



Health, Safety, and Security

OSHA and other laws require an employer to provide a safe and healthy working environment for their employees. In this class, you will review both general and specific requirements and best practices for ensuring a safe and healthy workplace. You will also learn about the roles of OSHA and WISHA, how to manage L&I claims and gain tips on preparing for and dealing with violence in the workplace.

Who Should Take This Course?

This course is designed for anyone who is interested in understanding the role the HR Generalist plays in developing a safe and healthy workplace, including managing L&I claims.

Course Objectives

- Explain the HR Generalist's role in health, safety and security.
- Understand common OSHA/WISHA requirements for the workplace.
- Explain the worker's compensation process in Washington State.
- Identify warning signs of workplace violence and steps to prevent it.

Course Info

- Length: 3 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

Course Content

Explain the HR Generalist's role in health, safety and security.

- Laws governing safety and security
- Risk management
- Data and personal security
- Disaster preparedness/business continuity

Understand common OSHA requirements for the workplace.

- Difference between OSHA and WISHA
- "General duty" requirements under OSHA/WISHA
- Specific OSHA/WISHA requirements
- Ergonomics and workplace injuries
- Ways to identify ergonomic issues and pro-actively address them



CONTINUING EDUCATION Course Outline

Explain the worker's compensation process in Washington State.

- Legal basis for worker's compensation
- What Washington worker's compensation covers
- Life cycle of a worker's compensation claim
- Return-to-work and light duty assignments
- Premium calculations
- Overlap of worker's compensation, FMLA and ADA

Identify warning signs of workplace violence and steps to prevent it.

- Workplace violence statistics
- De-escalating violent behavior

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

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