

Western OSHA Education Center at Arizona State University**OSHA 6000- Collateral Duty Course for Federal Agencies**Course Syllabus

2.6 Continuing Education Units

Course Instructor: Staff
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Office Hours: All OTI Education Center Instructors are required to allow a half hour before and after each class period to meet with students.

Course Description:

The Occupational Safety and Health Act of 1970 states that the purpose of the Act is “to assure so far as possible every working man and woman in the Nation, safe and healthful working conditions and preserve our natural resources.” Section 19 specifically charges the head of each federal agency with the responsibility to “establish and maintain an effective and comprehensive occupational safety and health programs.” The requirement to have a program consistent with OSHA standards was expanded upon by Executive Order 12196 on February 26, 1980. This order requires each Agency Head to comply with all standards issued under section 6 of the Act except where the Secretary approves compliance with alternative standards. This course covers these provisions of the Act and the responsibilities created under the Presidential Executive Order.

Prerequisite: None

Required Text: Included in the course registration fees and provided on the first day of the course

- 29 CFR 1926 Construction Industry Standards
- 29 CFR 1910 General Industry Standards
- 29 CFR 1960 Basic Program Elements for Federal Employees
- ASU Course Workbook for OSHA #6000

Student Learning Outcomes:

This course introduces federal agency collateral duty (part-time) safety and health personnel to the OSH Act, Executive Order 12196, 29 CFR 1960, and 29 CFR 1910. It enables them to identify basic safety and health hazards in their own workplaces and to effectively assist agency safety and health officers in their inspection and abatement efforts.

- Describe the Occupational Safety and Health Act, 29 CFR 1960, and 29 CFR 1910
- Describe major provisions of Executive Order 12196
- Identify selected safety and health hazards and the corresponding OSHA standards
- Define key elements of a Safety and Health Program
- Explain workplace inspection procedures consistent with established policies, procedures, and directives
- Describe abatement methods for selected safety and health hazards
- Define roles and responsibilities of management employees

Assessments and Evaluation of Student Performance:

A student's performance will be assessed based on the 100% attendance requirement and a written exam given at the end of the course. Students are required to actively participate in course workshops and evaluations.

Grading Scale: CEU: Graded on a CR/NC basis

Course Policies:

Attendance Policy:

Students are expected to attend all class sessions and to be in class on time. No absences are allowed.

Ethics:

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. You are responsible to learn how the Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>) applies to you personally and to this course in particular. Violations of the University Academic Integrity policy will not be ignored. Penalties include reduced or no credit for submitted work, a failing grade in the class, a note on your official transcript that shows you were punished for cheating, suspension, expulsion and revocation of already awarded degrees. In terms of defining specific examples of cheating, the university policy is very simple. Everything is forbidden until the instructor authorizes it. Cheating is doing something that affects an academic evaluation without the instructor's authorization. We will discuss in class what is authorized and that if you want to do anything else, you need to ask the instructor first.

Course Standards

- a. Prior to the start of class, please turn off your cell phones, radios, Ipods and other electronic devices, or set to silent mode, to avoid unnecessary classroom disruptions.
 - i. Taking notes electronically is permitted as long as the use of the device (computer, tablet, etc.) is restricted to use relating to this class
- b. There will be no food or drink consumed, or hats worn in classroom.
- c. Cell phones usage in class is not allowed out of respect to other students.
- d. Students are responsible for ALL reading assignments and class handouts whether or not the material has been covered in class or specifically listed on the syllabus.
- e. Students are expected to bring their text, a calculator, writing tablet or notebook, and appropriate writing materials to every class. No sharing of books, calculators, etc. will be allowed during quizzes or tests so please prepare.
- f. Arizona State University maintains the highest standard for academic honesty and trusts that each student will perform ethically and professionally when preparing required work for this course. Each assignment must represent the student's collective **original** work, even for work designated as **group work**. Although ASU encourages collaboration between students, and faculty, in the sharing of ideas and experiences, **individual work** needs to represent the student's original thought and be distinguishably different from other students work. While discussions between students are encouraged, cheating will not be tolerated. Any student found cheating on an exam, a quiz, or assignment may be given a failing grade for the course and flagrant violations can result in additional consequences. You are cheating if you represent someone else's work as your own or if someone else represents your work as theirs. All graded work (exams, homework assignments, as well as any written exercises or quizzes) in this class must represent your own individual work only. Students may discuss the conceptual aspects of an assignment, but students must turn in their own, independently developed solutions. Grading will include comparing the structure and content of your solution with that of other students. By registration in this class, you are assumed to have read, understand and agreed to this policy, as well as to the procedures conveyed at the web sites below.

ABOR Student Code of Conduct and Student Disciplinary Procedures
<http://students.asu.edu/srr/code>

ASU Academic Integrity Policy:
<http://provost.asu.edu/academicintegrity>

Course Evaluations:

Course evaluations and program surveys are important components of the educational process. Students in this course will complete course evaluation forms distributed during the last day of the course. Evaluation is anonymous.

Statement on Accommodations:

Reasonable accommodations are made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known. The University has designated the Disability Resource Center as the campus coordinating office for the provision and delivery of services and reasonable accommodations that ensure the University's programs, services, and activities are accessible to students with disabilities. The Disability Resource Center is available to assist any student who has a qualified and documented disability. Please contact the Disability Resource Center at 480-965-1234 (Voice) 480-965-9000 (TTY) for additional information.

URL: <http://www.asu.edu/studentaffairs/ed/drc/>

Sample #6000 Course Schedule (Subject to Change):

COURSE NUMBER: 6000				
COURSE NAME: COLLATERAL DUTY COURSE FOR OTHER FEDERAL AGENCIES				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Topic/Instructor	Topic/Instructor	Topic/Instructor	Topic/Instructor	Topic/Instructor
	Subpart D Walking and Working Surfaces HOUR 4	Safety and Health System Program Elements HOUR 10	Site Mock Inspection HOUR 16	Office Safety HOUR 22
	Subpart E&L Means of Egress and Fire Protection HOUR 5	Hazardous Materials Subpart H HOUR 11	Site Mock Inspection (Cont'd) HOUR 17	Post-test, Course Closing, and Evaluation HOUR 23-26
	Machine Guarding Subpart O HOUR 6	Subpart Z Hazardous Communication HOUR 12	Site Mock Inspection (Cont'd) HOUR 18	
Course Opening, Introductions, and Objectives HOUR 1	Lockout Tagout Subpart J 1910.147 HOUR 7	Accident Investigation HOUR 13	Inspection Write-up HOUR 19	
Pre-test OSHA Act, Executive Order, and Part 1960 HOUR 2	Subpart S Electrical HOUR 8	Subpart I Personal Protective Equipment HOUR 14	Inspection Review HOUR 20	
Introduction to Standards and Hazard Violation Workshop HOUR 3	Workshop for Hours 4 - 8 HOUR 9	Workshop for Hours 10 - 14 HOUR 15	Inspection Review HOUR 21	