



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|--|------------|--|---|----------------------------------|---|------------|---|
| 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

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| 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

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|----|--|
| 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*)

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|----|---|
| 1 | Use of information and communication technology tools and other professional tools ability. |
| 2 | The ability of planning and practicing vocational process. |
| 3 | The ability of communicating in foreign language. |
| 4 | Vocational self-confidence ability. |
| 5 | Entrepreneurship ability. |
| 6 | The ability of using the theoretical information in the application. |
| 7 | The ability of managing process to supply. |
| 8 | The ability of working with the inclusion of interdisciplinary team. |
| 9 | The ability of defining and solving problems at vocational practice. |
| 10 | Professional ethics and responsibility. |

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

| | L1 | L2 | L3 | L4 | L5 |
|-----|----|----|----|----|----|
| P1 | 2 | 2 | 2 | 2 | 2 |
| P2 | 2 | 2 | 2 | 2 | 2 |
| P4 | 2 | 2 | 2 | 2 | 2 |
| P5 | 2 | 2 | 2 | 2 | 2 |
| P6 | 2 | 2 | 2 | 2 | 2 |
| P7 | 2 | 2 | 2 | 2 | 2 |
| P8 | 2 | 2 | 2 | 2 | 2 |
| P9 | 2 | 2 | 2 | 2 | 2 |
| P10 | 2 | 2 | 2 | 2 | 2 |

