



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**OSHA 10  
INR3718 1 Credit Hour**

**Student Level:**

This course is open to students on the college level in either the freshman or sophomore year and to area high school vocational students.

**Catalog Description:**

**INR 3718 - OSHA 10 (1 hr)**

This course will enable the student to identify and understand safety hazards in a business or industrial setting. The principles learned in this course will allow the student to apply theory & guidelines in making a safe workplace.

**Prerequisites:**

None

**Controlling Purpose:**

To provide students with a fundamental knowledge of safety procedures as outlined by OSHA standards.

**Learner Outcomes:**

Upon completion of the course, the student will be able to apply safety guidelines relevant to shop standards.

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

**Units Outcomes and Clock Hours of Instruction for Core Curriculum:**

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

**Evaluation Key:**

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals

- of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

**UNIT 1: General OSHA Information**

Outcomes: Upon completion of this unit, the student will be able to successfully describe the purpose of the Occupational Health & Safety Administration.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Students will be able to state the purpose of the OSHA Act.
						Students will be able to list the function of OSHA.
						Students will describe the rights and responsibilities of employers and employees under the OSHA Act.

## UNIT 2: Personal Protective Equipment

Outcomes: Upon completion of this unit, the student will be able to successfully demonstrate the proper use of Personal Protective Equipment.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Students will be able to list the basic components of PPE and choose correct PPE for various situations.
						Students will outline the general requirements for general safety standards including blood borne pathogens.
						Students will be able to identify & minimize basic safety standards.
						Students will be able to demonstrate lock out-tag out.
						Students will demonstrate proper use of machine guarding.

### UNIT 3: Recordkeeping and Compliance

Outcomes: Upon completion of this unit, the student will be able to successfully demonstrate the proper use of Records and Recordkeeping.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Students will understand basic recordkeeping requirements.
						Students will demonstrate fire protection and fire safety practices/emergency plans.
						Students will be able to complete basic documents for accident causes and accident investigation.
						Students will understand various considerations in an emergency, designing and following an emergency plan.



## UNIT 4: Health & Safety Programs

Outcomes: Upon completion of this unit, the student will be able to successfully demonstrate safe working practices and safety programs.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Students will understand basic safety and health programs.
						Students will understand basic electrical safety for general industry.
						Students will understand basic workplace violence issues.
						Students will understand potentially hazardous situations including solvents and reactive chemicals.

### **Projects Required:**

As assigned

### **Textbook:**

Contact Bookstore for current textbook.

### **Materials/Equipment Required:**

None

### **Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

### **Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

### **Maximum class size:**

Based on classroom occupancy

### **Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.