



## Course Syllabus

### SMFG 352 - Industrial Safety Management – 4.0 Units

**Prerequisite:** ENGL 130 with **C- or higher. Junior standing**

**Course Times:** Tues & Thurs: 12:00-1:50pm

**Course Location:** Online

**Instructor:** Charlie Pooler

**Office:** OCNL 426

**Office Hours:** Monday 2:00 PM to 4:00 PM  
Wednesday 12:00 PM to 2:00 PM, and  
Friday 10:00 AM to 11:00 AM

**Email:** [cjpooler@csuchico.edu](mailto:cjpooler@csuchico.edu)

**Mobile:** 530-519-5439

**Required Textbook and Materials:**

C. Ray Asfahl and David W. Rieske, (2010) *Industrial Safety and Health Management*, 7/Ed  
Upper Saddle River, NJ: Prentice Hall. ISBN-13 978-0134630564

Michael Alley, (2018) *The Craft of Scientific Writing*, 4<sup>th</sup>/Ed, 233 Spring Street, New York,  
NY: Springer. ISBN-13, 978-1441982872

### Course Description

Investigation of effective industrial safety management practices and principles of industrial accident prevention for manufacturing and concrete industries. Topics include examination of current industrial safety practice, governmental safety standards and assistance programs, effective technical writing for safety documentation, environmental sustainability standards, industrial emissions, pollution, and environmental concerns.

### Course Goal

Provide students a thorough study of Health and Safety issues in the manufacturing and concrete industries. Provide students a study of effective industrial safety management practice and the philosophy and principles of industrial accident prevention. Provide students education in technical report writing and presentation.

### Student Learning Objectives

Students will gain understanding and practice of health and safety programs and technical writing techniques for the concrete and manufacturing industries.

### Course Content Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Understand and access OSHA safety regulations for CA and the US industries.
2. Understand the importance of machine guarding for safety.
3. Understand the components of a safety manual and be able to create one.
4. Understand technical writing techniques.
5. Create technical documents.



**Course Usage of Blackboard Learn**

Copies of the course syllabus and major assignments may be found on Blackboard Learn. You are responsible for regularly checking the online resources, which is accessed through the Chico State Portal at <http://portal.csuchico.edu>.

**General**

1. Absences are allowed only for illness or other serious reasons with permission prior to the class. Please communicate with me in the event that you require time away.
2. Students can work together on writing assignments. Copying others work in your report is not allowed. *University policies, due process, and sanctions for academic dishonesty are followed.*
3. Grades will be reduced one full grade for each week assignment is late. Days are rounded up to nearest week. No work will be accepted after December 6th, 2020.
4. Each group report must be signed by each member signifying that each member worked on the paper.
5. The format of the papers is provided in the following pages. We will be using MLA formatting and reference citing.
6. You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. found <http://www.csuchico.edu/catalog/>. You should be aware of the new deadlines and penalties for adding and dropping classes.
7. This is a writing proficiency, WP, course; a grade of C- or better certifies writing proficiency for majors.
8. If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours.

**Grading**

Midterm exam	20%
Final exam	20%
Quizzes/Class Activities	10%
Papers/Homework/Presentations	25%
Reports	<u>25%</u>
	100%



### Grade Distributions

Final grades will be given according to the following distribution after the weighting above has been performed for each category.

Note: This distribution is subject to change over the course of the semester.

A	94-100%
A-	90-93%
B+	88-89%
B	83-87%
B-	80-82%
C+	77-79%
C	70-76%
C-	65-70%
D	55-64%
F	0-54%

**Reports** (All reports will be typed with 1" margins and double spaced.)

#### 1. Literature Review– Resume and literature review for each student

- Each student will write a **Resume**. Take the resume to the career center for critiquing. Rewrite and submit both the original with notes from the career center critique and final resume for grading. Resume format is not MLA, but should be appropriate and attractive to future audience.

**Due: September 24, 2020**

- Each student will write a **Summary Report** on a current article concerning Health and Safety in the Manufacturing or Concrete Industries. (*1 page minimum, MLA format [typed with 1" margins and double spaced, proper reference citation]*).

**Due: October 8, 2020**

- Each student will write a **Summary Report** on selected videos or articles as outlined in the class schedule. (*1 page minimum, MLA format [typed with 1" margins and double spaced, proper reference citation]*). **Continuous**

#### 2. Other Short Papers

- Each student will write a **Paper** on a Tesla's adoption of its current Health and Safety Practices (*1 page minimum, MLA format [typed with 1" margins and double spaced, proper reference citation]*). **Due: September 10, 2020**
- Each student will write a **Work Instructions Document** for Manufacturing or Concrete Company document per the template on BlackBoard Learn. (*4 to 6 pages, MLA format*). **Due: October 22, 2020**
- Each student will present a **Work Instructions Presentation** for Manufacturing or Concrete Company (*5-7min – PowerPoint Suggested*) **Due: November 19<sup>th</sup>, 2020**



**3. Safety Report: long:** Format of the paper is provided in the class folder on BlackBoard Learn.

Students will complete a Safety Procedures Report concerning the safe use of a process, or other notable safety related topic for an existing manufacturing or concrete company that is provided by the instructor. (10 pages minimum, typed with 1” margins and double spaced).

**Due: December 3, 2020**

**Americans with Disabilities Act**

If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Please also contact Accessibility Resource Center (ARC) as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. ARC will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.

**Accessibility Resource Center**

530-898-5959

Student Services Center 170

[arcdept@csuchico.edu](mailto:arcdept@csuchico.edu)

**COVID-19 Face Mask Requirement**

In compliance with the [California Department of Public Health](#) state mandate, Chico State requires that all students, staff, and faculty, wear a face covering in all indoor spaces on campus, including classrooms, labs, studios, and offices, and outside when physical distancing is not possible. Accordingly, all students are required to wear a face mask covering the nose and mouth in order to participate in this course. Failure to comply with this requirement will result in a referral to Student Conduct, Rights, and Responsibilities and disciplinary action being taken against you by the University.

Individuals unable to wear a face covering due to a medical condition should contact the [Accessibility Resource Center](#) by phone at (530) 898-5959 or by email at [arcdept@csuchico.edu](mailto:arcdept@csuchico.edu).

For more information about the state mandate, please visit the [Chico State COVID-19 News & Information](#) page.