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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | | |
| **Lesson Identification and TEKS Addressed** | | |
| **Career Cluster** | Business Management and Administration | |
| **Course Name** | Human Resource Management | |
| **Lesson/Unit Title** | Safety at Work | |
| **TEKS Student Expectations** | **130.142. (c) Knowledge and skills.**  (10) 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;  (D) explain the necessity of enforcing workplace safety rules;  (E) explain the processes for recording and investigating workplace accidents; | |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | | |
| **Instructional 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. | |
| **Rationale** | Upon completion of this lesson, the student will be able to discuss the importance of workplace safety rules and regulations. | |
| **Duration of Lesson** | When taught as written, this lesson should take approximately 55‐65 minutes to teach. | |
| **Word Wall/Key Vocabulary**  *(ELPS c1a,c,f; c2b; c3a,b,d; c4c; c5b) PDAS II(5)* | * 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. | |
| **Materials/Specialized Equipment Needed** | * Internet * HRM Safety at Work Assignment 1 – Case Study: *Adding Value Through Health & Safety* * Rubric for HRM Safety at Work Assignment 1 – Case Study | |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | 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. | |
| **Direct Instruction \*** | Outline | Instructor Notes |
| 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.  II. What is OSHA?  A. The OSHA, passed in 1970, puts into place the Occupational Safety and Health Administration, which oversees health and safety in the workplace.  B. 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).  C. 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.  D. 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.  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.  A. The purpose of this act was to require local and state governments to provide emergency response plans to respond to a chemical emergency.  B. 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).  IV. OSHA Enforcement  A. 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): incidence rate = number of injuries and illness x 200,000 total hours worked by all employees in the period.  B. 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  A. 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:  1. Identifying and  communicating job hazards.  2. Reinforcing safe  practices.  3. Promoting safety  internationally. | * OSHA is the most comprehensive U.S. law regarding worker safety. * The OSHA 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). * 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. * 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. * 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. |
| **Guided Practice \*** | None | |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | None | |
| **Lesson Closure** | * 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. * The Occupational Safety and Health Administration is part of the US Department of Labor and was created because of the act in 1970. * OSHA applies to some specific industries such as construction, shipyards, and marine terminals. However, some of the regulations of OSHA apply to all industries. * Some states may also have safety requirements, which may be more stringent than federal Laws. * 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 public and employees. * Right‐to‐know laws also require specific reporting to local and state agencies on chemicals used in certain quantities for some industries. * OSHA can inspect any site without prior notification. | |
| **Summative / End of Lesson Assessment \*** | **Informal Assessment**   * Instructor will observe students during Independent Practice. * Instructor will assist students as needed.   **Formal Assessment**   * Use the assigned rubric to evaluate the projects assigned for Independent Practice. | |
| **References/Resources/**  **Teacher Preparation** | * Internet * Download or Upload the HRM Assignment 1 – Case Study: *Adding Value Through Health & Safety* * Rubric for HRM Assignment 1 – Case Study * 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. | |
| **Additional Required Components** | | |
| **English Language Proficiency Standards (ELPS) Strategies** |  | |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  | |
| **Recommended Strategies** | | |
| **Reading Strategies** |  | |
| **Quotes** |  | |
| **Multimedia/Visual Strategy**  **Presentation Slides + One Additional Technology Connection** |  | |
| **Graphic Organizers/Handout** |  | |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** |  | |
| **Communication**  **90 Second Speech Topics** |  | |
| **Other Essential Lesson Components** | | |
| **Enrichment Activity**  (e.g., homework assignment) | 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). | |
| **Family/Community Connection** |  | |
| **CTSO connection(s)** | Business Professionals of America  Future Business Leaders of America | |
| **Service Learning Projects** |  | |
| **Lesson Notes** |  | |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)