



Syllabus

(Virtual)

Certified Occupational Safety Specialist (Virtual)

The course is designed to build core competencies in the field of safety & health. It examines safety theory and the application of these principles to safety-related knowledge, skills, and competencies.

Prerequisites

Students must have a high school diploma or equivalent and must be at least 18 years of age.

Class Schedule

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

Students will participate in a live 6-hour online session via Zoom video conferencing Monday – Friday. Live sessions begin at 8:00 a.m. Central Time. After each session Monday - Thursday, students can work on their own time to complete daily exercises and readings. On the final day, students will participate in an additional 2-hour Zoom session to complete final graded activities including the final exam, final compliance moment, and safety presentation.

**Class schedule is subject to change.*

Materials

Note: The texts listed below are included in the cost of the course. Students will receive an electronic copy of each item.

(Most up-to-date edition) Friend, M. and Kohn, J. (2018). *Fundamentals of Occupational Health and Safety*. Rockville Md: Governmental Institutes.

(Most up-to-date edition) *OSHA Standards for the Construction Industry: 29 CFR1926 (with amendments)*. Davenport: Mancomm.

(Most up-to-date edition) *OSHA Standards for the General Industry: 29 CFR1910 (with amendments)*. Davenport: Mancomm.

(Most up-to-date edition) *COSS Student Workbook*. Baton Rouge: Moran Printing.

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:

- Determine the true cost of an accident
- Calculate the incident rates
- Use the OSHA and BLS websites to identify SIC/NAICS Codes, and search public records to access industry trends
- Identify hazards, determine regulatory requirements, implement corrective actions
- Perform risk analyses for key jobs and processes
- Learn the basic steps and fundamentals of accident investigations
- Differentiate between safety audits and inspections
- Prepare and present effective safety training presentations
- Communicate safety initiatives and goals
- Develop and maintain company safety programs
- Identify competent person requirements

Instructors

COSS Instructors are experts in occupational safety and health with a minimum of five years of working or teaching experience in the field. COSS Instructors are also authorized OSHA Outreach Training Instructors in both construction and general industries and hold an active COSS credential.

Assignment Overview

- Daily Homework
- Daily Quizzes (Students are tested on assigned readings.)
- Daily Compliance Moments (Students will perform analyses of hazardous conditions.)
- 10-minute Safety Presentation (Students will complete a safety presentation on the final day of class.)
- Proctored Final Exam (1.5-hour time allotment)
- Safety-related strategy development for business environments

Grading

ASSIGNMENT	PERCENT
Daily Quizzes	17.5%
Final Exam (70% minimum score)	75%
Ten Minute Safety Presentation (P/F)	7.5%
Final Compliance Moment (P/F)	
Total	100%

The course is graded on a pass/fail basis. An overall course grade of at least 70% *and* at least 70% on the final exam is required to pass. Student's grades will be sent to students upon e-mail request only.

Certificate Term

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

Course Standards

The COSS Adult Teaching/Learning Model specifies that students achieve certain specified learning outcomes. All performance assessment depends upon the accomplishment of these outcomes. Students are graded on achievement of the objectives of the course, rather than on effort.

The COSS Program requires each student to maintain high standards of honesty and ethical behavior. All assignments submitted must be the student's own work.

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 by 7:00 p.m. Central Time. If a student misses a live 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 COSS Absence Form and make up the training within 90 calendar days of the absence.

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

Disruptive Behavior Policy

COSS 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 COSS courses, COSS 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 COSS materials including daily assigned activities and exams
- 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.

Final Exam Policy

A participant must not receive or provide any unauthorized assistance on an examination. The participant may not use external resources or electronic devices during testing. If a participant violates any of the requirements, the participant will receive a score of 0 on the exam and an exam retake will not be allowed.

Failure Policy

If a student fails the course, the student will be given two opportunities for final exam retakes. The first final exam retake will be given at no charge, and the second will cost the student \$149. Students can complete a final exam retake immediately after class or choose to schedule on another day. An instructor, location administrator, or proctor must be present for any final exam retakes. Prior to a final exam retake, the instructor can briefly remediate the student and allow a short period for studying. All final exam retakes must be completed within 90 calendar days of the failure. If a student does not complete a final exam retake within 90 calendar days or if the student fails the second final exam retake, the student will fail the course. Students are required to sign a COSS Failure Form at the time of the original failure.

Confidentiality Policy

COSS will safeguard confidentiality of all information provided by students, including the results of examinations. 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.