

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Safety management				
Head of course	Kristina Dundović, Lecturer				
Study programme	Specialist professional graduate study Occupational Safety				
Status of a course	Obligatory				
Year of study	1.	Semester	II	ECTS credits	6
Teaching plan (L + E + S+ Pr)	2+1+1				
Goals of a course					
Introduce students to how to keep the required documentation in the field of occupational safety within companies, developing training programs and developing technical documentation showing measures occupational safety.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 1: Plan preventive measures in occupational safety.</p> <p>Outcome 3: Create safety solutions using legislation at regional and national level.</p> <p>Outcome 5: Manage safety systems in complex business entities.</p> <p>Outcome 8: Create internal acts in the field of occupational safety on the basis of legislation.</p> <p>Outcome 9: Design and conduct training of entities in the area of occupational safety with an emphasis on work-related injuries prevention.</p> <p>Outcome 14: Determine workplace requirements from the occupational safety aspect.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Select occupational safety measures in conceptual and detailed design of facilities/plants construction. 2. Assess the impact of the designed occupational safety measures on the level of risk in the course of the works. 3. Identify hazards, harmfulness and efforts by type of work. 4. Create technical documentation showing occupational safety measures. 5. Develop a training program for occupational safety participants. 					
Content of a course					
Introduction to occupational safety. Titles, definitions and glossary. Public Limited Company as business-productive system. Definitions and sorts of basic processes. System and organisation of occupational safety. Legislative on occupational safety. Training programme for safe work modality. Instructions for safe work.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					
Grading, evaluation and monitoring of students' work continuously during lectures and exams					
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.					
Continuous check-up:					

Outcomes	Pre-exam I	Pre-exam 2	Test	Field class	Assignments	Threshold	Max
Outcome 1		18%		2%		10%	20%
Outcome 2	16%			2%	2%	10%	20%
Outcome 3	13%		3%	2%	2%	10%	20%
Outcome 4		13%	3%	2%	2%	10%	20%
Outcome 5	18%			2%		10%	20%
Percentage of ECTS	2,5	2	0,5	0,5	0,5		
Total	47%	31%	6%	10%	6%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	20%		20%
Outcome 2		20%	20%
Outcome 3	20%		20%
Outcome 4	20%		20%
Outcome 5	20%		20%
Percentage of ECTS	4	2	
Total	80%	20%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Zakon o zaštiti na radu, N.N. br. 71/14., 118/14., 94/18. i 96/18.
2. Teaching materials published on the course pages
3. Internal materials chosen by the course holder

Additional literature

Regulations in the field of occupational safety

