



CONTINUING EDUCATION

Course Outline

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

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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your 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 210, to request accommodations. For additional information, please visit www.greenriver.edu/dss.

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.