



**Cuyahoga Community College**  
 Eastern Campus  
 Environmental, Health & Safety Technology (EHST)  
 EHST 2220 – EH&S Management Systems  
 Spring 2018

**Faculty Information**

<b>Faculty</b>	Rodney Smith, MS, MBA, CSP, CHMM, LSSBB
<b>Office</b>	Adjunct Service – EEC 156
<b>Phone</b>	800-373-6345 ext 1033 <i>Phone Availability: M – F, 5:30 – 8PM</i> <i>Please be sure to leave your name, phone number, course name, and concern</i>
<b>Email or Course Correspondence</b>	<a href="mailto:rodney.smith@tri-c.edu">rodney.smith@tri-c.edu</a>
<b>Office Hours</b>	Phone Office Hours: <i>Phone Availability: M – F, 5:30 – 8PM</i>

**Course Information**

<b>Course Title</b>	EHST 2220 EH&S Management Systems, CRN 12331
<b>Class time</b>	Mondays 6 – 7:50PM, Every other Week (blended)
<b>Classroom</b>	East Education Center (EEC), Room 157A
<b>Prerequisites</b>	EHST-1310 Introduction to Environmental Law, or EHST-131A Introduction to Environmental Law - Water and Air, and EHST-131B Introduction to Environmental Law - Remediation or departmental approval.
<b>Drop Date</b>	September 11, 2017 (no record), November 17, 2017 (“W”)
<b>Credit Hours</b>	2
<b>Lecture Hours</b>	2
<b>Lab Hours</b>	0
<b>Other Hours</b>	0

**Course Catalog Description**

Overview and history of Environmental Health & Safety management systems (MSs), focusing on the International Standards Organization 14000 series and the OHSAS 18000 series. Addresses MS auditing; setting an environmental/safety policy; specifying objectives and targets; risk assessments; waste minimization; the benefits of MS system certification; regulatory and certification requirements; implementing MS programs; monitoring and measuring program results; and reviewing programs to ensure continual improvement. Uses case study to illustrate development of an EH&S management systems.

**Course Outcomes & Objectives**

Course Outcomes:

Upon satisfactory completion of EHST 2220 - EH&S Management Systems, the student should be able to perform the following outcomes and supporting objectives:

A. Implement Environmental Health and Safety Systems to monitor and measure program results

Course Objectives:

Upon satisfactory completion of this course, the student should be able to perform the following outcomes and supporting objectives:

- Explain the general concept of Management Systems and how they may be used to improve the process of any operation.
- Recite OSHA's Safety & Health Management Systems approach, using online resources, the OSHA e-tool and case studies.
- Compare and contrast the actual and potential relationships between ISO 9001, OHSAS 18001, and ISO 14001, and review proposed ISO standards to govern EH&S Management Systems.
- Comprehend the practical implications, issues, costs, and benefits of Management System certification.
- Define a comprehensive EH&S policy statement and develop core EH&S Management Systems policies.
- Classify the environmental impacts of a given organization and apply the concept of significance in the ISO 14001 scheme.
- Classify the health and safety risks of a given organization and apply the concept of significance in the OHSAS 18001 scheme, as well as hazard identification & control under the OSHA S&H Management System's approach.
- Understand the role of documentation systems, records management, emergency procedures, training and regulatory requirements in Management Systems.
- Explain the role measuring, monitoring, auditing, and corrective actions in Management Systems.
- Assess methods for continuous evaluation and improvement of EH&S Management Systems.

**Required Text and Supplies**

*No Text Required.*

**OTHER REQUIRED REFERENCES:**

OSHA Safety & Health Management Systems resources found at [www.osha.gov](http://www.osha.gov)

ISO-14001 Standard, as amended (provided by instructor) – Academic use only

ISO-45001, as amended (provided by instructor) – Academic Use Only

OHSAS-18001 Standard, as amended (provided by instructor) – Academic use only

Other sources, as assigned/provided

**Academic Credit**

According to the Ohio Board of Regents Operating Manual, one (1) semester hour of college credit will be awarded for each lecture hour. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. For laboratory hours, one (1) credit shall be awarded for a minimum of three laboratory hours in a standard week for which

little or no out-of-class study is required since three hours will be in the lab (i.e. Laboratory 03 hours). Whereas, one (1) credit shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of class study preparing for or following up the laboratory experience (i.e. Laboratory 02 hours). Credit is also awarded for other hours such as directed practice, practicum, cooperative work experience, and field experience. The number of hours required to receive credit is listed under Other Hours on the syllabus. The number of credit hours for lecture, lab and other hours are listed at the beginning of the syllabus. **Make sure you can prioritize your time accordingly. Proper planning, prioritization and dedication will enhance your success in this course.**

### **Accessibility Statement**

If you need any special course adaptations or accommodations because of a documented disability, please notify your instructor within a reasonable length of time, preferably the first week of the term with formal notice of that need (i.e. an official letter from the ACCESS office). Accommodations will not be made retroactively.

For specific information pertaining to ADA accommodation, please contact your campus ACCESS office or visit online at <http://www.tri-c.edu/accessprograms>. Blackboard accessibility information is available at <http://access.blackboard.com>.

