

SAFETY PROGRAM MANAGEMENT (OSHT 2309_6A1)

CREDIT

3 Semester Credit Hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Face to Face; Tuesdays, 5:30-8:50 p.m.; MPC 103

PREREQUISITE/CO-REQUISITE:

Passed the writing portion of TSI or other accepted testing instrument.

COURSE DESCRIPTION

Examines the major safety management issues that affect the workplace, including safety awareness, loss control, regulatory issues, and human behavior modification.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Develop and implement workplace safety programs.
- Describe cost-benefit analysis and the basic components of human behavior modification.
- Apply the safety-audit process, including recordkeeping requirements.

INSTRUCTOR CONTACT INFORMATION

Instructor:	David Troha, Program Director/Instructor Occupational Safety & Health Technologies
Email:	dtroha@lit.edu
Office Phone:	To be confirmed
Office Location:	MPC 239
Office Hours:	By appointment; current hours posted in Blackboard



**LAMAR INSTITUTE
OF TECHNOLOGY**

Approved:

REQUIRED TEXTBOOK AND MATERIALS

Nine Elements of a Successful Safety and Health System

John Czerniak, CSP, and Don Ostrander, CSP; NSC Press

ISBN: 978-0-87912-257-7

USB flash drive

ATTENDANCE POLICY

Students must log on weekly to Blackboard, review the week's course material, and check their LIT email weekly.

Each student will be required to give a 1-2 minute safety meeting at the beginning of every class. This will be used to take attendance, as well as a daily grade.

If you miss the safety meeting, it cannot be made up. If you are late, you miss the meeting. If you miss the meeting because you are tardy, it is your responsibility to let the instructor know you are present. If not, you will be counted as absent.

Students are expected to attend at least 80% of scheduled class meetings. The following department standard applies:

3 absences or fewer	No point deductions
4 absences	10 points deducted from the calculated course grade
5 absences	20 points deducted from the calculated course grade
6 absences	30 points deducted from the calculated course grade
7 or more absences	Course grade of F

Three late arrivals are counted as one absence. An approved absence permits the student to request make-up work; it does not erase the absence. Written documentation may be required for illness, injury, emergency, or work-related absences.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified date as listed in the College Calendar on the [Student Success](#) web page. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 8/25/26	Course Orientation and Nine Elements	Week 1 PPT; pp. 1-3	
Week 2 9/1/26	Element 1: Management Leadership	Week 2 PPT; pp. 6-19	
Week 3 9/8/26	Element 2: Communications and Documentation	Week 3 PPT; pp. 22-33	Presentation outline due
Week 4 9/15/26	Element 3: Assessments and Improvement	Week 4 PPT; pp. 36-52	
Week 5 9/22/26	EXAM 1: Introduction and Elements 1-3	Review Weeks 1-4	EXAM 1
Week 6 9/29/26	Element 4: Hazard Recognition and Control	Week 6 PPT; pp. 56-72	
Week 7 10/6/26	Element 5: Workplace Design	Week 7 PPT; pp. 74-83	
Week 8 10/13/26	Element 6: Operational Programs	Week 8 PPT; pp. 86-117	
Week 9 10/20/26	EXAM 2: Elements 4-6	Review Weeks 6-8	EXAM 2
Week 10 10/27/26	Element 7: Employee Involvement and JSA	Week 10 PPT; pp. 124-141	Presentations
Week 11 11/3/26	Element 8: Motivation and Behavior	Week 11 PPT; pp. 144-154	Presentations
Week 12 11/10/26	Element 9: Training and Orientation	Week 12 PPT; pp. 156-163	Presentations
Week 13 11/17/26	Case Study: Formosa Plastics	Video and handout	Presentations
Week 14 11/24/26	Case Study: Panama Canal	Video, article, handout	Final presentations
Week 15 12/1/26	EXAM 3: Elements 7-9 and Cases	Review Weeks 10-14	EXAM 3
Week 16 12/8/26	FINAL EXAM - Comprehensive	Comprehensive review	FINAL EXAM

The instructor may adjust topics, readings, activities, or due dates when needed. Changes will be announced in class and through Blackboard.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Class attendance and participation 10%
- Three class tests (3 x 20%) 60%
- Class presentation 10%
- Comprehensive final exam 20%

GRADE SCALE

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

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

BLACKBOARD AND LIT EMAIL

Students must check Blackboard and their LIT email each week. Course announcements, assignments, due dates, grades, and schedule changes will be communicated through these systems. Students are responsible for maintaining access and contacting the LIT Help Desk for login or platform problems.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For this 3-credit-hour course, students should plan for approximately 6-9 hours per week outside class.

ACADEMIC DISHONESTY

Academic honesty is expected on all assignments, examinations, and presentations. Cheating, plagiarism, collusion, unauthorized assistance, falsification of work, or submitting another person's work as one's own may result in a zero and additional action under LIT policy. Students are responsible for reviewing the Academic Dishonesty Policy in the current LIT Catalog and Student Handbook.

COURSE-SPECIFIC ARTIFICIAL INTELLIGENCE EXPECTATIONS

AI tools may be used only when the instructor or assignment instructions specifically authorize them. Any permitted use must follow the stated requirements for attribution, verification, and original student work. When authorization is unclear, ask before using AI. Unauthorized AI use may be treated as academic dishonesty.

STUDENT BEHAVIOR EXPECTATIONS

- Be in the classroom and ready for instruction at the scheduled start time.
- Treat classmates, guests, and the instructor professionally. Disrespectful conduct is not acceptable in person or online.
- Participate in discussions, labs, and field exercises without creating an unsafe or disruptive condition.

COMMUNICATION AND RESPONSE TIME

- The best way to reach the instructor is through the instructor's LIT email or Blackboard Messages.
- Messages normally receive a response within 24 hours on business days. Weekends, campus holidays, and travel may delay a response until the next business day.

TECHNOLOGY AND SUBMISSIONS

- Use an LIT computer when directed. Do not rely exclusively on a phone app to view or complete course work.
- Submit written assignments in Microsoft Word or PDF unless the assignment states otherwise.
- Address login, device, network, or Blackboard platform problems with the LIT Help Desk. Contact the instructor for course-content questions.

DUE DATES AND MAKE-UP WORK

- Students are responsible for knowing and meeting all assignment, presentation, and exam due dates.
- Unless the instructor approves an exception, late work is reduced by 10 points for each class day it is late.
- After an approved absence, requested make-up work is normally due by the next class meeting. Work submitted later is subject to the late-work deduction.
- An exam missed because of an approved emergency must normally be made up within one week or a zero may be assigned. The format of a make-up exam may differ from the original.

GRADING PRACTICES

- Grades are recorded in Blackboard. Students should report a discrepancy promptly and retain graded work until the final course grade is posted.
- Rubrics or written criteria will be provided for major written work, projects, presentations, or practical assessments.