

## Human Resource Management

### *Safety at Work*

### *Business Management & Administration*

## Lesson Plan

### Performance Objective

- Upon completion of this lesson, the student will be able to discuss the importance of workplace safety rules and regulations.

### Specific Objectives

- Students will be able to interpret the Occupational Safety and Health Act.
- Students will be able to explain the right-to-know laws.
- Students will be able to explain the necessity of enforcing safety rules and investigating/ recording any workplace accidents.

### Terms

- Occupational Safety and Health Act (OSH Act)- the most comprehensive U.S. law regarding worker safety enacted in 1970.
- Occupational Safety and Health Administration (OSHA)- Labor Department agency responsible for inspecting employers, applying safety and health standards, and levying fines for violation.

### Time

When taught as written, this lesson should take approximately 55-65 minutes to teach.

## Preparation

### TEKS Correlations

This lesson, as published, correlates to the following TEKS. Any changes/alterations to the activities may result in the elimination of any or all of the TEKS listed.

- **130.119. (c) Knowledge and Skills**  
(9) The student discusses the importance of workplace safety and health rules and regulations. The student is expected to:
  - (A) interpret the Occupational Safety and Health Act;
  - (B) explain the right-to-know laws; and
  - (D) explain the necessity of enforcing safety rules and investigating and recording any workplace accidents.

### Interdisciplinary Correlations

### English-English I

- 110.31 (b) Knowledge and Skills

(1) Reading/Vocabulary Development. Students understand new vocabulary and use it when reading and writing.

(11) Reading/Comprehension of informational text/procedural texts. Students understand how to glean and use information in procedural texts and documents.

**Occupational Correlation (O\*Net – [www.onetonline.org/](http://www.onetonline.org/))**

**Job Title:** Environmental Compliance Inspectors

**O\*Net Number:** 13.1041.01

**Reported Job Titles:** Enforcement Officer, Environmental Scientist, Environmental Specialist

**Tasks**

- Determine the nature of code violations and actions to be taken, and issue written notices of violation; participate in enforcement hearings as necessary.
- Examine permits, licenses, applications, and records to ensure compliance with licensing requirements.
- Prepare, organize, and maintain inspection records.

**Soft Skills:** Active Listening, Critical Thinking, Speaking

**Accommodations for Learning Differences**

It is important that lessons accommodate the needs of every learner. These lessons may be modified to accommodate your students with learning differences by referring to the files found on the Special Populations page of this website.

**Preparation**

- Presentation software
- Internet
- Download or Upload the HRM Assignment 1 – Case Study: [Adding Value Through Health & Safety](#)
- Rubric for HRM Assignment 1 – Case Study

**References**

- Portolese Dias, L. (2011). *Human resource management*. Irvington, NY: Flatworld Knowledge Publishers.
- Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2011). *Fundamentals of human resource management* (4th ed.). New York City, NY: McGraw-Hill.
- Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2008). *Fundamentals of human resource management* (3rd ed.). New York City, NY: McGraw-Hill.

**Instructional Aids**

- “Safety at Work” Presentation software
- Internet
- HRM Safety at Work Assignment 1 – Case Study: [Adding Value Through Health & Safety](#)
- Rubric for HRM Safety at Work Assignment 1 – Case Study

## Introduction

1. Ask students to think of two personal safety experiences from their past—one good and one bad.
2. Ask them to describe their experiences briefly to their group.
3. Ask students what they think work safety and health in the workplace looks like.
4. Ask them if they think there should be laws regulating work safety and health.

## Outline

### MI



### Outline










- I. Workplace Safety and Health Laws
  - A. Workplace safety is the responsibility of everyone in the organization.
  - B. HR professionals play a large role in developing standards and making sure that safety and health laws are adhered to.
  - C. Section 13.1.1. “Occupational Safety and Health Administration (OSHA) Laws” addresses workplace laws as they related to safety.

### Instructor Notes

OSHA is the most comprehensive U.S. law regarding worker safety.

