



**INTERNATIONAL ACADEMY**

Initiative in Education & Lifelong Learning

**Certificate in  
Occupational Health and Safety**

**Instructional Guidelines for Learners**

Occupational Health and Safety

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## Course Overview

Occupational Health and Safety (OHS) is the identification and assessment of the risks from health hazards in the workplace. This involves surveillance of the factors in the working environment and working practices, which may affect workers' health. It also requires a systematic approach to the analysis of occupational "accidents", and occupational diseases. The interdisciplinary approach of OHS culminates processes involved with advising on planning and organization of work and working practices; providing advice, information, training and education on occupational health, safety, hygiene and ergonomics; surveillance of workers' health in relation to work and organizing first aid and emergency treatment.

The "Certificate in Occupational Health and Safety" is designed to provide the learners with basic information, resources, discussion questions and interactive opportunities on the issue of Occupational Health and Safety. The course aims to strengthen the capacity of and demystify concepts and practices for those concerned about and interested in the subject of workplace-related hazards and diseases. The methodology and case studies used in the course are on the one hand tested in the field set up and on the other hand enriched by PRIA's networking with experts and practitioners.

## Assignments

- a) Assignment 1: Reflection Paper
- b) Assignments 2& 3: Quizzes
- c) Assignment 4: Project Paper

You may submit your assignments 1 & 4 in the respective forums. For assignments 2 & 3 which are quizzes you may click on the same to attempt the quiz online.

## **ASSIGNMENT 1: Reflection Paper**

### **Purpose**

The purpose of this assignment is to give the instructor(s) a sense of your existing experiences on the workplace you are presently working in or are concerned with directly or indirectly. Note that you will not be graded on the extent/degree/details of your experience. Rather, you will be evaluated according to how thoroughly you respond to the following instructions.

### **Instructions**

Prepare a write up describing the conditions/circumstances of the workplace you are presently working in or are interacting with directly or indirectly. Also throw some light on the workplace/occupational hazards you come across on both a day-to-day basis and in the long run.

Provide a brief write up on the above stated topic and then discuss the following questions:

- What are the key issues/questions at the concerned workplace?
- What are the raw materials resources and main processes or technologies/techniques being used at the concerned workplace?
- What are the main products/outputs/outcome as well as the by-products of these processes?
- What are the main of these processes?
- What are the main hazards and hindrances involved and encountered at the concerned workplace?
- How do you categorize/analyse/study the concerned sector/hazards relating them with the similar topics covered in the course manual?

- What are the main preventive strategies/mitigation measures/back up plans adopted to handle these hazards?

**Length:** *Please ensure that your paper is not less than 2500 and does not exceed 3000 words. The paper must be in 12-point font and in 1.5 spacing format.*

**Value:** *25% of your final grade*

### **ASSIGNMENT 2 & 3: Individual Quiz**

There will be a total of two quizzes that each learner is expected to participate in. The first quiz is based on course contents, including readings, from Units I-III and the second quiz is based on Units IV-VI.

We shall upload the first quiz on the 31<sup>st</sup> March – it shall remain open until 13<sup>th</sup> April. The second quiz shall be uploaded on 20<sup>th</sup> June –it shall remain open until 7<sup>th</sup> July.

There are two reasons why you should take part in the quiz. Firstly, it ensures that you go through the prescribed readings in a detailed manner, which is an essential component to your learning. Secondly, it is an easy and fun way to add to your overall assessment. So don't lose this opportunity.

Please note, in case you attempt the Quiz more than once, the software will only consider the first submission of the Quiz as the one for grading purposes. So please do not send in revised versions of the Quiz in order to get a better score.

**Value: 20% of your final grade (10% for each Quiz).**

## **ASSIGNMENT 4: Project Paper**

### **Proposal for a PR-OHS process**

#### **Purpose**

The purpose of this assignment is to demonstrate your understanding of the concepts and methods of Participatory Research and its relevance in the context of Occupational Health and Safety, and begin thinking about how you might apply your knowledge in a real-life setting.

We understand the inherent contradiction of one person designing a proposal for PR-OHS process as such processes are highly dependent on, and vary according to, the emerging needs of a group. For the purpose of this assignment, however, you may assume that the design you submit has been discussed and agreed upon by the community in which you will work.

#### **Instructions**

Design a proposal/action plan to understand/analyse/overcome the occupational hazards and other occupational safety issues in your identified workplace situation using the PR concepts/methodologies as a tool. Describe the context (e.g. the site, etc.) of your proposed project, your position within this context, and how you came to understand the problem or issue. Making reference to the literature and concepts we have covered throughout this course, describe how you would go about undertaking this process. In addition to the reflection questions you are familiar with from the first two assignments; consider the following questions in your discussion:

- What are the key issues/questions you will try to resolve in the first stand?
- How will you initiate the process?
- How will you negotiate with the other concerned parties?

- What are your proposed methods of information gathering?
- What is your proposed timeline?
- How will you make decisions?
- How will you build evaluation into your process?
- How will you deal with unanticipated challenges?
- Are there any ethical concerns? If so, how will you work to resolve them?

Be sure to make reference to specific authors or areas of the course manual, and include a list of references at the end.

**Length:** *Please ensure that your paper is not less than 4500 and does not exceed 5000 words. The paper must be in 12-point font and in 1.5 spacing format.*

**Value:** *40% of your final grade.*

## **Guidelines for Writing Assignments**

Read the instructions for the assignment and any other information given in the instructional guideline carefully. Sometimes there are several questions or steps embedded within the instructions, so be sure to address all of them in your writing.

