



Revised by: R. Mallard
Reviewed by: C. Bertram
Reviewed by: K. Bandy
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Industrial Education Safety (IES) 1104 Supervisor Safety Training (.25 Unit)
[formerly Petroleum Technology 95C]

Prerequisite: None

Total Hours: 4 hours lecture; 4 hours lab (8 hours total)

Catalog Description: This lecture/seminar and activity course is designed to provide fundamental understanding of supervisory roles, responsibilities and accountabilities in the petroleum and general workplace. It will include a working understanding of federal and state legal and regulatory requirements for safety and personnel issues at the supervisory level. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Type of Class/Course: Degree Credit

Textbook: WESTEC generated *Supervisor's Role in Guiding People to Safely Do Their Jobs*. Unpublished

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. understand the current responsibilities of supervision in the current work environment,
2. administer personnel issues that conform to legal requirements as they relate to liabilities for discrimination, harassment, concealed dangers, and employee privacy,
3. make decisions about safety within the regulatory framework of the Occupational Safety and Health Act (OSHA) and Title 8 of the California Code of Regulations(Cal-OSHA),
4. evaluate the currency of a company's Senate Bill (SB)-198 Injury and Illness Prevention Program (IIPP),
5. provide employee management consistent with current Best Available Practice,
6. utilize methods of employee discipline that meet regulatory and legal restrictions,
7. develop a safe job work plan, and
8. perform accident investigations.

Course Scope and Content:

- Unit I Legal and Ethical Responsibilities
- A. California SB 198
 - B. California Penal Code (PC) 387
 - C. California Assembly Bill (AB) 1127
 - D. Ethical reasons for due diligence

Unit II Application of Law Process



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- A. Supervisorial decision-making
- B. Compliance versus Liability
- C. Independent Employee Action Defense

Unit III Safety Fundamentals - Regulatory Requirements for Major Job Task Areas

- A. Regulatory discussion related to specific oilfield safety tasks

Unit IV Safe Work Plan Development

- A. Role of safety and health planning
- B. Safe work plan generation requirements of host companies
- C. Job safety analyses (JSAs)

Unit V Incident Investigation/Analysis

- A. Purpose
- B. Investigation
- C. Root cause analysis

Unit VI Employee Management

- A. California At-Will employment
- B. “Whistleblower” protections
- C. Responding to employee safety and health concerns and reports
- D. California Labor Code employer safety and health regulatory responsibilities

Lab Content:

1. Scenario resolution of various work situations using equipment, materials, etc
2. Accident investigation
3. Developing Safe Work Plans and JSAs

Learning Activities Required Outside of Class: None

Methods of Instruction:

1. Lecture
2. Group work
3. Practical hands-on exercises

Methods of Evaluation:

1. Written final
2. Classroom participation