Kellogg College

Course Cover Sheet

M-CAM Training Area:
☐CNC/Machining ☐Multi-Skilled/Mechatronics ☒Production Operation ☐Welding/Fabrications

Program(s): Kellogg Advanced Manufacturing Assembly (KAMA)

Course: CSTR 290 OSHA 10-Hour

Course Description: The OSHA Outreach Training Program for General Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

Date Created: N/A

Faculty Developer(s)/Instructional Designers(s): N/A

Employer/Industry Partner: N/A

College Contact: Levi Good

   Phone: 269-565-2828

   Email: GoodL@kellogg.edu

Additional Information/Comments: This course utilized content on http://www.careersafeonline.com/.

M-CAM   Bay de Noc | Grand Rapids | Kellogg | Lake Michigan | Lansing | Macomb | Mott | Schoolcraft

OSHA 10-Hour General Industry Training

Course Number:	CSTR 290
Credits:	1
Semester:	Spring 2017 - KAMA
Start and End Dates:	January 30, 2017 – February 15, 2017
Meeting Times/Dates:	Times/Dates vary
Location of Course:	Regional Manufacturing Technology Center (RMTC) 405 Hill Brady Road Battle Creek, MI 49037
Instructor:	Randy Dirks
KCC Staff Email Address:	dirksr@kellogg.edu
Instructor Phone Number:	269-425-1081
Instructor Office & Mailbox Location:	RMTC
Course Description:	The OSHA Outreach Training Program for General Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.
Prerequisites:	N/A
Textbook(s):	N/A
Learner Supplies:	Headphones will be provided
General Education:	N/A; this course is not a General Education course.

Occupational Program or Accreditation Standards:

N/A

Course Competencies:

1. Pre-Test OSHA General Industry
2. Introduction to OSHA (Part 1)
3. Introduction to OSHA (Part 2)
4. StartSafeStaySafe®
5. Walking Working Surfaces
6. Safety & Health Programs
7. Personal Protective Equipment
8. Bloodborne Pathogens
9. Electrocution Hazards
10. Fire Prevention and Protection
11. Hazardous Communications
12. Ergonomics
13. Emergency Action
14. Final Assessment OSHA General Industry

Mode of Instruction:

This course will incorporate Online Learning at www.careersafeonline.com
Each module contains a brief assessment, which must be successfully completed before the student can move onto the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

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Assignments:

Competency	Assignment	Description	Possible Points
1	Pre-Test	Pre-Test OSHA General Industry	10
2	Assignment	Introduction to OSHA (Part 1)	10
3	Assignment	Introduction to OSHA (Part 2)	10
4	Assignment	StartSafeStaySafe®	N/A
5	Assignment	Walking Working Surfaces	10
6	Assignment	Safety & Health Programs	10
7	Assignment	Personal Protective Equipment	10
8	Assignment	Bloodborne Pathogens	10
9	Assignment	Electrocution Hazards	10
10	Assignment	Fire Prevention and Protection	10
11	Assignment	Hazardous Communications	10
12	Assignment	Ergonomics	10
13	Assignment	Emergency Action	10
14	Assignment	Final Assessment OSHA General Industry	25
		Total Possible:	145

Make-up Work, Late Assignments, and Retakes:

Students must satisfy all OSHA requirements prior to receiving the OSHA 10-Hour General Industry wallet card:

- Must pass all assessments with a grade of 70% or higher. If the student is unable to pass a topic assessment within the required 3 times they will be allowed one additional attempt but must repeat the topic module. If a student is unable to pass the final assessment within 3 attempts the student can receive one free reset of the course. But the course must be started over from the beginning.
- Must view and complete all required course material, including the course survey.

Grade Determination:

Competency	Assignment	Points Possible	Points Required to Pass
1,2,3,4,5,6,7,8,9,10,11,12,13,14	OSHA Assessments Online	145	145
1,2,3,4,5,6,7,8,9,10,11,12,13,14	Attendance Student may earn 2 points per day of scheduled class.	16	12
	TOTAL POINTS POSSIBLE →	**161**	**157**

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Grading Information: In this course, you will earn a pass (P) or no-pass (N) grade.

