safety management system (HSMS). ■ Explain why each part of a HSMS is important to workers. ■ Identify and describe the HSMS in a selected workplace. 	
E1. Job Readiness	2.5 weeks
<ul style="list-style-type: none"> ■ 	
Testing	0.5 weeks