

ASM 426 Spring 200-
Management of Safety & Health Issues in
Production Agriculture and Related Business
Syllabus *
3 Credits

Meeting Times:	Mondays, 6:00-9:00 PM	
Location:	114 Agricultural Engineering Building	
Instructors:	Dennis Murphy	James Hilton
Offices:	221 Ag Eng Bldg	232 Ag Eng Bldg
Emails:	djm13@psu.edu	jwh2@psu.edu
Phones:	5-7157	3-1817
Office Hours:	By Appointment	By Appointment

Course Description & Objective: ASM 426 explores the management aspects of farm and rural business safety and health. Course activities will focus on hazard identification, prevention and control, and worker training. The course is organized around a systems approach to safety and health program development for farms and rural business. The course objective is to have students develop a farm safety and health management plan for an actual farm or rural business operation.

Text: There is no textbook. Reference materials will be handed out in class. Quizzes will cover class lectures, labs, and handout materials.

Grading: Grading will be done on the +/- system using the following percentages:

A	94-100	B	84-86	C	70-74
A-	90-93	B-	80-83	D	60-69
B+	87-89	C+	75-79	F	<60

Activity	Number (Points)	Total Points	Percent Grade
Quizzes (no make-ups allowed):	4	100	20%
Step Reports:	5	150	30%
JIT/JSA Presentation	1	50	10%
Final Report Presentation:	1	100	20%
Final Report	1	<u>100</u>	<u>20%</u>
Total:		500	100%

Grading Criteria:

Step and Final Reports:

- a) Originality, creativity and specificity will be rewarded.
- b) Each Step Report should contain: a cover page, case study description, outline of contents, body of report, references (including web sites) and appendix (as needed).
- c) Step reports can be stapled or in a loose-leaf binder.
- d) The Final Report shall be in a 3-ring notebook with cover and tab dividers.
- e) The Final Report can integrate the five steps in any way you wish. That is, the Final Report does not have to be organized by the five separate steps.
- f) A copy of the final report will be given to the case study owner/operator.

Class presentations:

- a) Presentations should be done in a professional manner, such as at a scientific or professional conference.
- b) Step Reports are approximately ten minutes in length and should report on progress to date (Step Report presentations will not be graded).
- c) Final Reports presentations are approximately 30 minutes in length and should include evidence of all five steps. An additional 15 minutes will be allowed for group critique.
- d) The approach to the Final Report presentation is that you are explaining to the case study site manager how your team thinks the CEO should be operating a safety program.
- e) Each team member must participate in the Final Report presentation and each will be graded separately.
- f) Visuals, demonstrations and/or handouts may be used for the Step Report and Final Report presentations.
- g) The manager of the case study site will be invited to the Final Report presentation.

Academic Integrity:

Academic integrity, as defined by University Faculty Senate policy 49-20, is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Weekly Schedule

Week	Date	Time	Content	Assignments; Due Dates
1		6:00-7:00 7:00-7:30 7:30-7:45 7:45-8:30 8:30-9:00	Self-introductions, course overview, Case study sites & Step Reports Break Why this course is offered Characteristics of farm and rural work	Read: <i>a) Occupational Safety & Health Principles for Production Agriculture.</i> <i>b) The Nature of Farming</i>
2		6:00-7:30 7:30-7:45 7:45-9:00	Safety Resources Break Safety Regulations	
3		6:00-6:45 6:45-7:30 7:30-7:45 7:45-8:30 8:30-9:00	Step 1: Management Commitment & Employee Involvement Rationale for Step 1 Management Commitment Break Employee Involvement Developing safety policy	Step 1 report due February 10. Study for week 1, 2 & 3 quiz.
4		6:00-6:20 6:20-7:30 7:30-7:45 7:45-9:00	Quiz 1 (Weeks 1-3) Step 2: Work Site Analysis Hazard Analysis Principles Break Hazard Identification	Quiz 1 (Weeks 1-3) Step 1 report due next week! Step 2 report due February 24.

5		6:00-6:20 6:20-7:30 7:30-7:45 7:45-9:00	Step 1 Reports Step 2: Work Site Analysis Hazard Identification Lab Break Hazard Identification Lab	Turn in Step 1 report.
6		6:00-6:20 6:20-7:30 7:30-7:45 7:45-9:00	Step 3: Hazard Prevention & Control Tenets of injury prevention Break Injury Prevention Hierarchy	Step 3 report due March 24. Step 2 report due next week! Study for week 4, 5 & 6 quiz.
7		6:00-6:20 6:20-6:40 6:40-7:30 7:30-7:45 7:45-9:00	Quiz 2 (Weeks 4-6) Step 2 Reports Step 3: Hazard Prevention & Control Job Safety Analysis Break Job Safety Analysis Lab	Quiz 2 (Weeks 4-6) Turn in Step 2 report. Begin thinking about JSA presentation on April 21.
3/10			SPRING BREAK	Have a safe and pleasant spring break!
9		6:00-7:00 7:00-7:30 7:30-7:45 7:45-9:00	Step 4: Training of Employees and Managers The Fallible Human Adult Learning Principles Break Design and Development of Training	Step 4 report due April 14. Step 3 report due next week! Study for weeks 7, 8 & 9 quiz.

10	6:00-6:20 6:20-6:40 6:40-7:30 7:30-7:45 7:45-9:00	Quiz 3 (Weeks 7-9) Step 3 Reports Step 4: Training of Employees and Managers Job Instruction Training Break Group Dialogue Training	Quiz 3 (Weeks 7-9) Turn in Step 3 report. Step 4 report due April 14. Settle on your topic for the JIT-JSA presentation on April 2.1.
11	6:00-7:30 7:30-7:45 7:45-9:00	Step 4: Training of Employees and Managers Group Dialogue Lab Break Legal Training Requirements	
12	6:00-6:15 6:30-7:30 7:30-7:45 7:45-9:00	Step 5: Record Keeping and Documentation Why Keep Records? Documenting Your Safety Program Break Documenting Your Safety Program	Step 4 report due next week! Step 5 report due April 21. Study for week 10, 11 & 12 quiz.
13	6:00-6:20 6:20-6:40 6:40-7:30 7:30-7:45 7:45-9:00	Quiz 4 (Weeks 10-12) Step 4 Reports Guest Speaker Break Safety Program Audit	Quiz 4 (Weeks 10-12) Turn in Step 4 report. Step 5 report due next week! Prepare for JIT-JSA presentations.

14	6:00-6:20	Step 5 Reports	Turn in Step 5 report. Prepare for Final Report presentation.
	6:20-7:30	JIT-JSA Presentations	
	7:30-7:45	Break	
	7:30-9:00	JIT-JSA Presentations	
15	6:00-7:30	Final Report Presentations	Revise and improve Final Report.
	7:30-7:45	Break	
	7:45-9:00	Course Summary	
		Turn in Project Report	Final Report is due on Final Exam date.

* This syllabus is for a current or recent offering of the course. It is subject to change.