Grading Chart:

Grade	Explanation	Credit Awarded
P	Complete Online course in time allotted for KAMA & have attended at least 6 of the required 8 OSHA scheduled classes. (12 hours)	Yes
N	Online course not completed in time allotted for KAMA (or) have not attended at least 6 of the required 8 OSHA scheduled classes.	No

- A "P" indicates you have passed the course and academic credit is earned for the course. This is equivalent to a "C" grade or better
- To earn a "P" grade, you must complete the Online Course in time allotted for KAMA & have attended at least 6 of the required 8 OSHA scheduled classes. (12 hours)
- An "N" indicates that you have not passed the course and no academic credit is earned

Instructor Course Policies:

1. Students are expected to be present and engaged in class discussions and activities. If the instructor believes a student is not meeting course or program expectations, then the instructor will reach out to a Career Coach for intervention strategies.

Attendance:
1. **KCC Required Statement:**
    Regular attendance is an essential part of the educational experience and a requirement for an adequate evaluation of each student's academic progress. Excessive absence is reported to the Academic Advising department. An Advisor will reach out to students to discuss options for success. Continued absenteeism may lead to administration action. Faculty are required to report to the Financial Aid office students who have never attended class. Federal aid may be reduced if a student does not begin attendance in all classes. This includes online courses. For more information, please visit: http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf.

2. **Department Specific Attendance Info:**

    Attendance will be taken into consideration when grades are being determined. Points are assigned for attendance in the Grade Determination chart and will count toward your final grade.

    If a student has excessive absences, the instructor will notify a Career Coaches to develop an appropriate action plan to mitigate or eliminate barriers causing the excessive absences

Drop/Add Procedures:
Drop/Add procedural information may be found at: http://www.kellogg.edu/catalog. The drop/add dates for every course may be found on the KCC web site at: www.kellogg.edu follow the schedule link.

Incomplete Grade and Additional Grading Policies:
For information regarding additional grading policies, please visit the KCC catalog at: http://www.kellogg.edu/catalog.

Disability Services:
While ensuring the academic integrity of its programs, Kellogg Community College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to the Support Services Department and provide appropriate documentation.Support Services may be reached at 269.965.4150 or supportservices@kellogg.edu.

Academic Integrity Policies:
Ethical conduct is the obligation of every member of the KCC community. Breaches of Academic integrity constitute serious breaches of ethical conduct. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. This policy demonstrates KCC's concern for academic integrity and guarantees a fair procedure for handling these concerns. Examples of unethical conduct include: cheating, fabrication, and plagiarism. For more information regarding KCC's Student Code of Conduct, please visit: **http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf**.

Code of Conduct:
Kellogg Community College students are expected to model the skills and behaviors of working professionals. This includes exhibiting behaviors which support respect and courtesy in the class environment. For more information regarding KCC's Student Code of Conduct, please visit: **http://www.kellogg.edu/wp-content/uploads/2016/08/Handbook-2016-2017.pdf**.

Safe and Successful Campus Environment:
KCC is dedicated to providing a safe environment which is conducive to success for all students. When staff notices that a student is struggling emotionally, intellectually, or behaviorally with classroom expectations, they may notify the appropriate personnel on campus to intervene and provide assistance to that student. Academic assistance is available in The Bridge and through Academic Advising; personal counseling is also available in Support Services.

Students whose behavior suggests they are struggling may also be contacted by the KCC Director of Student Relations or by KCC Public Safety. If students have safety concerns about others' behavior in class or on campus, those students are encouraged to discuss their concerns with KCC Public Safety directly.

Academic Support Services:
Kellogg Community College is committed to your academic success. If for any reason a student is struggling with a class, speak to the Professor immediately. They are the best resource. Additional resources available include The Bridge (http://www.kellogg.edu/services/the-bridge/) and Support Services (http://www.kellogg.edu/services/student-support-services/).

Honors Contract Information:
Honors contracts are a way for students to turn any college-level KCC course into an honors course, giving them the flexibility to take ownership over learning. At the beginning of the semester, with instructor approval, a student may work with the instructor to develop a unique honors project beyond the course syllabus. Once the honors project is clearly defined and the student's project has been approved by the instructor, the student works independently on that project during the semester and may seek support from the instructor as needed; then, at the end

of the semester, when the student successfully completes the honors project as outlined in the contract **and** earns at least a B+ in the course, the student will earn honors designation on their transcript. To download the honors contract and learn more about the Honors Program, please visithttp://www.kellogg.edu/academics/honors-program/.

Retain this Syllabus & Syllabus Disclaimer:
This syllabus is a record of learning outcomes associated with this course. Many institutions will require a copy of this syllabus to grant transfer credit. It is the student's responsibility to retain a copy for future use.

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in course content or instructional techniques without notice or obligation.

Use of Technology & Student Email Accounts*:*
The College has a variety of computer systems which are provided for the use of students and are to be used for education, research, academic development, and public service only. You are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner. Computer systems, such as e-mail, are intended for college related activities only. Inappropriate messages and/or materials are not to be sent or stored. For more information, visit the KCC web page at: www.kellogg.edu.

