Safety Management
17-196-4 Technical Certificate

Overview
The Safety Management certificate will prepare students to manage, promote, and oversee all aspects of safety in the workplace. They will study state and federal safety regulations and learn how to manage industrial safety reports. Graduates of this certificate 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.

Outcomes
Employers will expect graduates 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, students will be ready to take responsibility for developing, overseeing, and managing the safety issues in an organization.

Related Program
• Management and Leadership

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
This course is designed for students to examine and gain working knowledge of the major OSHA Industrial Safety standards and paperwork process. Students will review, discuss and develop plans of action to implement OSHA requirements in the workplace.

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 time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

10196189
Team Building and Problem Solving - Credits: 3
In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.