



# Experiential Learning Portfolio for 10196136 Safety in the Workplace

## Student Contact Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 8 of the 9 competencies.**

**10196136 Safety in the Workplace, 3 Associate Degree Credits**

**Course Description:** An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Measure compliance with all federal, state, local and company safety/health regulations and policies.**

Criteria: Performance will be satisfactory when:

- will submit a written report answering the question " What is the purpose of OSHA?"
- will create a flow chart of how OSHA and EPA information is passed onto employees
- will submit a written report indicating if OSHA, EPA, and state regulations impact the cost of doing business

Learning Objectives:

- a. Analyze the need and implication of regular compliance
- b. Identify strategies for dealing with non-compliance
- c. Identify employer and employee rights and responsibilities with regards to OSHA compliance
- d. Define OSHA
- e. Identify sources of OSHA regulations
- f. Explain the hazard communication standard
- g. Recognize the various types of warning labels that must be used on all containers of hazardous materials
- h. Explain the use of material safety data sheets

**Required Artifacts:** *Submit a HAZCOM policy that you have written or evaluated for compliance.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Analyze accidents and illness**

Criteria: Performance will be satisfactory when:

- will create a flowchart of proper steps to take when investigating an accident or illness
- will submit a completed accident report with an analysis of the factors leading up to and contributing to the accident

Learning Objectives:

- a. Outline the purpose and objectives of accident reporting
- b. Identify the proper steps to take when investigating an accident or illness
- c. Complete an accident report
- d. Explain how to preserve evidence and select and interview accident witnesses

**Required Artifacts:** *Submit OSHA Form 300a that you have filled out.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Use effective human relations techniques with regards to safety.**

Criteria: Performance will be satisfactory when:

- will explain the importance of a supervisor's communication (verbal, written, and nonverbal) and listening skills
- will submit a written report identifying the leadership skills that affect employees' attitudes towards safety
- will list issues of off-the-job safety

Learning Objectives:

- a. Associate human relations theories to safety
- b. Assess the supervisor's role in ensuring a safe, healthy work environment
- c. Determine methods for handling employees health and social problems that can cause a threat to job safety and productivity

**Required Artifacts: None**

**Suggested Artifacts: Submit a Safety Training that you have executed (Outline, PPT, Workshop etc.)**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Organize safety inspections.**

Criteria: Performance will be satisfactory when:

- will create a list of the steps of conducting a safety inspection
- will perform a safety inspection
- will submit a completed safety inspection form

Learning Objectives:

- a. Outline the purpose and objectives of safety inspections
- b. Identify procedures used to plan and conduct an effective safety inspection
- c. Describe how to inspect work practices
- d. Complete a safety audit
- e. Identify a plan for follow-up of recommendations made

**Required Artifacts:** *Provide a facility Safety Checklist/Outline you have created to assess your facility.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Minimize the risk of chemical, physical, ergonomic and biological hazards in the work place.**

Criteria: Performance will be satisfactory when:

- will list four categories of health hazards found on the job and provide examples of these hazards from the workplace.
- will submit a written report discussing the role of the Supervisor in forming positive attitudes by
- their employees using personal protective equipment (PPE).
- will submit a design of an ergonomically correct workstation and rationale supporting the design.
- will submit a 5 minute Hazardous Communication on a chemical that is used in the workplace or at home.

Learning Objectives:

- a. Define industrial hygiene, environmental hazards, personal protection equipment, safeguarding, and ergonomics.
- b. Describe various chemical, physical, ergonomic, and/or biological health hazards commonly encountered on the job.
- c. Identify methods of controlling various harmful environmental hazards and stresses.
- d. Explain the importance of using personal protective equipment (PPE).
- e. List reasons for employee resistance to the use of PPE and explain how to overcome those objections.
- f. f. Identify the proper PPE to match specific hazards.
- g. Develop a Personal Protective Equipment program.
- h. Describe ergonomic problems and symptoms.
- i. Identify the principles and goals of ergonomics.
- j. Identify the elements of a corrective ergonomics plan.
- k. Explain proper manual materials handling and how to instill back injury awareness.
- l. Identify the principles, benefits, and basic requirements of safeguarding machines and equipment on the job.
- m. Identify the principles and guidelines for safe materials handling and storage.

**Required Artifacts: *Provide an Ergonomic Assessment of or Training for your workplace.***

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 6: Explore issues of workplace violence and substance abuse.**

Criteria: Performance will be satisfactory when:

- will create a list of warning signs a supervisor should be aware of for 1) substance abuse 2) workplace violence
- will submit a written evaluation of your company policies regarding substance abuse and workplace violence.

Learning Objectives:

- a. Define alcohol and drug addiction and its effect on the workplace
- b. Identify the warning signs of substance abuse
- c. Identify the warning signs of workplace violence
- d. Discuss the referral and intervention process
- e. Discuss the supervisor's responsibility to both the employee and the organization

**Required Artifacts:** *Provide Violence in the Workplace/Active Shooter (Run/Hide/Fight) Training/Policy that you have created or assessed.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**



**Competency 7: Communicate Blood Borne Pathogens policies and procedures.**

Criteria: Performance will be satisfactory when:

- will design an exposure control plan

Learning Objectives:

- a. Define blood borne pathogens, AIDS/HIV, HBV, and biohazards
- b. Explain the proper training and procedures for ensuring personal safety with regards to biohazards
- c. Describe the contents of a biohazard cleanup kit
- d. Discuss AIDS in the workplace with regards to employees' rights, testing, and education
- e. Design an exposure control plan
- f. Identify legal concerns regarding blood borne pathogens and biohazards

**Required Artifacts:** *Submit a policy, process flow, or procedure that you are responsible to train, implement or evaluate.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 8: Create an effective fire protection program.**

Criteria: Performance will be satisfactory when:

- will submit a report explaining the elements of combustion and the classes of fires.
- will create a list of responsibilities a supervisor has regarding fire safety.

Learning Objectives:

- a. Outline the basic principles of fire safety
- b. Identify fire hazards, causes of fires, and safeguards required to prevent fires
- c. Explain the use and operation of fire protection equipment and systems
- d. Demonstrate procedures for reporting fires, fighting fires, and evaluating work areas
- e. Define the supervisor's responsibility

**Required Artifacts:** *Submit a policy, process flow, or procedure that you are responsible to train, implement or evaluate.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 9: Develop emergency preparedness plans.**

Criteria: Performance will be satisfactory when:

- will prepare an employee evacuation plan.

Learning Objectives:

- a. Analyze the possible affects of emergencies and natural disasters on the employees, organization, and community.
- b. Identify the major elements of the Emergency Planning and Community Right to Know Act of 1986.
- c. Develop an emergency response plan (ERP) customizing the plan to meet local needs.
- d. Define emergency response plans (ERP), emergency response team (ERT), emergency response networks (ERN) and training response teams (TRT).

**Required Artifacts:** *Submit a policy, process flow, or procedure that you are responsible to train, implement or evaluate.*

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

