



# Syllabus

(Virtual)

## **Certificate for Occupational Safety Managers (Virtual)**

The course is designed to increase the knowledge and skill competencies of executive-level safety managers. It examines current thinking and explores cutting edge principles regarding safety theory as well as the application of these principles to safety-related knowledge and skills needed to effectively manage safety departments in organizations.

### **Prerequisites**

Students must have a minimum of 2 years of safety and health experience.

### **Class Schedule**

There will be five days of class for a total of 40 hours of course work.

Students will participate in a live online session via Zoom video conferencing. Live sessions begin at 8:00 a.m. Central Time. After each session, students can work on their own time to complete daily assignments.

*\*Class schedule is subject to change.*

### **Materials**

Students will receive an electronic copy of the student workbook on the first day of class.

### **Technology Requirements**

Participation in this course will require the following:

- Computer with reliable Internet access (Laptops and desktop computers only.)
- Preference: Dual monitor setup or use of multiple devices (computer and mobile device)
- Google Chrome Browser
- Webcam and Microphone
- Zoom Video Conferencing
- Adobe Acrobat Reader DC

### **Learning Outcomes**

Upon completing this course, students will be able to:

- Develop clear objectives, goals, strategies, and measures for integrating health and safety processes into the culture of the organization
- Create methods for promoting occupational health and safety program initiatives by developing and communicating the safety message
- Develop a comprehensive safety management system
- Build a structure that measures, analyzes, and effectively manages aspects of risks
- Apply techniques to manage injuries and illnesses
- Construct programs that provide appropriate awards while effectively managing discipline

### **Instructors**

COSM Instructors are experts in occupational safety and health with a minimum of five years of management-level working and teaching experience in the field. COSM Instructors hold an active COSM credential.

## Session Topics

Modules within each COSM session are identified below:

<b>Essentials of Safety Management</b>	<b>Strategic Planning &amp; Evaluating for Safety Success</b>	<b>Managing Risk &amp; Safety Finance</b>	<b>Injury Management, Incentives &amp; Discipline</b>	<b>Communicating the Safety Message</b>
Introduction	Introduction	Introduction	Introduction	Introduction
Competencies of the Safety Professional	Strategic Planning for Safety	Technical Aspects for Managing Risks	Preventive Measures and Post-Accident Management	Communicating the Safety Message
Leadership in Safety	Program Evaluation	Financial Aspects of Managing Risks	Incentives, Recognition and Discipline	
Management Roles & Responsibilities				

## Grading

A COSM certificate will be awarded when students complete all five sessions and the post-session assignments. Assignments are due before the last day of class.

## Certificate Term

A COSM certificate is valid for a 3-year period and terminates on December 31 on the third year.

## Course Standards

The COSM Program requires session participant to be involved in active learning and maintain high standards of honesty and ethical behavior.

Students should contact the COSS Administration if there is a policy grievance.

## Attendance Policy

Due to the concentrated nature of the work requirements for this course, students are required to attend all five sessions of the live, online instruction. Students must also complete all daily assigned activities and active participation is expected. If a student misses a session or fails to complete required activities, the student will be dropped from the course without a refund. In case of an emergency, a student may be given the option to make up the missed portion. Exceptions must be authorized by the instructor, and students are required to sign a COSM Absence Form and make up the training within 90 calendar days of the absence.

For virtual COSM courses, the webcam must be on throughout the entire live session.

## Disruptive Behavior Policy

COSM Instructors shall monitor each class for unacceptable behaviors including, but not limited to, the following:

- Sleeping during instruction
- Talking with other students while the instructor is talking
- Being disruptive to the instructor or to other students

- Not returning from breaks in a timely manner
- Inappropriate cell phone or laptop usage
- Disrespecting the instructor or other students

For virtual COSM courses, COSM Instructors shall monitor additional unacceptable behaviors including, but not limited to, the following:

- Being interrupted or attending to pets, children, etc
- Conducting other work or home activities including e-mails, texts, social media, etc
- Taking pictures of COSM materials
- Driving during Zoom session

If disruptive behavior continues after warnings have been issued, the student will be removed from the class, and the instructor will report the incident to the location administration or COSS Administration using the Disciplinary Action Form (DAF). After further review by the administration and instructor, one of the following actions will take place:

- The student will be allowed to return to class.
- The student will not return to class but will be allowed to reschedule to attend a future class at no charge.
- The student will not return to class and will not be allowed to reschedule to complete a future class.

A copy of the DAF will be submitted to the instructor, location administration, COSS Administration and to the student.

### **Confidentiality Policy**

COSM will safeguard confidentiality of all information provided by students. Except as required by law, information about a student's grades shall not be disclosed to a third party (i.e. student's employer) without written student consent.