<b>Eastern</b>	(216) 987-2052	TDD (216) 987-2230*
<b>Metropolitan</b>	(216) 987-4344	TDD (216) 987-4048*
<b>Western</b>	(216) 987-5079	TDD (216) 987-5117*
<b>Westshore</b>	(216) 987-5079	TDD (216) 987-5117*
<b>Brunswick</b>	(216) 987-5079	TDD (216) 987-5117*
<b>Off-Site</b>	(216) 987-5079	TDD (216) 987-5117*

### **Attendance Tracking (choose appropriate modality statement)**

#### **Student Attendance for Blended-Learning Courses**

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Eligibility for federal student financial aid is, in part, based on your enrollment status.

Students who do not attend classes for the entire term are required to withdraw from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of the financial aid based on the date of last attendance. Students who do not attend the full session are responsible for withdrawing from the course(s).

Tri-C is responsible for identifying students who have not attended a course, before financial aid funds can be applied to students' accounts. Therefore, attendance will be recorded in the following ways:

- For blended-learning courses, students are required to attend the course by the 15<sup>th</sup> day of the semester, or equivalent for terms shorter than 5-weeks, or submit an assignment, to be considered attending. Students who have not met all attendance requirements for a blended-learning courses, as described herein, within the first two weeks of the semester, or equivalent, will be considered not attending and will be reported for non-attendance and dropped from the course.

At the conclusion of the first two weeks of a semester, or equivalent, instructors report any registered students who have “Never Attended” a course. Those students will be *administratively* withdrawn from that course. However, after the time period in the previous paragraphs, if a student stops attending a class, wants or needs to withdraw, for any reason, it is the student's responsibility to take action to withdraw from the course. Students must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses has been verified. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from classes prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with class work because of a prolonged absence should confer with the instructor or a counselor.

## **SAFETY TRAINING MODULES - ATTENDANCE REQUIREMENTS**

Note: This EHS course contains a safety training module as embedded into the course/hours and program schedule. In an effort to comply with applicable OSHA Training Institute and Education Centers certification requirements, minimum student contact hours are in place for instruction. Thus, no certification will be awarded if these requirements are not met. Therefore, as this credited college course is designed, a student may earn sufficient points to pass the course but not receive a safety training (card or certificate) because s/he has failed to attend all required course/minimum student contact hours. Please be advised that such attendance is OSHA mandated. Thus rendering no discretion to faculty or instructors.

\*Students may earn college credit, but not meet the safety training certification requirements (for reasons stated above).

\*\*In order to receive your college credit you must obtain a final course grade of 70% or better based on the grading section above. A "D" grade is not considering a passing grade for EHST course transfers.

## **Methods of Evaluation/Grading Policy**

Assignments and tests will be provided in the Blackboard course site. The instructor will explain assignment and test requirements in the classroom.

## **GRADING RUBRIC**

Reference the grading rubric files which can be accessed on the “Course Documents” link in Blackboard to determine the basis for grading of the assignments.

## **Course Schedule**

Assignments listed in the right-hand column are due on Sunday of that week by 5PM Eastern Standard Time (EST). Late work will be graded at a 5% reduction per calendar day. Check your course schedule frequently.

***\*\*\*Course Syllabus & Schedule is Subject to Change/Revision\*\*\****

## **Late Work & Assignments**

Late work will be graded at a 5% reduction per calendar day. Check your course schedule frequently.

## **Technology & Technology Skill Requirements**

You will need basic computer skills and should be comfortable using a word processing program, browsing for files, copying and pasting between programs.

You will need a computer that connects to the Internet. Your student ID number and password are required for access. If you do not own a computer OR if your computer malfunctions during the semester, you will be expected to identify a computer to use. Computers are available at the Public Library and in the Tri-C Technology Learning Centers (TLC) on each campus. Technology problems are not an excuse for missed or late work.

The Office of eLearning and Innovation offers Blackboard Orientation at <https://portal2.tri-c.edu/OnlineOrientation/Home/LoginEliO>. Visit Tri-C Online Learning at <http://www.tri-c.edu/onlinelearning/Pages/default.aspx> for more information.

***You may also be asked to utilize MS PowerPoint, Excel, and Adobe Reader / PDFs. Your computer must have enough processing capacity, memory and internet speed to successfully play videos and Adobe Presenter packages, since some Presenter files and videos are used in class and as supplemental for our companion Blackboard site. If you have difficulty playing these files, please consult the “Technical Help” below.***

## **Technical Help**

If you experience a technical problem, you should call the 24/7 Customer Care Technical Support at

216-987-HELP to receive technical phone support in the following areas:

- Blackboard
- Internet Explorer
- Login issues (password resets) for My Tri-C Space
- Microsoft Office (Word, Excel, PowerPoint)
- Navigation of My Tri-C Space
- Tri-C email

Some technical support issues may not be able to be resolved over the phone. While the Customer Care Technical Support team will work diligently to assist students, it is possible that personal computer problems may require the student to contact outside technical support for assistance.