- Introduce the reader to your paper by clearly stating your purpose or thesis statement and then provide an outline of how you will go about explaining or arguing it. In the introduction, you can also provide some context for your topic and why it is important. If you are addressing one small piece of a complex problem, the introduction should define the scope of your paper.
- The body of the paper should follow logically from the outline stated in the introduction. Sometimes it is useful to indicate to the reader when you are

making a new point or moving into the next step of your explanation, argument or analysis. This can be done simply by using headings or words such as ‘first... second... or next...finally.’ Introduce the main point of each paragraph and ensure that the information in that paragraph supports your point.

- Whenever you are citing from an article or referring to a theorist’s ideas, you must include the author’s name and year of publication in parentheses.
- If you are using direct quotes from the original text, use quotation marks [“...”] and include the page number.

For example, Kothari (2001) argues “participatory approaches to development research and planning attempt to challenge the apparent power relations in society by recognizing the control that certain individuals and groups have over others” (p 142)

- If you are paraphrasing the author’s ideas, but are not using a direct quote, you still need to acknowledge that this is not your original idea. For example: Kothari (2001) cautions that while participatory approaches can challenge the relations of power embedded in every society, we must take care not to oversimplify the nature of power, or to reassert new forms of social control.
- For excerpts of more than 40 words, start on a new line and indent the block of text. (Do not end a paragraph with this indented quote, comment on it.) These indented quotes do not need quotation marks. For example: Kothari (2001) has described how powerless groups can have their knowledge validated through participatory approaches:
- Participatory approaches to development research and planning attempt to challenge the apparent power relations in society by recognizing the control that certain individuals and groups have over others. This is based on the recognition that those who wield little power have limited opportunities to express their interests and needs and is generally excluded from key decision-making

processes, and that their knowledge is considered insignificant. Nevertheless, she goes on to caution that we must take care not to oversimplify the nature of power, or to reassert new forms of social control. Indeed, relations of power are embedded in participatory approaches as well.

- The conclusion often provides a brief summary of what has been covered in the paper and reiterates the purpose statement. While no new arguments should be introduced in the conclusion, it is sometimes appropriate to call for action. For example, further research into a subject when there are obvious gaps in the literature.

In a more personal paper, you may also speak about your own reflections on the subject, what you have learned or what implications it has in your life.

- Do not trust the spell check – always re-read, and if possible, have someone else read your paper. Grammatical and spelling errors are distracting and can sometimes weaken your credibility to the reader.

**(Note:** You will not be graded for your spelling or grammar for e-mail postings; however, as noted above, these will be taken into account in the evaluation of the two written assignments you submit.)

## Tips for Online Communication

Online communication requires slightly different skills from face-to-face interactions, as the people you are communicating with do not have access to all the usual visual signals (tone of voice, facial expressions, hand movements, body language, etc.). In addition to typing skills, you may also need to give some context to your statement. For example, if you are making a joke, or being ironic, you need to indicate this clearly to the readers.

Please remember that your peer learners may come from different regions, as well as other nationalities, and therefore there are many different idiomatic expressions that are used in specific countries, regions or communities. There are also a number of acronyms that have become popular through online communication through e-mail, chat rooms, text messaging, etc. Keep in mind that not everyone will be aware of what these expressions or acronyms mean; so if you choose to use them please give a definition. Likewise, if you do not understand what others – including what we – have written, please ask for clarification.

## Evaluation

During the course, you will be evaluated on the basis of your written assignments, the quality of content and frequency of your online participation with the guest faculty and instructor.

*The division of marks for all assignments and online participation is as follows:*

<b>S No.</b>	<b>Assignment</b>	<b>Title</b>	<b>Total Marks</b>
1	Assignment 1	Reflection Paper	<b>25</b>
2	Assignments 2&3	Individual Quiz	<b>20</b>
3	Assignment 4	Project Paper	<b>40</b>
4	Online Participation		<b>15</b>
			<b>100</b>

## Grading

The letter grades do not fully measure how much you have learned and internalised, but are more indicative of your performance in the virtual classroom and quality of assignments. As such, you should take responsibility for your own learning in the following ways:

At the beginning of the course, the instructor will ask you to send your personal learning objectives. At the end of the course, you should reflect upon those objectives, whether you have met them, whether they were realistic, and which parts of the course structure have helped or hindered you in meeting them?

During the course, you will get an opportunity to participate and make contributions through discussions, reflections and comments by using the Discussion Forum on the Moodle. You should reflect upon your own contributions to such virtual exchange.

At the end of the course, you will be asked to provide a 'balanced feedback' on your overall performance. This will include two positive comments and one suggestion for self-improvement.

Please provide these comments in the feedback form as they will be considered as one of the components towards your overall grade.

**Grading Scheme**

<b>Grade</b>	<b>Qualitative Value</b>	<b>Point Grade</b>	<b>Equivalent Numerical Value (%)</b>
A	Excellent	5	70 and above
B	Very Good	4	Above 55 and below 70
C	Good	3	Above 45 and below 55
D	Satisfactory	2	Above 35 and below 45
E	Unsatisfactory	1	Less than 35

(*Note:* You must get at least Grade D to claim the Certificate in Occupational Health and Safety).