

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS FORM**

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

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

Course Objective
<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
<p>The students who become successful in this course will be able;</p> <ul style="list-style-type: none"> ▪ To know the historical development of occupational health and safety and basic concepts, rules, legislations, procedures and practices. ▪ Comprehend employment contract and its types and termination methods of the contracts ▪ To know occupational risk factors, occupational accidents and diseases and protection methods. ▪ Know the rights of employers and prepare an accident report by doing an occupational accident investigation. ▪ To know and assess working environment, to carry out work environment surveillance, to know personal protective measures and to know properly use of personal protective equipments. ▪ To do risk assessment and risk analysis and documentation of risks.

Course Outline
<p>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. 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 equipments, risk</p>

assessment subjects will also be covered by the course.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Defination 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	Seminer	
8	MIDTERM EXAM	
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 ect.
16	FINAL EXAM	

Textbook(s)/References/Materials:	
Textbook:	<ul style="list-style-type: none"> • Tuna, M. Emin (2021), Occupational Health and Safety For Engineers and Architects, Tuna Kültür ve Eğitim Vakfı. • 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.
Supplementary References:	
Other Materials:	

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	40
General Exam / Final Jury	1	60
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x totalcourse hours)	16	2	32
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	16	1	16
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	5	5
Preparation Period for the Final Exam / General Jury	1	10	10
Total Workload	(68/30 = 2,26)		68

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	To know the historical development of occupational health and safety and basic concepts, rules, legislations, procedures and practices.					X
L02	Comprehend employment contract and its types and termination methods of the contracts				X	
L03	To know occupational risk factors, occupational accidents and diseases and protection methods				X	
L04	Know the rights of employers and prepare an accident report by doing an occupational accident investigation.					X
L05	To know and assess working environment, to carry out work environment surveillance, to know personal protective measures and to know properly use of personal protective equipments.					X
L06	To do risk assessment and risk analysis and documentation of risks.					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)								
Nu	Program Competencies	Learning Outcomes						TotalEffect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Know the basic concepts and practical information about the science of business administration and core business activities							
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems							
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities							
4	Carry out independent studies in the field by utilizing obtained knowledge and skills							
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies						X	1
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them							
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability							
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs							

9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues							
10	Use the information and communication technologies and computer software required by the field							
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency							
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values	X	X	X	X	X	X	5
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization						X	1
14	Give research proposals, be able to design research studies, prepare and present research reports						X	1
15	Manage work time and personal time; fulfil the requirements of his/her duties on time							
16	Have the competence to work in non-governmental organizations, private sector and public entities	X	X	X	X	X	X	5
Total Effect								13

Web page: <https://www.ostimteknik.edu.tr/business-administration-1240/907>

Exams: 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, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.

Assignments: 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.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.

Projects: A group project with teamwork is welcome.

Attendance: 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.

Objections: 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.