
Course Syllabus:



SAF-001 Effective Health & Safety Programs

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Overview

This course will provide you with several tools to help you develop and implement an effective health and safety program. If you already have a health and safety program in place, perhaps this course will provide you with some additional ideas to consider, or encourage you to make your existing program even better.

Goals

This course is designed to help you develop a profitable strategy for handling occupational safety and health by describing four basic elements of a good safety and health program. The course addresses the following elements:

- Four Point Workplace Program
- Management Commitment and Employee Involvement
- Worksite Analysis
- Hazard Prevention and Control
- Training

Lesson Topics

Module 1 – Introduction

Introduction
Course Overview
Course Objectives
Navigation
WBT Library
Glossary
Learning Assessments
Additional Information

Module 2 – Four-Point Workplace Program

Basic Elements
Four-Point Approach
Management Commitment
Employee Involvement
Consider these Actions
Worksite Analysis
Consider these Actions

Materials

Computer (PC, laptop)
Internet Connection: High Speed

Requirements

You should print and maintain a copy of this course syllabus and overview on file at your facility. It is recommended that you provide a copy of this document in the event of a regulatory agency (e.g., OSHA) inspection.

Evaluation

Upon completion of the course of instruction, a comprehensive examination will be offered. In order to earn a Certificate of Completion, you must receive at least 80% on the exam. The exam is comprised of at least 10 questions, randomly selected from a database of questions and address each of the lesson topics covered in the course.

Lesson Topics – cont'd

Module 2 – Four-Point Workplace Program – cont'd

- Worksite Analysis
- Consider these Actions
- Hazard Prevention & Control
- Additional Considerations
- Training, Training, Training
- Other Considerations
- Learning Assessment
- Module 2 - Learning Assessment

Module 3 – Reporting & Recordkeeping

- Importance of Recordkeeping
- OSHA Recordkeeping
- OSHA Requirements
- Exposure Records
- Learning Assessment
- Module 3 - Learning Assessment

Final Exam Preparation

- Certification Exam Code