



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE –WINTER 2015

AD 0102 - WORKPLACE ESSENTIAL SKILLS 5 (0-0-5) 75 hours

INSTRUCTOR: **Joan Godbout** PHONE: **(780) 539-2727**
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OFFICE HOURS: **Before/after class or by appointment**

PREREQUISITE(S)/CO-REQUISITE:

Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0102. For admission information, refer to <https://www.gprc.ab.ca/programs/viewcatalog.1.85.html>

REQUIRED TEXT/RESOURCE MATERIALS:

This course uses materials prepared by the Job Safety Skills Society (JSSS); you will be provided with these materials. There are two parts to the program which have been blended into one course for our purposes:

HCS 3000 *Workplace Safety Systems*
HCS 3010 *Workplace Safety Practices*

You will access additional resources through *Moodle*.

CALENDAR DESCRIPTION:

In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education. https://www.gprc.ab.ca/programs/courses/index.html?c_keyword=&c_code=ad&c_campus=&c_instructor=&c_semester=&c_weekday=---+Any+---&c_time=---+Any+---&c_program=&c_dept=

CREDIT/CONTACT HOURS:

5.0 credits/75 hours (15 weeks).

DELIVERY MODE(S):

While AD0102 is delivered in module style, students meet during specified class times to work towards completing the program. There is both instructor and technical support available as students complete both parts of the course in a workshop-style setting. Several computer and media-based resources will be available through *Moodle*. Most of your assignments and tests are completed during class time.

LEARNING OUTCOMES:

HCS 3000 and **3010** is designed to “benefit the academic growth of students as well as keep them safe as they begin their working lives. In ***Workplace Safety Systems*** (HCS 3000) and ***Workplace Safety Practices*** (3010), students will gain knowledge, skills, and attitudes in workplace health and safety preparing them for workplace orientation to off-campus education learning experiences, and the transition to the world of work. Students who complete this course successfully and pass the summative evaluation approved by the Job Safety Skills Society will qualify for Level 1 or Level 2 Job Safety Certification.”

Both these certificates are a valuable addition to a student’s employment portfolio.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

Assignments and short video quizzes	70%	
Exam 1 – mid-term exam	15%	} In order to obtain certificates, students must pass these exams with at least 70% for Level 2 (silver) and 80% for Level 1 (gold).
Exam 2 – final exam	15%	

GRANDE PRAIRIE REGIONAL COLLEGE							
GRADING CONVERSION CHART							
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation	Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT	C ⁺	2.3	67 – 69	SATISFACTORY
A	4.0	85 – 89		C	2.0	63 – 66	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING	C ⁻	1.7	60 – 62	
B ⁺	3.3	77 – 79		D ⁺	1.3	55 – 59	MINIMAL PASS
B	3.0	73 – 76	GOOD	D	1.0	50 – 54	
B ⁻	2.7	70 – 72		F	0.0	0 – 49	FAIL
				WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

There are **seven** topic-specific class assignments including an introductory practice assignment (Safety Audits; Health and Safety Management Systems).. There are three to five short video quizzes.

Job Skills Safety Society credentials may be earned if you receive 70% or better on the combined multiple choice and short answer exams (the mid-term and the final exam). You will receive a Certificate of Basic Safety (Levels 1 and 2) directly from the Society and you will be able to add these certificates to your employment portfolio.

STUDENT RESPONSIBILITIES: Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away. ***Not feeling 100 percent is not an excuse.***

If I need to be away, I will let you know either in class prior to the date or through another staff member. I will make arrangements for you to continue course work by providing announcements on *Moodle* as well as activities/assignments. ***Likewise,*** if you need to be away, I expect you will make arrangements with me so I am able to help you. It is also expected that while you are away, you will continue to work on assignments for all your courses.

This is an especially important career skill. When you have a job, someone else can do your work or cover your shift, but when you have a career, the work is your responsibility.

Since this is a workshop-style course, attendance is a requirement. If you miss more than 15 percent of classes per semester, you may be debarred from the Society exams.

See the policy titled Examinations <https://www.gprc.ab.ca/about/administration/policies/>

In addition to the *Student Rights and Responsibilities* as set out in *GPRC Policies*, the following guidelines will allow us to have a positive work environment for everyone.

<https://www.gprc.ab.ca/about/administration/policies/>

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive, so during class, have your phone on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Get beverages or food prior to coming to class and be respectful of others while consuming these items. Recognize that computer and science labs do not allow you to have beverages or food.
- Clean up your area and dispose of garbage.

PRINTING POLICY: Each student will have a printing account established with a credit balance at the beginning of each course. Through their GPRC accounts, students are charged \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your account.

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College “expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat ... [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating” (from the *GPRC Academic Policy – Student Misconduct*). If you wish to obtain further information, refer to GPRC’s Academic Policy titled *Student Misconduct: Plagiarism and Cheating*.

<https://www.gprc.ab.ca/about/administration/policies/>

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may **work together**, you must make certain to **submit your own work**.

Students in AD0102 found to be “intellectually dishonest” will receive a grade of zero and be required to complete an alternate assignment (if one is available).

COURSE SCHEDULE/TENTATIVE TIMELINE:

Unit	Topic	Due Dates
Introduction to Safety	Safety Audits	
	Health and Safety Management Systems: The 8 Elements	
Practice Assignment		Due Week 1 _____

1	Safety: From Past to Present	
2	Hazards: What are They?	
3	Causation: From Theory to Practice	
Assignment 1		Due Week 2 _____

4	Hazard and Risk Assessment and Controls	
Assignment 2		Due Week 4 _____

5	Fire Safety: What is Fire?	
6	Fire Safety: Putting Out Fires	
	Fire Safety: Fire Prevention, Detection, Protection	
8	Fire Safety: Getting Out Alive	
Assignment 3		Due Week 5 _____

9	Electrical Safety	
10	Ladder Safety	
11	Confined Spaces: Getting In and Out	
12	Confined Spaces: Before Entering	
Assignment 4		Due Week 6 _____

EXAM 1 – mid-term		Week 7 or 8 specific date TBA _____
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13	Ergonomics: Fitting the Workplace to You
14	Personal Protective Equipment (PPE)
Assignment 5	
Due Week 8 of 9 _____	

15	Workplace Hazardous Materials Information System (WHMIS)
Assignment 6 Presentation	
Due Week 10 _____	

16 Optional	Transportation of Dangerous Goods (TDG)
17	Incident Investigation and Injury Prevention
18	Job Safety and The Law
19	The Workers' Compensation Act
20	Workplace Injuries: Are You Covered?
21	Employment Standards Code and Regulations
Assignment 7	
Due Week 11 or 12 _____	

EXAM 2 – final	Date set by the College Registrar _____
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