



## DEPARTMENT OF ACADEMIC UPGRADING

### COURSE OUTLINE - FALL 2013

#### AD 0102 - WORKPLACE ESSENTIAL SKILLS 5 (0-0-5) 75 hours

INSTRUCTOR: **Joan Godbout**                      PHONE: **(780) 539-2727**  
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OFFICE HOURS: **Any day before or after class**

#### **PREREQUISITE(S)/CO-REQUISITE:**

Students who meet the admission requirements for entry into GPRC's Academic Upgrading are eligible to take AD0102. For admission information, refer to

<https://www.gprc.ab.ca/programs/viewcatalog.1.85.html>

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

This course uses materials prepared by the Job Safety Skills Society (JSSS); these will be accessed online and supported by the Alberta Distance Learning Centre. There are two parts:

HCS 3000      *Workplace Safety Systems*  
HCS 3010      *Workplace Safety Practices*

#### **CALENDAR DESCRIPTION:**

In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

#### **CREDIT/CONTACT HOURS:**

5.0 credits/75 hours (15 weeks)

**DELIVERY MODE(S):**

While AD0102 is delivered online, students meet during specified class times to work towards completing the program. There is both instructor and technical support available as students complete both parts of the course in a workshop-style setting. Several computer and media-based resources are available. Most activities, assignments and tests are completed within class time.

**OBJECTIVES (OPTIONAL):**

**HCS 3000** is designed to “benefit the academic growth of students as well as keep them safe as they begin their working lives. In *Workplace Safety Systems*, students will gain knowledge, skills, and attitudes in workplace health and safety preparing them for workplace orientation to off-campus education learning experiences, and the transition to the world of work. If students want certification, this course does not have a final exam. Students who complete this course successfully and pass the summative evaluation approved by the Job Safety Skills Society will qualify for Level 1 or Level 2 Job Safety Certification.”

**HCS 3010** is designed to “benefit the academic growth of students as well as keep them safe as they begin their working lives. In *Workplace Safety Practices*, students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts. This course does have a final exam if students want certification. Students who complete this course successfully and pass the summative evaluation approved by the JSSS will qualify for Level 1 or Level 2 Job Safety Certification.”

Both these certificates are a valuable addition to a student’s employment portfolio.

**TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

**GRADING CRITERIA:**

Assignments and Reading Quizzes	60%	
Part-time Employment Readiness Project	10%	
Exam 1 (Job Safety Skills Society HS 3000)	15%	} In order to obtain certificates, students must pass these exams with at least 70%.
Exam 2 (Job Safety Skills Society HS 3010)	15%	

GRANDE PRAIRIE REGIONAL COLLEGE							
GRADING CONVERSION CHART							
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation	Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT	C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
A	4.0	85 – 89		C	2.0	63 – 66	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING	C <sup>-</sup>	1.7	60 – 62	
B <sup>+</sup>	3.3	77 – 79		D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
B	3.0	73 – 76	GOOD	D	1.0	50 – 54	
B <sup>-</sup>	2.7	70 – 72		F	0.0	0 – 49	FAIL
				WF	0.0	0	FAIL, withdrawal after the deadline

### EVALUATIONS:

There are topic-specific class assignments including a work place health and safety audit as well as several short quizzes.

Job Skills Safety Society credentials may be earned if you receive 70% or better on the combined multiple choice and short answer exams. You will receive a Certificate of Basic Safety (Levels I and 2) directly from the Society upon completion of the course.

### STUDENT RESPONSIBILITIES:

The Academic Upgrading Department is an adult education environment. Your rights and responsibilities as a student are outlined in a College's policy available on website.

[https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

**Since this is a workshop-style course, attendance is a requirement.** If you miss more than 15 percent of classes per semester, you may be debarred from the Society exams. It is your responsibility **to notify your instructor of any extenuating circumstances** as they happen. Arrangements to accommodate these occasional absences can usually be made.

### STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf) or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

The first part (HCS3000) is to be completed by mid-term; week 6 of the course. The second part (HCS3010) is to be completed by the end of the term; week 12/13.

### **HCS3000: Workplace Safety Systems**

<b>Unit</b>	<b>Topic</b>
1	<b>Safety: From Past to Present</b>
2	<b>Health &amp; Safety Management Systems: The 8 Elements</b>
3	<b>Hazards: What are They?</b>
4	<b>Ergonomics: Fitting the Workplace to You</b>
5	<b>Hazard and Risk Assessment and Controls</b>
6	<b>Incident Investigation and Injury Prevention</b>
7	<b>Job Safety and The Law</b>
8	<b>The Workers' Compensation Act</b>
9	<b>Workplace Injuries: Are You Covered?</b>
10	<b>Employment Standards Code and Regulations</b>
Optional 11	Hazardous Materials (WHMIS)
Optional 12	Personal Protective Equipment (PPE)
Optional 13	Safety Audits

### **HCS3010: Workplace Safety Practices**

<b>Unit</b>	<b>Topic</b>
1	<b>Accidents, Incidents and Hazards: What are They?</b>
2	<b>Causation: From Theory to Practice</b>
3	<b>Ergonomics: Fitting the Workplace to You</b>
4	<b>Personal Protective Equipment (PPE)</b>
5	<b>Hazard Assessment, Elimination and Control</b>
6	<b>Fire Safety: What is Fire?</b>
7	<b>Fire Safety: Putting Out Fires</b>
8	<b>Fire Safety: Fire Prevention, Detection, Protection</b>
9	<b>Fire Safety: Getting Out Alive</b>
10	<b>Electrical Safety</b>
11	<b>Ladder Safety</b>
12	<b>Confined Spaces: Getting In and Out</b>
13	<b>Confined Spaces: Before Entering</b>
14	<b>Workplace Hazardous Materials Information System (WHMIS)</b>
Optional 15	Transportation of Dangerous Goods (TDG)