

الجمهورية اليمنية
وزارة التعليم العالي والبحث العلمي
جامعة 21 سبتمبر للعلوم الطبية والتطبيقية



كلية: الادارة الطبية

قسم : ادارة الخدمات الطبية

توصيف مقرر

ادارة الصحة والسلامة المهنية

رقم ورمز المقرر (05.01.525)

1444هـ

I. Course Identification and General Information:

1	Course Title:	Occupational health and safety management			
2	Course Code & Number:				
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		2	2	-	--
4	Study Level/ Semester at which this Course is offered:	Level 4 / Semester 1			
5	Pre –Requisite (if any):	-			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	Bachelor of medical Administration			
8	Language of Teaching the Course:	English			
9	Study System:	Semester based System			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	Faculty of medical Administration in 21 umas			
12	Prepared by:	Dr. Muneer Alwesabi			
13	Date of Approval:				

توقيع العميد د/ جميل أحسن مجلي	توقيع نائب العميد لشؤون الجودة د/ محمد جبران الشماحي	توقيع رئيس القسم د/ نزار محمد السمحي	توقيع موصف المقرر د/ منير مصلح الوصابي
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II. Course Description:

The focus of this course is to introduce students to the broad field of occupational health & safety (OHS) management, under the conceptual framework of a healthy workplace. Students will learn about hazard recognition, assessment and control techniques (physical, chemical, biological, ergonomic, and psychosocial), in the context of global occupational health and safety legislation. will examines the major safety management issues that impact the workplace including safety awareness, loss control, regulatory issues and human behavior modification. The overall goal is to provide an approach to OHS that is applicable to students in medical administration in health organization as general.

III. Course Intended Learning Outcomes (CILOs) : Upon successful completion of the course, students will be able to:

Referenced PILOs

Learning out of program

A. Knowledge and Understanding:

a1	Identify the concepts of occupational health and hazards and safety management to different jobs and its history.	A3
a2	Describe the role of OHS management in meeting the needs of various stakeholders internal and external to the work-environment. & the legal aspects of OHS requirements across all word with a focus on Yemen legislation	A3, A5

B. Intellectual Skills:

b1	assess the management of occupational health hazards in various settings(focuses in health organization)	B4
b2	Explain role of Workers' Compensation (according to specific legislation or health organization system) to accident prevention and support of injured workers including rehabilitation.	B1
b3	Analyze the interrelatedness of public health management, employees, and the government to the goals of occupational health and safety	B2

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C. Professional and Practical Skills:		
c1	Use appropriate management strategies in workplace Health, Safety and Wellness.	C1
c2	Apply theories and concepts of occupational health and safety to the development and management of programs.	C3
c3	Advice on management of occupational health hazards in various settings	C2
D. Transferable Skills:		
d1	Relate health promotion/prevention/protection concepts to the occupational health and safety program.	D1, D2

(a) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
a1: Identify the concepts of occupational health and hazards and safety management to different jobs and its history.	- Lecture , Seminars	Homework , Quiz 1 , Midterm Exam, Final written exam.
a2: Describe the role of OHS management in meeting the needs of various stakeholders internal and external to the work-environment. & the legal aspects of OHS requirements across all word with a focus on Yemen legislation	- Lecture , Seminars	Homework , Quiz 1 , Midterm Exam, Final written exam.

(b) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment

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		Strategies
b1: assess the management of occupational health hazards in various settings(focuses in health organization)	- Seminars and Small group discussion	Homework, Seminars
b2: Explain role of Workers' Compensation (according to specific legislation or health organization system) to accident prevention and support of injured workers including rehabilitation.	- Seminars and Small group discussion	Homework, Seminars
b3: Analyze the interrelatedness of public health management, employees, and the government to the goals of occupational health and safety	- Seminars and Small group discussion	Homework, Seminars

(C) Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
c1: Use appropriate management strategies in workplace Health, Safety and Wellness.	- Lecture , Seminars and Small group discussion	Quiz 2, Midterm Exam, Final exam
c2: Apply theories and concepts of occupational health and safety to the development and management of programs.	- Lecture , Seminars and Small group discussion	Quiz 2, Midterm Exam, Final exam
c3: Advice on management of occupational health hazards in various settings	- Lecture , Seminars and Small group discussion	Quiz 2, Midterm Exam, Final exam

(d) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1: Relate health promotion/prevention/protection concepts to the occupational health and safety program.	- Group discussion, Role play PPL	Seminars, Group research

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Training

I. Course Content:

A – Theoretical Aspect:

Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	contact hours
1	Introduction to Workplace Health and Safety Concepts	a1, a2, b3	<ul style="list-style-type: none"> – History of occupational health and safety management. – Concepts and definitions of occupational health – Occupational safety and health performance measurement. – Responsibility for occupational safety and health. – Safety inspections. – Occupational safety and health training. - Safety and occupational health programs. 	1	2
2	Accident and injuries in the work place	b1,c3	<ul style="list-style-type: none"> – Occupational Accident causes and types of accidents. – Types of work injuries. - Accident investigation. 	1	2
3	Occupational health and safety role and legislation	a2, b1,b2	<ul style="list-style-type: none"> – Occupational safety and health standards. – OSHA's role in occupational safety and health. – Role of the promotional program and its implementation. – Safety committees and safety teams. - The role of insurance and risk management/ loss control in occupational safety and health 	1	2

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4	Hazard Recognition and Assessment	a1,a2,b3, c3,d1	<ul style="list-style-type: none"> – hazards/work related hazards for different occupations and jobs – Use many tools to systematically identify sources of workplace hazards. prevention and control of occupational hazards 	1	2
5	Chemical and Biological hazard	a1,a2,b3, c3,d1	Definitions; the nature of chemical and biological hazards; routes of entry into and effects on the body including the “chain of infection”	1	2
6	Physical hazard	a1,a2,b3, c3,d1	- Definitions; human reactions to physical hazards; noise, vibration, thermal stress and radiation	1	2
7	Mid-Term Exam	a1,a2,b1, b2,b3,c3, d1	-		
8	Ergonomics	a1,a2,b3, c3,d1	- Goals of ergonomics, identification of job risk factors and workplace risk factors, types of repetitive strain injuries and ergonomic control measures	1	2
9	Psychosocial Hazards Workplace Violence	a1,a2,b3, c3,d1	Stress definitions; the transactional model of stress and its implications; the sources and consequences of stress; workplace stressors including bullying and violence & harassment.	1	2
10	Managing Psychosocial Hazards - Workplace Wellness	a1,a2,b3, c3,d1	Protection of workers from violence. Concept of Healthy workplace; work-life balance, flexible workplace, job sharing, telecommuting, violence	1	2

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			prevention/management and healthy lifestyles.		
11	Fire Prevention & Suppression and Emergency Response & Preparedness	a1,a2,b3, c3,d1	<ul style="list-style-type: none"> – Hazard of fair – Types of fair - Fire prevention and suppression. Emergency and evacuation plans; planning for technological and natural disasters. 	1	2
12	Workers' Compensation Management Disability Management	a2, b1, b2, d1	Goals of workers compensation; compensation issues; assessment methods of WCBs. Managing disability including early and safe return to work	1	2
13	First aid for occupational hazard	a2, c1, c3, d1	<ul style="list-style-type: none"> – Definition of first aid – First aid for worker exposure to chemical hazard, physical, psychological, biological, electrical, fire, ...etc hazards – Assessment of victim First management for different injury. 	1	2
14	Disaster management plan	a1, a2, b2, c1, c3, d1	<ul style="list-style-type: none"> – Concept of disaster – Role of administration in disaster plan – Role of medical staff during disaster – Hazards and risk during disaster Management plan of disaster 	1	2
15	Final Exam	All		1	2
Number of Weeks /and Units Per Semester				15	30

B. Case Studies and Practical Aspect:

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No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
1				
2				
3	-			
4	-			
5	-			
6	-			
7	-			
8	-			
9				
10	-			
Number of Weeks /and Units Per Semester		20h	Unit	

C. Tutorial Aspect:

No.	Tutorial	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	NON			
2	1-			
3	2-			
4	3-			
5	4-			
6	5-			
7	6-			

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No.	Tutorial	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
8	7-			
9	8-			
10	9-			
Number of Weeks /and Units Per Semester				

V. Teaching Strategies of the Course:

- Lecture
- Seminars
- Small group discussion
- Field training
- Role play
- PBL sessions
- Group research

VI. Assessment Methods of the Course:

- Assignments
- Quiz
- Exam

VII. Assignments:

No.	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	(Group assignment) each group will search then discuss about different work place hazard	From 7 th – 11 th weak	5	a1, a2

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2	(Group assignment) do program of occupational and safety for different department in health care organization	6 th weak	5	b1,b2,b3
Total			10	

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Homework Group research Seminars	continues	10	10%	a1,a2,b1,b2b3
2	Midterm Exam	7	20	20%	a1, a2•b1
3	Final Exam	16	70	70%	a1,a2•b1,b2b3•c1,c2,c3,d1
Total			100	100%	

IX. Learning Resources:

1- Required Textbook(s) .

- Benjam O.Alli 2001, fundamental principles of occupational health and safety, 1st Edition, Geneva, international labour organization.
- U.S. Department of Labor , Occupational Safety and Health Administration OSHA 3071 , 2002 (Revised), job hazard analysis.

2- Essential References.