Textbook Statement:
There are multiple choices for purchasing textbooks, including the Kellogg Community College bookstore (www.kellogg.edu- follow the on campus link to the bookstore). Please be advised that each student should fully investigate the refund policies of book retail stores, including the Kellogg Community College bookstore, PRIOR to purchasing a book for any course. When purchasing a book from the Kellogg Community College bookstore, students are encouraged not to break a textbook's binding, or open a book in shrink-wrap covering, prior to attending the first course session in order to verify that a correct book has been purchased. Students are advised to keep all receipts from book purchases.

Service Learning Option: Service learning is not an option for this course.

![M-CAM logo]

Subject Matter Expert (SME) Course Review Summary

College: Kellogg Community College

M-CAM Training Area: ☐CNC/Machining ☐Multi-Skilled/Mechatronics ☒Production Operation ☐Welding/Fabrication

Degree Program Name: Kellogg Advanced Manufacturing Assembly

Title of Course: CSTR 290 OSHA 10 Hour General Industry

Subject Matter Expert (SME) Reviewer Information
Name: Mary Agostini
Title: Lean Six Sigma Master Blackbelt, Business Process Improvement Specialist
Phone: (419) 261-1490
Email: m-agostini@hotmail.com
Organization/Affiliation: A&W Continuous Improvement, LLC

Attach Resume or provide credentials (showing years of experience and work experience that is relevant to course content):

Synopsis of Findings:

Course Competencies:
1. **Pre-test OSHA General Industry**
2. **Introduction to OSHA (Part 1)**
   - Covers the history of OSHA, the OSH act, the mission, and the rights of employees as covered under the act. Informs participants on where to get additional information and how to file a complaint.
3. **Introduction to OSHA (Part 2)**
   - Covers the general OSHA requirements for employers and employees.
4. **StartSafeStaySafe®**
   - Covers workplace safety and the legal rights of employees.
5. **Walking Working Surfaces**
   - Provides information on walking and working surfaces, OSHA general requirements, and surface hazards. Instruct participants on how to handle spills in the workplace.
6. **Safety & Health Programs**
   - Provides information to participants on safety and health programs. Includes an assessment and fact sheet.

7. **Personal Protective Equipment**
   - Explains the importance of PPE in the workplace. Lists the various types of PPE and how they should be used. Provides information on employer responsibilities regarding PPE.
8. **Bloodborne Pathogens**
   - Defines and explains bloodborne pathogens, describes the hazards, and how they are transmitted. Participants learn how to reduce their risk of exposure.
9. **Electrocution Hazards**
   - Teaches participants how to identify potential electrocution hazards, and the various types. Explains protection techniques and employer requirements.
10. **Fire Prevention and Protection**
    - Participants learn how to protect themselves and other in the event of a workplace fire. Fire prevention plans are covered, including steps to identify, avoid and control fire hazards.
11. **Hazardous Communications**
    - This portion covers the importance of chemical safety, and includes, chemical basics, the Right to Know Act, requirements of a hazardous communication program, Safety Data Sheets, warning labels, and how to stay safe around hazardous chemicals.
12. **Ergonomics**
    - Explains ergonomics and its importance. Teaches participants risk factors regarding ergonomics, including poor lifting techniques, and how to use ergonomics in everyday life.
13. **Emergency Action**
    - Explains emergency action planning, including guidelines for emergency preparedness. Defines the term Emergency Action Plan and lists guidelines for various emergency situations.
14. **Final Assessment OSHA General Industry**

This course provides an effective overview on occupational safety and hazard identification, prevention and control. It is current with the US Department of Labor OSHA standards and recommended practices.

Michigan Coalition for Advanced Manufacturing

Reviewers Signature _Mary Agostino_   Date: _01/30/17_

Michigan Coalition for Advanced Manufacturing
Subject Matter Expert Course Review

1. Course Overview and Objectives	Exceptional	Satisfactory	Ineffective
The goals and purpose of the course is clearly stated.	X		
Prerequisites and/or any required competencies are clearly stated.	X		
Learning objectives are specific and well-defined.	X		
Learning objectives describe outcomes that are measurable.		X	
Outcomes align to occupational focus (industry skills and standards).	X		

Comments or recommendations: According to the course syllabus, "The OSHA Outreach Training Program for General Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights." Pre-assessments are given prior to instruction to evaluate participants' level of expertise. Each online modules assesses competence, and requires successful completion before participants can move on to the next section. A comprehensive exam is given after completion to ensure participants have grasped the materials effectively.