There are computers available for student use at each Campus Technology Learning Center (TLC) and your local public library. These resources should be used to keep up with your coursework while you work to resolve a computer problem.

### **Incompletes/Grading System**

*(From the College Catalog found on My Tri-C Space > My Info tab > under Registration Information)*

Instructors determine grades, subject to the College's policies and procedures. A notation of "I" indicates that a student has not completed all course requirements as a result of circumstances **judged by the instructor** to be beyond the student's control. Failure to complete such requirements no later than the end of the fifth full week of the next semester will result in an "F" (Failing) grade.

### **Pass/No Pass Statement**

*(From the College Catalog found on My Tri-C Space > My Info tab > under Registration Information)*

An alternative to a letter grade called Pass/No Pass grade options allows students who want to explore a discipline and/or course to register without the penalty of a grade impacting their grade point average.

A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at Cuyahoga Community College. Whereas, audited courses do not count, students may select up to 12 credits of Pass/No Pass that may transfer to another college or university as electives.

Some restricted/selective admission program courses require traditional letter grades for their core requirements. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options. Once you have registered for a course and select the Pass/No Pass grade options you cannot convert back to a traditional grade option nor can you change a traditional letter grade to a P/NP option for a particular course after the 100% refund period.

International students and Post-Secondary Enrollment Options program students are not eligible to utilize the Pass/No Pass option. Courses taken Pass/No Pass count toward financial aid enrollment requirements.

### **Withdrawal Statement**

*(From the College Catalog found on My Tri-C Space > My Info tab > under Registration Information)*

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate Tri-C form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

### **Grade Reporting**

Check with your Instructor to determine the date your final grade will be available.

### **Student Conduct and Academic Honor Code**

Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System.

Refer to the [Student Conduct Code 3354:1-30-03.5](#) and [Student Judicial System 3354:1-30-03.6](#) for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page.

- Penalties for Academic Dishonesty are defined in the [Student Judicial System 3354:1-30-03.6 - \(D\) Sanctions](#).
- Plagiarism as Academic Dishonesty is defined in **Tri-C Student Handbook** via My Tri-C Space on the *Student Services* tab under *College Guidelines*.

### **Check to see how close you are to graduating using DegreeWorks!**

DegreeWorks\* is Tri-C's new comprehensive degree audit system that will help you and your counselor monitor your progress towards graduation.

With DegreeWorks you can establish an academic plan, check your completed and in-progress coursework against program requirements, run "what-if" audits to explore how your credits may apply to other Tri-C programs of study, calculate your projected GPA, and work with a counselor to prepare for graduation! Access: <http://www.tri-c.edu/student-success/degreeworks.html>

### **Campus Security and Student Safety**

Campus Police and Security Services are dedicated to protecting life and property, while detecting and preventing crime. The department includes police officers, detective bureau, K-9 patrol, security officers, dispatchers, administrative staff, and student patrols.  
<http://www.tri-c.edu/administrative/campuspolice/Pages/default.aspx>

When on campus always take note of the two nearest exits and emergency signs in all classrooms. If there is an emergency please call 216-987-4911 (instead 911) to assist outside emergency vehicles to be directed to the needed area on campus by the campus police.

### **FOR ASSISTANCE OR TO REPORT A CRIME CALL:**

Non-emergencies: 216-987-4325

Emergencies: 216-987-4911

If there is an emergency alarm informing all to evacuate or a fire alarm, immediately take your personal belongings with you. Do not reenter the building until notified by emergency personnel. If there is an alarm for seeking shelter due to inclement weather, go to the lowest level and stay away from windows. Follow the directions of the announcements. A “Lock Down” announcement will require all campus members to stay in the building and not to evacuate/leave.

### **Cell Phone Use**

Please silence your cell phones during class and excuse yourself for emergency calls.

### **Recycling on Campus**

Please use the recycling bins located on campus to dispose of your cans, bottles, and paper. Do not place trash or non-recyclable materials into the recycling bins. Be a part of this important effort to conserve resources and reduce pollution.

### **Course Correspondence**

All email correspondence is expected to be sent to the instructor’s Tri-C email account from the student’s Tri-C email account. This is due to the potential for spam/virus & security compromises that are common with personal email accounts. Further, I may not identify your personal email address and may inadvertently delete the email mistaking it for “spam.”

### **Netiquette – Policy on Online Communications**

Communication is very important a course. To maintain a positive online environment, each of us is expected to follow these netiquette guidelines. Be advised that rules for student conduct apply in the online environment. Any use of electronic communication on Tri-C’s network, which includes Blackboard, Tri-C email, etc. for flaming or other kinds of harassment may be treated as a student conduct violation in the Student Handbook (accessible via My Tri-C Space on the Student Services tab).

- Show respect for the instructor, other students, and for the privacy of those in the online environment. Nothing threatening is ever appropriate.
- Express differences of opinion in a polite and rational way, maintaining a supportive academic environment.
- Stay focused by avoiding irrelevant topics in discussion or collaborative activities
- Use proper capitalization and punctuation rules. Use of all uppercase in a message is the equivalent of shouting and is considered offensive.

**\*\* Course Syllabus and schedule subject to change\*\***