



## UNIVERSITI TEKNOLOGI MARA

### CTF222: HEALTH AND SAFETY AT WORK

<b>Course Name (English)</b>	HEALTH AND SAFETY AT WORK <b>APPROVED</b>
<b>Course Code</b>	CTF222
<b>MQF Credit</b>	2
<b>Course Description</b>	This course is structured to create a better understanding of Health & Safety knowledge especially in creative arts industry. The emphasis of this course is on providing a fundamental of health & safety concept in the workplace as well as dealing with a safe work environment and practice. This syllabus also explores the roles & responsibilities and its relationship between owners, employers, supervisors, workers and general public. The course also contains the basic procedures in lining with potential hazards, risks and their effects that must be allocated in place such as fire procedures, first-aid, safety policies, risk assessment, manual handling and codes of practice. In addition to this course, students will be providing with the basic principles of Health & Safety Legislation, Management and Issues to enhance a better health & safety knowledge.
<b>Transferable Skills</b>	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks.
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Discussion, Presentation
<b>CLO</b>	CLO1 Identify the safety roles and responsibilities of each member of the organization in relating to creative arts industry. CLO2 Communicate with terms and systems in relating with health and safety working environment. CLO3 Manage to discuss 'hazard' and 'risk' examples through special methods, practice and evaluation that explain a specific safety issue, covered by relevant Legislation and Creative Arts Industrial Practice.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Course Briefing</b> 1.1) Objective & Requirements 1.2) Assessment Criteria	
<b>2. Introduction to Health &amp; Safety</b> 2.1) What is Health? 2.2) What is Safety?	
<b>3. History of Health &amp; Safety Management</b> 3.1) Code of Hammurabi 3.2) British Industrial Revolution 3.3) The Development of Health & 3.4) Safety in Malaysia	
<b>4. The Importance of Health &amp; Safety Practice</b> 4.1) Time 4.2) Human Resource 4.3) Cost 4.4) Morality	
<b>5. Safety Practice : Technique and Application</b> 5.1) Fire Procedures 5.2) First-Aid	

<b>6. Health &amp; Safety Roles &amp; Responsibilities</b> 6.1) Owners 6.2) Employers 6.3) Supervisors
<b>7. Continue of Health &amp; Safety Roles &amp; Responsibilities Topic</b> 7.1) Workers
<b>8. Continue of Health &amp; Safety Roles &amp; Responsibilities Topic</b> 8.1) Health & Safety Representatives and their responsibilities 8.2) Quiz.
<b>9. Manual Handling &amp; Codes of Practice</b> 9.1) Stepladder/Tallescope/ 9.2) Other Related Equipments/ Lifting and Handling Aids / Working at 9.3) Height
<b>10. The Workplace and Safety Working Practices</b> 10.1) Workshop Machineries, Tools and 10.2) Equipment 10.3) Safety Handling and 10.4) Practice
<b>11. Risk Assessment &amp; Evaluation</b> 11.1) What is Hazard? 11.2) What is Risk? 11.3) Accident & Report 11.4) Assignment Submissions
<b>12. Risk Assessment &amp; Evaluation</b> 12.1) Assessment Procedures 12.2) 'Risk Control Measure'
<b>13. Health &amp; Safety Legislation in Malaysia</b> 13.1) Acts 13.2) Regulations 13.3) Order 13.4) Reference / Comparison: 13.5) Health & Safety executive, UK 13.6) DVD's Project Submission.
<b>14. Final Test</b> 14.1) Viewing Project's video.

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual	20%	CLO1 , CLO2 , CLO3
	Group Project	Produce A video about Health and Safety	20%	CLO1 , CLO2 , CLO3
	Quiz	n/a	20%	CLO1 , CLO2 , CLO3

Reading List	Recommended Text	<ul style="list-style-type: none"> <li>• Mark A. Friend 2010, <i>Fundamentals of Occupational Safety and Health (Fundamentals of Occupational Safety &amp; Health)</i>, Government Institutes [ISBN: 978160590702]</li> <li>• Keith Smith, <i>Environmental Hazards</i> [ISBN: 9780415681063]</li> <li>• Mark A. Friend, James P. Kohn, <i>Fundamentals of Occupational Safety and Health</i> [ISBN: 9781598887235]</li> <li>• Occupational Safety and Health Administration, U. S. Department of Labor 2014, <i>Workers' Rights</i>, CreateSpace [ISBN: 9781505488258]</li> <li>• Robert Mark, Michel Crouhy, Dan Galai 2014, <i>The Essentials of Risk Management</i>, McGraw-Hill Education [ISBN: 978007181851]</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	