1. Magdi a. shrah, 2016, safety and occupational health with securing work environment, 1st Edition, Egept, Friedrich-Ebert-Stiftung e.V.

3- Electronic Materials and Web Sites etc.

1. Occupational Health & Safety Management
AP/HRM 3400 Section O
(Cross listed to: AP/ADMS3400 / HH/HLST 3240)

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Cat # M10N01 (AP/HRM); H96U01 (AP/ADMS); B72V01 (HH/HLST)
Course Outline Winter 2021, School of Human Resource Management: (416) 736-5806
lapsshrm@yorku.ca

2. Introduction to Occupational Health and Safety
Fall 2015, university of Minnesota , school of public health.
3. Other Web Sources:www.hsebook.co.uk

X. Course Policies: (Based on the Uniform Students' By law (2007))

1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

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د/ جميل أحسن مجلي	د/ محمد جبران الشماحي	د/ نزار محمد السمحي	د/ منير مصلح الوصابي



Faculty of Medical Administration

Bachelor of medical Administration Services

Course Specification of Occupational health and safety management

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member:	Dr. Muneer Alwesabi	Office Hours					
Location & Telephone No.:	777405390						
E-mail:	mwesabi@21umas.edu.ye	SAT	SUN	MON	TUE	WED	THU

II. Course Identification and General Information:

1	Course Title:	Occupational health and safety management				
2	Course Code & Number:					
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours	
			Lecture	Exercise		
		2	2	-	--	

توقيع العميد	توقيع نائب العميد لشؤون الجودة	توقيع رئيس القسم	توقيع موصف المقرر
د/ جميل أحسن مجلي	د/ محمد جبران الشماحي	د/ نزار محمد السمحي	د/ منير مصلح الوصابي

4	Study Level/ Semester at which this Course is offered:	Level 4 / Semester 1
5	Pre –Requisite (if any):	-
6	Co –Requisite (if any):	None
7	Program (s) in which the Course is Offered:	Bachelor of medical Administration
8	Language of Teaching the Course:	English
9	Study System:	Semester based System
10	Mode of Delivery:	Full Time
11	Location of Teaching the Course:	Faculty of medical Administration in 21 umas
12	Prepared by:	Dr. Muneer Alwesabi
13	Date of Approval:	

III. Course Description:

The focus of this course is to introduce students to the broad field of occupational health & safety (OHS) management, under the conceptual framework of a healthy workplace. Students will learn about hazard recognition, assessment and control techniques (physical, chemical, biological, ergonomic, and psychosocial), in the context of global occupational health and safety legislation. will examines the major safety management issues that impact the workplace including safety awareness, loss control, regulatory issues and human behavior modification. The overall goal is to provide an approach to OHS that is applicable to students in medical administration in health organization as general.

IV. Course Intended Learning Outcomes (CILOs) :

Upon successful completion of the Course, student will be able to:

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A. Knowledge and Understanding:	
a 1	Identify the concepts of occupational health and hazards and safety management to different jobs and its history.
a 2	Describe the role of OHS management in meeting the needs of various stakeholders internal and external to the work-environment. & the legal aspects of OHS requirements across all word with a focus on Yemen legislation
B. Intellectual Skills:	
b 1	assess the management of occupational health hazards in various settings(focuses in health organization)
b 2	Explain role of Workers' Compensation (according to specific legislation or health organization system) to accident prevention and support of injured workers including rehabilitation.
b 3	Analyze the interrelatedness of public health management, employees, and the government to the goals of occupational health and safety
C. Professional and Practical Skills:	
c 1	Use appropriate management strategies in workplace Health, Safety and Wellness.
c 2	Apply theories and concepts of occupational health and safety to the development and management of programs.
c 3	Advice on management of occupational health hazards in various settings
D. Transferable Skills:	
d 1	Relate health promotion/prevention/protection concepts to the occupational health and safety program.

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د/ جميل أحسن مجلي	د/ محمد جبران الشماحي	د/ نزار محمد السمحي	د/ منير مصلح الوصابي

V. Course Contents:

A. Theoretical Aspect:

Order	Units/Topics List	Sub Topics List	Number of Weeks	contact hours
1	Introduction to Workplace Health and Safety Concepts	<ul style="list-style-type: none"> - History of occupational health and safety management. - Concepts and definitions of occupational health - Occupational safety and health performance measurement. - Responsibility for occupational safety and health. - Safety inspections. - Occupational safety and health training. - Safety and occupational health programs. 	1	2
2	Accident and injuries in the work place	<ul style="list-style-type: none"> - Occupational Accident causes and types of accidents. - Types of work injuries. - Accident investigation. 	1	2
3	Occupational health and safety role and legislation	<ul style="list-style-type: none"> - Occupational safety and health standards. - OSHA's role in occupational safety and health. - Role of the promotional program and its implementation. - Safety committees and safety teams. - The role of insurance and risk management/ loss control in occupational safety and health 	1	2