The OSH Act divided enforcement responsibilities between the Department of Labor and the Department of Health. Under the Department of Labor, the Occupational Safety and Health Administration (OSHA) is responsible for inspecting employers, applying safety and health standards, and levying fines for violation. The Department of Health is responsible for conducting research to determine the criteria for specific operations or occupations and for training employers to comply with the act. Much of the research is conducted by the National Institute for Occupational Safety and Health (NIOSH) (Noe, Hollenbeck, Gerhart. & Wright).


### *Multiple Intelligences Guide*

 Existential	 Interpersonal	 Intrapersonal	 Kinesthetic/Bodily	 Logical/Mathematical	 Musical/Rhythmic	 Naturalist	 Verbal/Linguistic	 Visual/Spatial
-------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

## MI

## Outline

## Instructor Notes



II. What is OSHA?  
 The OSHA, passed in 1970, puts into place the Occupational Safety and Health Administration, which oversees health and safety in the workplace.

OSHA's mission is to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance (Dias, 2011).










OSHA is part of the US Department of Labor, with the main administrator being the assistant secretary of labor for occupational safety and health. This person reports to the labor secretary, who is a member of the president's cabinet.

OSHA standards appear to apply only to companies in production, manufacturing, or construction. However, even companies that primarily use an office are required to abide by laws set by OSHA.

Ask students if and how the integration of HRM and adaptation of HRM can help an organization.

Examples of safety laws that OSHA regulates are (Dias, 2011):

- Regulations on walking/working surfaces.
- Exiting policies, including emergency evacuation plans.
- Occupational noise exposure.
- Hazardous handling of materials.
- Protective equipment for eye, face and respiratory protection.
- Sanitation
- Requirement of first aid supplies on-site.
- Standards for fire equipment.
- Standards for machine guards and other power tools.
- Electrical requirements and standards.
- Commercial diving operation requirements.

 Existential	 Interpersonal	 Intrapersonal	 Kinesthetic/Bodily	 Logical/Mathematical	 Musical/Rhythmic	 Naturalist	 Verbal/Linguistic	 Visual/Spatial
--------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

## MI

## Outline

## Instructor Notes



III. The Emergency Planning and Community Right to Know Act (EPCRA) was established by Congress in 1986. They are also known as the right-to-know laws.










The purpose of this act was to require local and state governments to provide emergency response plans to respond to a chemical emergency.

Another requirement is that these plans must be reviewed on an annual basis. Companies that handle extremely hazardous substances (EHS) in large quantities must develop response plans, too. In addition, any organization that manufactures, processes, or stores certain hazardous chemicals must make material data safety sheets available to local fire departments and state and local officials. The material data safety sheet should also be provided to employees, as the data lists not only the chemical components but health risks of the substance, how to handle the material safely, and how to administer first aid in the case of an accident. This requirement also states that inventories of all on-site chemicals must be reported to local and state governments, but the data sheets must also be made public, too (Dias, 2011).

Ask students for examples of strategies at each level.

Even though this seems like a very technical task, this law and how it is reported should be facilitated by the HR professional. HR is responsible for facilitating the process to ensure that reporting is done timely and accurately.

Another important caveat is that some state standards are different from federal standards, which means that the organization's HR professional needs to be aware of both laws.

 Existentialist	 Interpersonal	 Intrapersonal	 Kinesthetic/Bodily	 Logical/Mathematical	 Musical/Rhythmic	 Naturalist	 Verbal/Linguistic	 Visual/Spatial
-----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

## MI

## Outline

## Instructor Notes



### IV. OSHA Enforcement

Record keeping is an important aspect of OSHA. Companies with fewer than 10 employees are not required to keep records in some industries, however, Record keeping is mainly to keep track of incidence rates, o injuries per one hundred full time employees per year, as calculated by the following formula (Dias, 2011):

$$\text{incidence rate} = \frac{\text{number of injuries and illness}}{200,000} \times \text{total hours worked by all employees in the period}$$

OSHA is responsible for enforcing standards, including performing inspections. They are responsible for 7 million worksites across the country. OSHA has several penalties (per violation) it can assess on organizations, ranging from \$7,000 to \$70,000. The higher penalties are generally for serious offences

### V. Employer-sponsored safety and health programs










Many employers establish safety awareness programs to go beyond mere compliance with OSHA and attempt to instill an emphasis on safety (Noe, Hollenbeck, Gerhart & Wright, 2011). These include:

- A. Identifying and communicating job hazards.
- B. Reinforcing safe practices.
- C. Promoting safety internationally.

