

COURSE CTR1210: PERSONAL SAFETY (MANAGEMENT)

Level:	Introductory
Theme:	Job Safety Skills
Prerequisite:	None
Description:	Students develop practical safety-related knowledge, skills and attitudes, and obtain training and possible certification in emergency first aid.

Parameters: Access to personal protective equipment and emergency first aid materials; access to safety specialists and first aid instructors.

Curriculum and Assessment Standards

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • identify and describe: <ul style="list-style-type: none"> – health and safety stakeholders – legislation relating to health and safety – hazards; e.g., in offices – careers in safety • demonstrate basic health and safety practices including: <ul style="list-style-type: none"> – burn prevention – use of personal protective equipment (PPE) – back care • develop and implement a personal health and safety plan 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • report or presentation on occupational health and safety, including: <ul style="list-style-type: none"> – health and safety stakeholders – legislation relating to health and safety – hazards; e.g., offices – careers in safety. <p><i>Assessment Tool</i> <i>CTSPRE: Presentations/Reports</i></p> <ul style="list-style-type: none"> • presenting a personal health and safety plan and demonstrating safe practices: <ul style="list-style-type: none"> – burn protection – personal protective equipment – back care. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide</i> <i>CTSPRE: Presentations/Reports</i></p> <ul style="list-style-type: none"> • meeting the standards specified on a test based on: <ul style="list-style-type: none"> – Workers’ Compensation Board – Occupational Health and Safety – Workplace Hazardous Materials Information System – Materials Safety Data Sheets. <p><i>Assessment Tool</i> <i>CTR1210/2210/3210: Job Safety Skills Courses</i> <i>CTR1210–3: Occupational Health and Safety Multiple Choice Test</i></p>	<p>5</p> <p>5</p> <p>10</p> <p>5</p> <p>10</p> <p>10</p> <p>10</p> <p>20</p>

COURSE CTR1210: PERSONAL SAFETY (MANAGEMENT) (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • successfully complete a course in emergency first aid (EFA) • demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • successful completion of an EFA course • observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>25</p> <p>Integrated throughout</p>

Concept	Specific Outcomes	Notes
Stakeholders	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • define stakeholders and identify them in the context of workplace and worker safety • define worker and employer • describe the rights and responsibilities of workers and employers • explain the role of Workers' Compensation Board (WCB) • describe the procedure for filing a claim • complete a claim form • accurately complete report, using WCB accident forms: employer and employee. 	<p>Use resource persons from WCB, an injured speaker.</p> <p>Use actual claim scenarios.</p>
Legislation	<ul style="list-style-type: none"> • identify information sources about health and safety related to the workplace • explain the responsibility of each major stakeholder in a typical workplace • identify general and specific information in the legislation regarding major topics. 	<p>Obtain from Queen's Printer:</p> <ul style="list-style-type: none"> • General safety regulations • <i>Occupational Health and Safety Act.</i>

COURSE CTR1210: PERSONAL SAFETY (MANAGEMENT) (continued)

Concept	Specific Outcomes	Notes
Terms and Procedures	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • describe the three phases of dealing with a hazard (identification, evaluation and control) • explain and use terms related to health and safety; e.g., hazard, risk, accident, injury • explain the progressive steps in a prevention strategy (hazard, exposure, injury). 	
Commitment	<ul style="list-style-type: none"> • demonstrate a proactive personal commitment toward improvement of health and safety. 	
Costs	<ul style="list-style-type: none"> • identify the direct and indirect costs of injuries to Alberta workers • explain the reasons why young workers have a disproportionate claim rate. 	
Workplace Hazardous Materials Information System (WHMIS)	<ul style="list-style-type: none"> • define and explain the basic purpose of WHMIS legislation • identify ways workers can receive information about chemical hazards • explain how: <ul style="list-style-type: none"> – hazardous chemicals can enter the body – principle routes of entry into the body • identify specific information found on a Material Safety Data Sheet (MSDS). 	Reference: <i>WHMIS Handbook.</i>
Hazards	<ul style="list-style-type: none"> • define health and the aims of occupational health • identify and describe the following categories of occupational hazards: <ul style="list-style-type: none"> – physical – biological – chemical – attitudinal • list and explain internal and external factors affecting a worker's health status • identify and list potential hazards found in the home, in school or in a workplace. 	

COURSE CTR1210: PERSONAL SAFETY (MANAGEMENT) (continued)

Concept	Specific Outcomes	Notes
Workplace Safety	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify and list hazards within a work environment; e.g.: <ul style="list-style-type: none"> – office – construction site – retail – child care centres – health centres – fitness centres • describe potential consequences of hazards left unattended • explain appropriate corrective actions • demonstrate ability to communicate information appropriately about a hazard and hazard prevention practices to others; e.g., teacher, parent, employer, employees • develop a plan to safely address potential hazards found in a selected workplace. 	Use video: <i>Office Safety: It's a Jungle in There.</i>
Burn Prevention	<ul style="list-style-type: none"> • explain the types and operation of smoke and heat detectors • explain the role of detectors in preventing burn injuries or death • explain the need for sprinkler systems and their role in reducing injuries, damage and death • design an emergency fire escape route for home, school or workplace. 	

COURSE CTR1210: PERSONAL SAFETY (MANAGEMENT) (continued)

Concept	Specific Outcomes	Notes
Personal Protective Equipment	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • identify and match specific types of personal protective equipment (PPE) to specific hazards • distinguish the specific uses of safety gloves, goggles and face shields • describe the two types of PPE available to protect against hearing loss • describe the two types of respirators and explain when each should be used • list kinds of fall protection devices • identify and list different types of special protective clothing and equipment specific to a work site. 	<p>Each trade may have specific PPE. Consult with tradespersons, local business, Occupational Health and Safety (OH&S) and WCB personnel.</p>
Back Care	<ul style="list-style-type: none"> • label major regions and structures of the spinal column • define chronic and acute back injuries • list major causes of back problem • identify common back disorders • demonstrate appropriate body mechanics for lifting, moving, etc. • identify the advantages of participating in a back maintenance program. 	
First Aid	<ul style="list-style-type: none"> • participate in a recognized emergency first-aid course including CPR; e.g., St. John or Red Cross. 	<p>Various certification programs are available. First-aid certification is normally valid for two years only. Consult with St. John or Red Cross agency.</p> <p>See Community Health CMH2120: First Aid/ CPR.</p>
Careers in Safety	<ul style="list-style-type: none"> • identify and describe potential career paths relating to workplace safety. 	<p>Consult with WCB, OH&S, safety and health care professionals.</p>