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4	Hazard Recognition and Assessment	<ul style="list-style-type: none"> hazards/work related hazards for different occupations and jobs Use many tools to systematically identify sources of workplace hazards. <p>prevention and control of occupational hazards</p>	1	2
5	Chemical and Biological hazard	Definitions; the nature of chemical and biological hazards; routes of entry into and effects on the body including the "chain of infection"	1	2
6	Physical hazard	- Definitions; human reactions to physical hazards; noise, vibration, thermal stress and radiation	1	2
7	Mid-Term Exam	-		
8	Ergonomics	- Goals of ergonomics, identification of job risk factors and workplace risk factors, types of repetitive strain injuries and ergonomic control measures	1	2
9	Psychosocial Hazards Workplace Violence	Stress definitions; the transactional model of stress and its implications; the sources and consequences of stress; workplace stressors including bullying and violence & harassment.	1	2
10	Managing Psychosocial Hazards - Workplace Wellness	Protection of workers from violence. Concept of Healthy workplace; work-life balance, flexible workplace, job sharing, telecommuting, violence prevention/management and healthy lifestyles.	1	2
11	Fire Prevention & Suppression and Emergency Response & Preparedness	<ul style="list-style-type: none"> Hazard of fire Types of fire <p>Fire prevention and suppression. Emergency and evacuation plans; planning for technological and natural disasters.</p>	1	2

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12	Workers' Compensation Management Disability Management	Goals of workers compensation; compensation issues; assessment methods of WCBs. Managing disability including early and safe return to work	1	2
13	First aid for occupational hazard	<ul style="list-style-type: none"> - Definition of first aid - First aid for worker exposure to chemical hazard, physical, psychological, biological, electrical, fire, ...etc hazards - Assessment of victim First management for different injury.	1	2
14	Disaster management plan	<ul style="list-style-type: none"> - Concept of disaster - Role of administration in disaster plan - Role of medical staff during disaster - Hazards and risk during disaster Management plan of disaster	1	2
15	Final Exam		1	2
Number of Weeks /and Units Per Semester			15	30

B. Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours
1			
2			
3			
4			
.5			
6			

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No.	Tasks/ Experiments	Week Due	Contact Hours
7			
8			
9			
10			
Number of Weeks /and Units Per Semester		20h	Unit

No.	Tasks/ Experiments	Week Due	Contact Hours
1			
2			
3	-		
4	-		
5	-		
6	-		
7	-		
8	-		
9			
10	-		
Number of Weeks /and Units Per Semester	- 20h	Unit	

C. Tutorial Aspect:

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No.	Tutorial	Number of Weeks	Contact Hours
1	NON		
2			
3			
4			
5			
6			
7			
8			
9			
10			
Number of Weeks /and Units Per Semester			

VI. Teaching Strategies of the Course:

- Lecture
- Seminars
- Small group discussion
- Field training
- Role play
- PBL sessions
- Group research

VII. Assessment Methods of the Course:

- Assignments
- Quiz
- Exam

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VIII. Assignments:

IX. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Homework Group research Seminars	continues	10	10%
2	Midterm Exam	7	20	20%
3	Final Exam	16	70	70%
	Total		100	100%

X. Learning Resources:

1- Required Textbook(s).	
	<ul style="list-style-type: none"> - Benjam O.Alli 2001, fundamental principles of occupational health and safety, 1st Edition, Geneva, international labour organization. - U.S. Department of Labor , Occupational Safety and Health Administration OSHA 3071 , 2002 (Revised), job hazard analysis.
2- Essential References.	
	1. Magdi a. shrarh, 2016, safety and occupational health with securing work environment, 1 st Edition, Egept, Friedrich-Ebert-Stiftung e.V.
3- Electronic Materials and Web Sites etc.	
	<ol style="list-style-type: none"> 1. Occupational Health & Safety Management AP/HRM 3400 Section O (Cross listed to: AP/ADMS3400 / HH/HLST 3240) Cat # M10N01 (AP/HRM); H96U01 (AP/ADMS); B72V01 (HH/HLST) Course Outline Winter 2021, School of Human Resource Management: (416) 736-5806 lapsshrm@yorku.ca 2. Introduction to Occupational Health and Safety Fall 2015, university of Minnesota , school of public health. 3. Other Web Sources:www.hsebook.co.uk

توقيع العميد	توقيع نائب العميد لشؤون الجودة	توقيع رئيس القسم	توقيع موصف المقرر
د/ جميل أحسن مجلي	د/ محمد جبران الشماحي	د/ نزار محمد السمحي	د/ منير مصلح الوصابي

XI. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

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