Safety Management
17-196-4 Technical Certificate

Overview
The Safety Management certificate will prepare you to manage, promote, and oversee all aspects of safety in the workplace. You will study state and federal safety regulations and learn how to manage industrial safety reports. After earning the certificate, you will be ready to manage safety systems and reporting processes that are becoming more prevalent in business and industry today.

Special Feature
The certificate is designed to be project oriented so that participants will be able to design, implement, and manage a working safety management program after completing the certificate requirements.

Student Profile
As a student, you:

- Should have prior work experience and be able to relate on-the-job experiences to the concepts and regulations of safety management
- Need a basic understanding of general business practices
- Must be able to make judgments and decisions
- Need to get along well with people
- Should be able to work under pressure and handle multiple tasks and distractions
- Must be able to study on your own for at least six to eight hours per week
- Should have a desire to become a safety team leader

Preparation for Admission
The following experiences will help you prepare for this certificate:

- Communication skills
- General business concepts
- Basic problem-solving skills
- Prior work experience
- Keyboarding and basic computer skills

Outcomes
Employers will expect you, after completion of the Safety Management certificate, to:

- Handle state and federal OSHA paperwork and reporting processes.
- Establish an effective safety management program for an organization.
- Design preventative programs to reduce and/or eliminate injuries in the workplace.
- Work with employees to maintain and enhance safe working conditions in the workplace.

Career Outlook
After completing the Safety Management certificate, you will be ready to take responsibility for developing, overseeing, and managing the safety issues in an organization.

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10196136</td>
<td>Safety in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>10196137</td>
<td>Management of Safety</td>
<td>3</td>
</tr>
<tr>
<td>10196139</td>
<td>OSHA General Standards</td>
<td>2</td>
</tr>
<tr>
<td>10196164</td>
<td>Personal Skills for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>10196189</td>
<td>Team Building and Problem Solving</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE REQUIREMENTS 14

Course Descriptions

10196136 Safety in the Workplace - Credits: 3
An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor’s responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196137 Management of Safety - Credits: 3
This course is dedicated to the management of safety issues in organizations. Safety has become an important part of every business operation. We will define, study, and practice the concepts of risk management and loss control management. General topics will include all liabilities of business, disaster and recovery issues, security concerns, outside contractor matters, DOT and vehicle regulations, workers’ compensation, business site evaluation of needs, and more. The Management of Safety course ties all aspects of the Safety certificate program together. Students enrolling in this course should have at least two years of prior work experience and basic working knowledge of a safety program or the approval of the instructor.

10196139 OSHA General Standards - Credits: 2
In the OSHA General Standards course, students examine and gain working knowledge of the major OSHA Industrial Safety Standards and paperwork processes. Participants will review, discuss, and develop plans of action to implement OSHA requirements in their workplace. This course is taught by an OSHA certified instructor. Students receive an OSHA certification of completion upon successful outcome. Students enrolling in this course should have at least two years of prior work experience, basic working knowledge of Microsoft Office Suite, basic ability to search the Internet, and basic working knowledge of a safety program or the approval of the instructor.

10196164 Personal Skills for Supervisors - Credits: 3
In Personal Skills for Supervisors, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.