



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Occupational Health and Safety							
Course Code		İSG103		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To teach the principles and procedures of Occupational Health and Safety trainings to be given to the employees in accordance with the provisions of the Occupational Health and Safety Law No. 6331 dated 20/06/2012. To improve the awareness of occupational health and safety.							
Course Content		It includes General, Health and Technical subjects from trainings that should be given to employees in order to provide occupational health and safety.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study, Individual Study					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Examination	1	100

### Recommended or Required Reading

1	Lecture Notes of the Instructor
2	Law(s) no. 6331
3	Regulations
4	Various Course Books

Week	Weekly Detailed Course Contents	
1	Theoretical	Course Description, The general principles of occupational health and safety and safety culture
2	Theoretical	Working legislation
3	Theoretical	Legal rights and responsibilities of employees, Cleaning and arrangement of workplace
4	Theoretical	The reasons of work accidents and the application of the protection principles and techniques, Legal consequences of work accidents and occupational diseases
5	Theoretical	Causes of occupational diseases, The principles of prevention from diseases and the application of prevention techniques
6	Theoretical	Biological risk factors, Psychosocial risk factors
7	Theoretical	Chemical risk factors
8	Theoretical	Physical risk factors
9	Theoretical	Ergonomy, Manual lifting and handling
10	Theoretical	Working with screened vehicles, Electricity, hazards, risks and precautions
11	Theoretical	Safe use of work equipment
12	Theoretical	Safety and health signs, The use of personal protective equipment
13	Theoretical	Glare, explosion, fire and fire protection
14	Theoretical	Emergencies, Evacuation and rescue
15	Theoretical	First aid
16	Final Exam	Semester final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	1	8	1	9
Final Examination	1	12	1	13
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	To have information about the concept of occupational health and safety
2	To be able to define and evaluate the risks of work safety that may occur in the work environment by analysing the production processes,
3	To be able to recognize occupational safety materials, warnings and danger signs and plates, to have information about their properties and to have appropriate disbursement competence for their purpose,
4	To have the skills of planning and implementing occupational safety trainings,
5	To have sufficient knowledge about measurement techniques and methods for occupational safety and health,
6	To be capable of performing first aid intervention in emergency situations,
7	To follow, interpret and implement legislation in force in the field of occupational health and safety,
8	To have information about the basic measures to be taken in order to protect the health of the employees and prevent the occupational diseases that may occur,
9	To be able to use information technologies effectively,
10	To be able to use the mother tongue effectively in verbal, non-verbal and written communication,
11	To have proficiency in foreign language knowledge to be able to follow professional developments and foreign literature,
12	To be aware of the necessity of lifelong learning and to be able to do it,
13	To have teamwork skills, self-confidence for taking responsibilities, taking authority and fulfilling his requirements,
14	To internalize general morals and professional ethical values

**Programme Outcomes** (*Office Management and Executive Assistantship*)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

**Contribution of Learning Outcomes to Programme Outcomes** 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14
P15	4	4	4	4	4	4	4	4	4	4	4	4	4	4

