

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Occupational safety organization				
Head of course	Kristina Dundović, Lecturer				
Study programme	Professional undergraduate study Occupational Safety				
Status of a course	Obligatory				
Year of study	2.	Semester	IV	ECTS credits	3
Teaching plan (L + E + S+ Pr)	2+0+1+0				
Goals of a course					
Introduce students to basic, specific and recognized occupational safety rules, obligations and responsibilities of the employer in safety, and what is the role of occupational safety professionals as well as the rights and obligations of workers in occupational safety. To prepare students to learn how to implement a workplace safety organization within a company based on the prescribed legislation of the Republic of Croatia.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 3: Assess risk and recommend protective measures. 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 13: Use quantitative and qualitative methods in the analysis of data in the field of occupational safety. 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. Define the basic, specific and recognized rules of occupational safety, the obligations and responsibilities of the employer in regard to safety, and what the role of the occupational safety expert is, as well as the rights and obligations of workers in regard to occupational safety. 2. Use manuals with information on the organization of occupational safety as well as applicable regulations in Croatia and the EU. 3. Compare the system and methods of training workers to work safely. 4. Analyse the existing situation in terms of occupational injuries, identification of hazards, harmfulness and efforts. 5. Distinguish components of risk assessment and methods for risk assessment preparation 					
Content of a course					
Basic and special regulations as to occupational safety. Determining jobs with special work condition. Principles and technical regulations for safety at work. Reports and files. Ways of signalling safety condition and general information. Working safely. Testing machines and tools with a higher level of hazard. Hazards, noxiousness and workload at job. Evaluating the place of work. Implementing occupational safety at places where dangerous substances are used. Procedures in cases of injuries and occupational diseases. Co-operation with institutions that carry out inspections of workplace. In-house monitoring of occupational safety regulation implementation. Transportation of hazardous substances and their labelling. Methods of hazard assessment. Fire protection measures, purchase and distribution of fire protection equipment.					
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	Seminar work	Threshold	Max
Outcome 1	20 %			10 %	20 %
Outcome 2			20 %	10 %	20 %
Outcome 3		20 %		10 %	20 %
Outcome 4		20 %		10 %	20 %
Outcome 5	20 %			10 %	20 %
Percentage of ECTS	1	1	1	-	-
Total	40 %	40 %	20 %	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	1	2	
Total	20 %	60 %	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.T
2. Teaching materials published on the course pages
3. Internal materials chosen by the course holder

Additional literature

Rules from occupational safety areas

