



Course Outline

ENVIRONMENTAL TECHNOLOGY

**ENVT 164
Safety & Environment
Winter, 2013**

**2 CREDITS
4 HOURS PER WEEK**

INSTRUCTOR: Neil O'Donnell

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OFFICE NUMBER: S209G

OFFICE HOURS:

Monday 1:00 – 2:00 pm
Tuesday 2:00 – 4:00 pm
Thursday 11:00 am – 1:00 pm
Other times are possible, by appointment.

HOURS OF INSTRUCTION:

Wednesday noon – 12:50 pm Room S110
Friday 1:00 – 3:50 pm Room S212, and other locations
Weekly certification courses have been scheduled. See Page 3.

COURSE DESCRIPTION:

This course provides an introduction to occupational health and safety and environmental topics. Health, safety and environmental issues are inter-related in the workplace. The modules in this course will provide information on safe work practices and the rights and responsibilities of employers and workers.

PRE-REQUISITE(S):

None

COURSE OUTCOMES:

The student will be able to:

1. Become familiar with Occupational Health, Safety & Environment topics, including legislation, due diligence, health hazards, hazard & risk assessment, incident investigation and HS&E Management Systems.
2. Demonstrate their understanding through participation in workshops, unit tests and a final examination.
3. Successfully obtain seven safety- related certifications.
 - CSTS/OSSA
 - H₂S Alive
 - Confined Space
 - Boating (Boatsmart)
 - Animal Awareness
 - First Aid
 - GPS Basics

REQUIRED RESOURCES:

None

TOPICS TO BE COVERED:**Please Note:**

This course outline may be modified to facilitate certificate scheduling and unforeseen time constraints.

Introduction and Course Organization
Module 1 OH&S Overview <ul style="list-style-type: none"> • Principles of H&S • Safety Culture (policy, roles) • Evolution of Safety Systems • H&S Legislation Overview
Certification #1 OSSA / CSTS Module 2 OH&S Due Diligence <ul style="list-style-type: none"> • Definitions • Checklist to demonstrate • Actions for supervisors and workers • <i>Workshop #1: Due Diligence</i>
Module 3 Environmental Due Diligence <ul style="list-style-type: none"> • Legislation: Provincial– EPEA, Federal - CEPA • Penalties & enforcement • Environmental standards • Ethical & Moral Responsibilities
Module 4 Environmental Impacts <ul style="list-style-type: none"> • Environmental cycles • Soils • Vapours/Gases (LDAR) • Liquids • Environmental control equipment
Certification #2 Confined Space Entry
Certification #3 GPS Basics
TEST (Modules 1-4) Module 5 Hazard & Risk Management <ul style="list-style-type: none"> • Risk Management Process • Field Level Risk Assessment • Workplace Inspection • PPE (Use & Selection, Maintenance) • <i>Workshop #2: FLRA</i>
Module 6 Incident Reporting & Investigation <ul style="list-style-type: none"> • Why investigate? • Collecting & Analyzing Evidence • Sequence of Events • Identifying Cause • Emergency Response • <i>Workshop #3: Incident Investigation</i>

<p>Module 7 Handling & Storage</p> <ul style="list-style-type: none"> • Fire safety • Safe handling and storage • Handling Hazardous Wastes • TDG Overview
<p>Certification #4 First Aid</p> <ul style="list-style-type: none"> • Students to attend St. John's Ambulance course
<p>Certification #5 Wilderness Awareness</p> <ul style="list-style-type: none"> • Awareness of wilderness hazards (bears etc) • First aid treatment
<p>Module 8 Occupational Health Hazards</p> <ul style="list-style-type: none"> • Recognizing Occupational health hazards; EFAP • Records & Statistics • Workers' Compensation Act • Return to Work / Duty to Accommodate
<p>Certification #6 Pleasure Craft Operator</p> <ul style="list-style-type: none"> • Online exam (www.boatsmartexam.com) • Details TBD – will be done in computer lab with exam proctor
<p>Certification #7 H2S Alive</p>
<p><i>TEST Modules 5-8</i></p> <p>Module 9 HS&E Management Systems</p> <ul style="list-style-type: none"> • CSA Z1000 • ISO 14001 overview • Safe Work Procedures • Preventative Maintenance
<p>Module 10 Safety Communication</p> <ul style="list-style-type: none"> • Preparing a Training Session • Effective Safety Meetings • Joint Health & Safety Committees <p><i>Exam Review</i></p>
<p>Final Exam (All modules 1-10)</p>

MOODLE:

Go to <http://ilearn.keyano.ca>

This course is supported through Moodle. Assignments, readings and handouts will be posted on Moodle. Login information will be provided by your instructor. For further instructions please see the Moodle handout.