OSHA has five main priorities for inspecting sites:

1. It will inspect imminent danger situations.
2. The second priority is for those sites where three or more employees were harmed, suffered illness, or were killed.
3. The next priority is responding to complaints, which employees are allowed to file anonymously.
4. Organizations that have had previous violations are prioritized next.
5. Planned programs are last. A planned program might be an organization that has had safety problems in the past and is working with OSHA to remedy the problem.

## Multiple Intelligences Guide

 Existential	 Interpersonal	 Intrapersonal	 Kinesthetic/ Bodily	 Logical/ Mathematical	 Musical/Rhythmic	 Naturalist	 Verbal/Linguistic	 Visual/Spatial
--------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

### Application

Using the presentation, the teacher will explain strategy. Discuss what workplace safety is, the various legal issues surrounding it, and what organizations can do to make the workplace safe for employees.

HRM Assignment 1 – Case study: Ask students to read the case study and answer the questions.

Link: [Adding Value Through Health & Safety](#)

### Summary

#### Review

1. The Occupational Safety and Health Act was passed in 1970, with the goal of providing a safe and healthy work environment for all US workers.
2. The Occupational Safety and Health Administration is part of the US Department of Labor and was created as a result of the act in 1970.
3. OSHA applies to some specific industries such as construction, shipyards, and marine terminals. However, some of the regulations of OSHA apply to all industries.
4. Some states may also have safety requirements, which may be more stringent than federal Laws.
5. Right-to-know laws refer to a material data safety sheet, which discusses the types of chemicals, proper handling and storage, and first aid in case of an accident. These data sheets should be made available to the general public and employees.
6. Right-to-know laws also require specific reporting to local and state agencies on chemicals used in certain quantities for some industries.
7. OSHA can inspect any site without prior notification.

### Evaluation

#### Informal Assessment

1. Instructor will observe students during Independent Practice.
2. Instructor will assist students as needed.

#### Formal Assessment

Use the assigned rubric to evaluate the projects assigned for Independent Practice.

## Enrichment

### **Extension**

Invite a local HR professional to discuss workplace safety rules in his/her company. Ask them to emphasize the state laws that they have to adhere to as well as federal laws (if applicable).



Case study analysis  
HRM – Safety at Work  
Independent Practice Assignment #1 Rubric

Student Name: \_\_\_\_\_

CATEGORY	Exemplary - 20	Acceptable - 15	Unacceptable - 10 or less
<b>Issues</b>	Recognizes multiple problems in the case. Indicates some issues are more important than others and explains why.	Recognizes one or more key problems in the case.	Does not recognize a problem or mentions problems that are not based on facts of the case.
<b>Perspective</b>	Clearly describes the unique perspectives of multiple key characters.	Considers the perspectives of individuals who are related to the problems.	Does not recognize the perspectives of any characters in the case.
<b>Knowledge</b>	Excellent research into facts of the case with clearly documented links to class (and/or outside) readings.	Good research and documented links to the material read.	Simply repeats facts listed in case and does not discuss the relevance of these facts.
<b>Actions</b>	Proposed actions seem to deal with the most important issues.	More than one reasonable action proposed.	No action proposed or proposes infeasible action(s).
<b>Consequences</b>	Consequences are tied to the issues deemed most important.	Positive and negative consequences for each action are discussed.	No positive and negative consequences are identified.

**Total Score** \_\_\_\_\_  
**Maximum 100 Points**