

COURSE OUTLINE

Course Name: Health and Safety

Department Head/Coordinator: Department Head: Kathy O'Donnell **Effective Date:** September 2012

School or Centre:		Department:	
School of Arts and Science		Community & Career Education	
Course History:		Year of Study:	
Replacement Course		Below Grade 10 Equivalency	
Name of Replacing Course (if applicable):	Foodsafe and Worker Safety RETS 0662	Course Number:	REHC 0604
		Number of Credits:	3.0

Course Pre-requisites (if applicable):

Admission to the program

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Course Description:

In this course, students learn and practice compliance with workplace safety policies and procedures. Topics include: fundamentals of basic emergency procedures; personal safety; the safe use of equipment; knife handling; proper lifting techniques; and preventing slips and falls. The basics of WHMIS, First-Aid/CRP, HACCP, and lockout are taught.

Students also learn and practice safe procedures for light cleaning tasks such as mopping, vacuuming, dusting, cleaning surfaces and garbage removal, according to industry standards.

Students learn industry specific expectations relative to security at the workplace.

Instructional Strategies:

Instructional strategies include but are not limited to: lecture, classroom discussion, demonstrations, experiential learning and practice.

Course Learning Outcomes:

At the end of this course students will:

- apply basic WHMIS and HACCP principles consistently
- comply with standard safety procedures consistently
- follow WorkSafe BC guidelines and regulations when using tools and equipment
- practice safe lifting, bending and carrying procedures regularly
- comply with workplace harassment policy regularly
- apply personal safety and emergency procedures regularly
- explain and practice basic First- Aid Procedures

Program Learning Outcomes:

Upon successful completion of the Retail and Hospitality Careers Certificate, students will:

1. Apply organizational and time management skills to meet the demands of the service industry.
2. Apply FOODSAFE™ and worker safety principles consistently when working in a service industry workplace.
3. Interact with customers, co-workers and supervisors in a polite and professional manner using appropriate workplace communication skills.
4. Conduct themselves in a professional manner in the workplace, consistent with industry standards.
5. Differentiate among a wide variety of workplace opportunities in retail and hospitality industry.
6. Apply basic knowledge of the equipment and procedures in a service industry.
7. Perform skills specific to industry in an independent and reliable manner.
8. Accurately use industry terms, products, principles and skills.
9. Describe industry groups and customer profiles within industry sectors.

Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Satisfactory/Unsatisfactory		S (where S = 50%)

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Participation	20	Checklist to evaluate active participation in learning completed by faculty
Quizzes/Tests	20	Verbal and/or written
Final Exam	30	Practical assessment used to gauge application of skills
Other	30	Practical assessment using daily/weekly checklists
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Total		100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	25	
B - Lab (Computer, Chemistry...)	25	
Enter Total Hours	50	

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics and Sequence Covered:

Workplace Violence and Personal Safety
Preventing Injury
First Aid CPR
WHMIS/ HACCP (Hazardous Analysis and Critical Control Points)
Emergency Procedures
Lockout

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
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