2. Material and Resources	Exceptional	Satisfactory	Ineffective
The instructional materials contribute to the achievement of the course learning objectives.		X	
The materials and resources meet/reflect current industry practices and standards.	X		
The instructional materials provide options for a variety of learning styles.		X	
Resources and materials are cited appropriately. If applicable, license information is provided.		X	

Comments or recommendations: This course is provided online and learning style is thus limited to what can be done in an online environment. The reviewer assumes that any citations required are included.

3. Learning Activities	Exceptional	Satisfactory	Ineffective
Provide opportunities for interaction and active learning.		X	
Help understand fundamental concepts, and build skills useful outside of the learning object.		X	
Activities are linked to current industry practices and standards.	X		

Comments or recommendations: Activities are provided in an online learning environment, and participants are required to spend a certain amount of time within the online learning environment.

4. Assessment Tools/Criteria for Evaluation	Exceptional	Satisfactory	Ineffective
The course evaluation criteria/course grading policy is stated clearly on syllabus.	X		
Measure stated learning objectives and link to industry standards.	X		
Align with course activities and resources.		X	
Include specific criteria for evaluation of student work and participation.		X	
Comments and recommendations: The course provides exceptional content, but is limited by the online learning environment.			

5. Equipment/Technology	Exceptional	Satisfactory	Ineffective
Meets industry standards and needs.	X		
Supports the course learning objectives.		X	
Provides students with easy access to the technologies required in the course/module.	X		
Comments and recommendations: This course is up to date with current industry standards as defined by the US Department of Labor OSHA.			

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877-878-8464 or visit www.michigan.gov/mdcr."

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M-Agostini@Hotmail.com

MARY M AGOSTINI

EXECUTIVE MANAGEMENT

- Strategic Planning and Deployment
- Operations Assessment and Improvement
- Quality Improvement
- Safety Performance Improvement
- Product and Process Innovation

PROFESSIONAL PROFILE

Certified Lean Six Sigma Master Black Belt with over 25 years of experience in process and product innovation, process efficiency improvement, quality improvement, and training and mentoring. A proven track record in multiple industry settings, including manufacturing, health care and higher education.

CORE COMPETENCIES

- Project management
- Development of Metrics and tracking systems
- Project prioritization and assignment
- Lean Six Sigma program management
- Root cause analysis
- Solutions development
- Project benefit estimation and tracking
- Strategic alignment
- Resource management
- Change management
- Team leadership
- Analytics
- Process and product design

EXPERIENCE

PARTNER & FACUTLY, STRATEGY DEPLOYMENT INSTITUTE

August, 2016 to Date

Providing training and guidance for multiple industry settings on effective strategy execution.

PRESIDENT, A&W CONTINUOUS IMPROVEMENT, LLC

June, 2013 to Date

Providing consulting services in manufacturing, healthcare, higher education and government. Implementation of process and performance improvement techniques.

DIRECTOR, PATIENT FLOW AND LOGISITCS, CATHOLIC HEALTH PARTNERS

January 2012 to September 2013

Implemented strategy execution across multiple hospitals, resulting in over $30M increase in business performance.

LEAN SIX SIGMA MASTER BLACK BELT, MERCY HEALTH PARTNERS

March 2007 to January 2012

Implemented effective strategy deployment in the Northern Region, resulting in improved business performance, safety performance, and quality performance across the board.

LEAN SIX SIGMA MASTER BLACK BELT, JOHNS MANVILLE CORPORATION

July 1995 to March 2004

Operations consolidation resulting in $23M return. Quality and Safety performance improvement and monitoring.

EDUCATION

UNIVERSITY OF TOELDO, 2013

BS Interdisciplinary Studies, Business Minor – graduated Magna Cum Laude

BOWLING GREEN STATE UNIVERSITY

Mechanical Engineering – 3.96 GPA

OWENS COMMUNITY COLLEGE

Statistical Engineering Technology – 3.9 GPA

COMMUNICATION

Key Note Speaker, NW Ohio Lean Consortium, 2014

Speaker, NW Ohio Lean Consortium, 2013

Speaker, VHA Lean Healthcare Conference, San Diego, 2013

LEADERSHIP

Chair of Algansee Citizens Committee for Reformed Zoning

Chair of the Properties & Performance Committee, TAPPI

REFERENCES

SAMANTHA PLATZKE

CFO, Care Logistics

Contact information provided upon request

KIM BORDENKERCHER

CEO, Henry County Hospital

Contact information provided upon request