

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM**

**2020-2021 FALL**

<b>EHS 101 Occupational Health and Safety</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Occupational Health and Safety	EHS 101	1	2	0	0	2	2

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Discussion, Question Answer

<b>Course Objective</b>	
<p>This course includes occupational health and safety and occupational health and safety culture, national occupational health and safety system, occupational health and safety approach and legislation, occupational health and safety services to be performed by the employer, occupational accident and occupational disease concept and costs, occupational health and will present an overview of issues such as risk factors in safety, individual and organizational factors, records to be kept in occupational health and safety. In this course, students will explore the occupational health and safety issues of various types of works.</p>	

### Learning Outcomes

The students who succeeded in this course will be able to;

- define occupational health and safety,
- explain the purpose of occupational health and safety,
- reveal the historical development of occupational health and safety before, during and after the Industrial Revolution, and historical development in the pre-Republic and Republic Periods,
- explain the Occupational Health and Safety Law No. 6331
- comprehend employment contract and its types,
- get information about the termination methods of the employment contract, and have information about working and rest periods
- Understand physical, chemical, biological risk factors,
- see how documentation will be created in risk assessment

### Course Outline

In this course; Occupational Health and Safety Approach will be thought and students will have knowledge on historical development of Occupational Health and Safety both internationally and in Turkey. The topics below will be covered

- Basic concepts of Labor Law, concept and types of employment contracts, working times, right to rest and vacation will be discussed. Physical, chemical, biological risk factors will be given. Occupational diseases and accidents will also be thought. Personal protective equipment, risk assessment subjects will also be covered by the course. learn the details of the types of physical, chemical and biological risk factors,
- explain the effects of physical, chemical and biological risk factors on humans, and learn ways to avoid those factors.
- gain knowledge on occupational diseases, and protection methods from occupational diseases
- classify occupational accidents, learn the causes of accidents at work,
- know the rights of employers and prepare an accident report by doing an occupational accident investigation.
- Understand the concept and scope of work environment surveillance,
- learn by whom and how work environment surveillance is carried out,

- learn how important the working environment is in terms of occupational health and safety
- distinguish what is personal protective equipment,
- comprehend how to choose personal protective equipment in the right protection class in order to take protective measures,
- learn what to pay attention to when using personal protective equipment.
- Be able to distinguish the concepts of danger and risk,
- learn about the risk assessment process,
- understand the difference between risk assessment and risk analysis,
- understand when the risk assessment will be done by whom,

<b>Weekly Topics and Related Preparation Studies</b>		
<b>Weeks</b>	<b>Topics</b>	<b>Preparation Studies</b>
1	Definition and History of Occupational Health and Safety	Occupational Health and Safety Approach Historical Development of Occupational Health and Safety Historical Development of Occupational Health and Safety Historical Development of Occupational Health and Safety in Turkey
2	Labor law and regulations	Basic Concepts of Labor Law Types of Employment Contract Terms of Employment Contract Termination of Employment Contract Working Times Right to Rest and Vacation
3	Physical Risk Factors	The Effects of Physical Risk Factors on People Ways to Avoid Physical Risk Factors

4	Health and Safety Measures in Working with Chemical Substances	Employer's Liability Properties of Chemicals (Chemical Hazards) Material Safety Data Sheet Storage and Labeling of Chemical Wastes
5	Biological Risk Definition	Jobs That May Be Exposed to Biological Risks Identification and Evaluation of Risks Measures to be Taken Against Risks
6	Ergonomics	Aims of Ergonomics Scope and Goals of Ergonomics Environmental Factors Noise Vision and Lighting Vibration Climate Ventilation
7	Seminar	
8	<b>Midterm</b>	
9	Emergency	Emergency Legislation Emergency Planning Preparation of Emergency Plan Writing Phase of the Emergency Plan Implementation of Emergency Plan
10	Occupational Accidents	Classification of Accidents at Work Causes of Accidents at Work Employee's Right to Avoid Work Registration and Notification of Occupational Accidents and Diseases
11	Occupational Diseases	Definition of Occupational Diseases Historical Development of Occupational Diseases Characteristics of Occupational Diseases, Diagnostic Criteria and Prevention Methods Classification of Occupational Diseases