EVALUATION:

Assignment	Percentage	Date
Workshop #1	5%	Week 2
Workshop #2	5%	Week5
Workshop #3	5%	Week 9
Unit Test #1	10%	Week 7
Unit Test #2	10%	Week 14
Certifications	35%	various
Final Examination	30%	Week 16/17

GRADING SYSTEM:

Letter Grade	Description	Grade Points
A+		4
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3
D	Minimal Pass	1
F	Failure	0

Students intending to transfer to other institutions should strive for a 'C-' as a minimum. Transfer information on each course is available at the [Alberta Council on Admission and Transfers](#).

NOTES:

Please dress appropriately for the weather on any field trips! Proper footwear is important. If the weather does not co-operate, the lab schedule will shift.

Individual components of the course will be given a numerical mark. The grading system will be applied using a combination of absolute achievement and relative standing in the class.

RULES FOR LABS, REPORTS, AND ASSIGNMENTS

DUE DATES

- Due Dates usually are set for one week following a lab, video assignment, report, field trip, or presentation.
- Unless specified differently by instructor, labs, reports, and assignments will be submitted electronically via Moodle.
- If submitted on or before the Due Date – full marks; *may be extended another 7 days for reasonable cause approved by instructor.*
- Otherwise, if submitted within one week (7 days) after the Due Date – 50% of regular mark.
- More than one week late – must be handed in, but will not be marked – zero assigned.
- Any changes due to special circumstances will be communicated by instructor via Moodle.

TERM MARK

- Will be determined from all the labs, reports, assignments, and certificates.
- Mark will be weighted average of all but one submission.
 - a) If all submissions have been handed in, the lowest mark will be excluded from the calculation.
 - b) If one submission is missing, the calculation will be based on the weighted average of the others. In other words, you can miss one submission without penalty.
 - c) If more than one submission is missing, the calculation will include the zeros for the missing items.
 - d) If 20% or more of submissions are missing, student will not be allowed to write the final exam.
 - e) In order to pass this course, every assigned certificate must be obtained, and electronic copies submitted to the instructor via Moodle.

MISSED TERM EXAM OR LABS:

A student who cannot write a term examination or complete a lab assignment due to incapacitating illness, severe domestic affliction or other compelling reasons can apply to have the weight of the missed midterm transferred to the final. All attempts should be made to make up missed labs. Missed labs with no attempts to complete the work will be assigned a “0”.

You must notify the instructor of a missed midterm or lab assignment within 48 hours.

Deferral of term work is a privilege and not a right; there is no guarantee that a deferral will be granted. Misrepresentation of Facts to gain a deferral is a serious breach of the Code of Student Behaviour.

CELL PHONES: Cell phones and other electronic devices are to be turned off during class times. If you need to use one, leave the room. If you have to text someone, leave the room.

STUDENTS WITH DISABILITIES: Students who require accommodation in this course due to a disability are advised to discuss their needs with counsellors in the Registrar’s office. Please ensure that the required forms for exams are submitted to the instructor **one week** before the date of midterms or **by the last lecture class** for the final exam.

SKILL CENTRE: Students who require additional help in developing strategies for better time management, study skills or examination skills should contact the Keyano College Skill Centre.

Disclaimer: Any typographical errors in this Course Outline are subject to change and will be announced in class. The date of the final examination is set by the Registrar.

Note: Recording is permitted only with the prior written consent of the instructor or if recording is part of an approved accommodation plan.

Students should consult pp.30-31 on

[http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit\(2012-2013\).pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit(2012-2013).pdf)

IMPORTANT DATES:

January 7, 2013	First day of classes
January 18, 2013	Courses dropped after this date will be designated “W”. (A withdrawal (W) is not reflected in your GPA).
February 25 – March 1, 2013	Reading Week
March 8, 2013	Courses dropped after this date will be designated “WF”. (A withdrawal failure (WF) counts as a 0 in your GPA).
April 19, 2013	Last day of classes
April 22-30, 2013	Final Exams

COLLEGE POLICIES

Equality, Equity and Respect

The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.

Students should consult:

<http://keyano.ca/current-students/individual-rights>

Plagiarism and Cheating

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities

Students should consult the Keyano College Credit Calendar or online at:

<http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf>

Specialized Supports and Duty to Accommodate

Disability Support Services: Learner Assistance Program

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.



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TECHNOLOGY**

**ENVT 164
Safety and Environment
Winter Semester, 2013**

**2 CREDITS
4 HOURS PER WEEK**

Neil O'Donnell, Instructor

Date

Reviewed and approved by:

Louis Dingley, Chairperson

Date

Guy Harmer, Dean

Date