

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Occupational safety management				
Head of course	Kristina Dundović, Lecturer				
Study programme	Professional undergraduate study Occupational Safety				
Status of a course	Obligatory				
Year of study	3.	Semester	V	ECTS credits	3
Teaching plan (L + E + S+ Pr)	1+0+1				
Goals of a course					
Introduce students to the development of a Risk Assessment with respect to the use of hazardous substances, the state of the machines, organizational and human assumptions, with a presentation of measures to reduce the identified risk.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 4: Evaluate protective measures with respect to danger encountered in the work process. Outcome 5: Recommend measures to eliminate or reduce danger, damage and effort. Outcome 10: Participate in teamwork and present professional content in both Croatian and foreign languages in written and spoken form. Outcome 14: Determine legislation and standards covering occupational safety.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Classify the basic elements of the system through which the level of risk is managed through the application of occupational safety rules. 2. Design organizational structure models with a description of the specific occupational safety rules applied. 3. Link models of work premises, workplaces, machines and devices with a description of the basic occupational safety rules applied. 4. Create a Risk Assessment for jobs with regard to the use of hazardous substances, the state of machinery, organizational and human presumptions. 5. Recommend measures to reduce the level of risk identified by the Risk Assessment. 					
Content of a course					
Goals and objects of occupational safety. Occupational safety management within a block scheme of system management. Modelling of elements that are part of organizational and physical structure of a management system. Applying information technology in modelling elements that are part of organizational and physical structure and of occupational safety. Applying principles of occupational safety on elements that are part of organizational and physical structure. Risk level assessment. Plans to reduce risk level. Technological processes management and control. Analysis and reports. Ways of implementing occupational safety regulations.					
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	Assignment s	Threshold	Max
Outcome 1	15 %			5 %	10 %	20 %
Outcome 2	15 %			5 %	10 %	20 %
Outcome 3	15 %			5 %	10 %	20 %
Outcome 4		10 %	5 %	5 %	10 %	20 %
Outcome 5		15 %		5 %	10 %	20 %
Percentage of ECTS	0,5	0,5	0,5	1	-	-
Total	45 %	25 %	5 %	25 %	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	10 %	10 %	20 %
Percentage of ECTS	2	1	
Total	90 %	10 %	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

1. Rules from occupational safety areas