12	Working Environment Surveillance	Working Environment Surveillance and Scope Duties of Occupational Health and Safety Institutions Ambient Measurements Records and Statistics of Working Environment Surveillance
13	Personal Protective Equipment (PPE)	Basic Health and Safety Requirements Personal Protective Equipment List Personal Protective Equipment Selection Criteria PPE Six Selection Method Personal Protective Equipment Usage Criteria
14	Risk Assessment	Basic concepts Risk Assessment Process Risk Assessment Team and Documentation
15	Occupational Health and Safety in various works	Electrical works Construction works Mining etc.
16	<b>Final Exam</b>	

**Textbook(s)/References/Materials:**

- Risk Med Akademi, (2012), *Yeni Mevzuat Işığında İş Sağlığı ve Güvenliği Temel Bilgileri*, Risk Med Akademi Yayınları.
- Koradecka, D., (2010), *Handbook of Occupational Safety and Health*, CRC Press: Taylor&Francis Group.
- Atatürk Üniversitesi (2019), *İş Sağlığı ve Güvenliği*, Atatürk Üniversitesi Açık Öğretim Fakültesi Yayını.

**Assessment**

Studies	Number	Contribution margin (%)
Continuity		
Lab		
Application		
Field Study		

Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams / Midterm Jury	1	40
General Exam / Final Jury	1	60
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		40
<b>Success Grade Contribution of End of Term</b>		60
<b>Total</b>		<b>100</b>

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 16 x total course hours)	16	2	32
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	1	16
Presentation / Seminar Preparation	1	1	1
Projects			
Reports	1	5	5
Homework	10	0,5	5
Quizzes / Studio Review			

Preparation Time for Midterm Exams / Midterm Jury	1	2	2
Preparation Period for the Final Exam / General Jury	1	2	2
<b>Total Workload</b>	<b>(79/25 = 3,2)</b>		<b>79</b>
<b>ECTS</b>	<b>2</b>		

Relationship Between Course Learning Outcomes and Program Competencies						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
1	define occupational health and safety					x
2	explain the purpose of occupational health and safety					x
3	reveal the historical development of occupational health and safety before, during and after the Industrial Revolution, and historical development in the pre-Republic and Republic Periods					x
4	explain the Occupational Health and Safety Law No. 6331					x
5	comprehend employment contract and its types					x
6	get information about the termination methods of the employment contract, and have information about working and rest periods					x
7	Understand physical, chemical, biological risk factors					x
8	see how documentation will be created in risk assessment					x

Relationship Between Course Learning Outcomes and Program Competencies										
No	Program Competencies	Learning Outcomes								Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	
1	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.		X	X		X		X	X	5
2	Evaluate, follow, absorb and transfer new information in the field of international trade.	X	X					X	X	4
3	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.		X	X			X	X	X	5
4	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.		X	X			X	X	X	5
5	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.		X					X	X	3
6	Have the ability to apply her theoretical knowledge in real life, with the experience she/he will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.	X		X		X		X	X	5
7	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	X	X	X	X	X				5



<b>8</b>	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.	X				X		X	X	4
<b>9</b>	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance.		X		X	X	X		X	5
<b>10</b>	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.			X			X	X	X	4
<b>11</b>	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English.		X	X	X		X		X	5
<b>12</b>	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	X				X	X		X	4
<b>13</b>	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	X	X				X	X	X	5
<b>Total Effect</b>										59

Policies and Procedures
<b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209">https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209</a> <a href="https://www.ostimteknik.edu.tr/international-trade-and-finance-232">https://www.ostimteknik.edu.tr/international-trade-and-finance-232</a>
<b>Exams:</b> The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean’s Office for additional disciplinary action.
<b>Assignments:</b> Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
<b>Missed exams:</b> Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.
<b>Projects:</b> Not applicable
<b>Attendance:</b> Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
<b>Objections:</b> If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.