



UNIVERSITI TEKNOLOGI MARA

CTF422: HEALTH AND SAFETY AT WORK

Course Name (English)	HEALTH AND SAFETY AT WORK APPROVED
Course Code	CTF422
MQF Credit	2
Course Description	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.
Transferable Skills	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks.
Teaching Methodologies	Lectures, Blended Learning, Presentation
CLO	CLO1 Identify the safety roles and responsibilities of each member of the organization in relating to creative arts industry. CLO2 Display in visual form elements related to health and safety in the work environment. CLO3 Demonstrate an understanding of 'hazard' and 'risk' in the work environment.
Pre-Requisite Courses	No course recommendations
Topics	
1. Course Briefing 1.1) Objective & Requirements 1.2) Assessment Criteria	
2. Introduction to Health & Safety 2.1) What is Health? 2.2) What is Safety?	
3. History of Health & Safety Management 3.1) Code of Hammurabi 3.2) British Industrial Revolution 3.3) The Development of Health & 3.4) Safety in Malaysia	
4. The Importance of Health & Safety Practice 4.1) Time 4.2) Human Resource 4.3) Cost 4.4) Morality	
5. Safety Practice 5.1) Technique and Application 5.2) Fire Procedures 5.3) First-Aid	

6. Health & Safety Roles & Responsibilities 6.1) Owners 6.2) Employers 6.3) Supervisors
7. Continue of Health & Safety Roles & Responsibilities Topic 7.1) Workers 7.2) Health & Safety Representatives and their responsibilities 7.3) Submitting of Assignment 1
8. Manual Handling & Codes of Practice 8.1) Stepladder/Tallescope/Other Related Equipments/ Lifting and Handling Aids / Working at Height
9. The Workplace and Safety Working Practices 9.1) Workshop Machineries, Tools and Equipment 9.2) Safety Handling and Practice
10. Risk Assessment & Evaluation 10.1) What is Hazard? 10.2) What is Risk?
11. Accident and Report 11.1) Accident and Report
12. Risk Assessment & Evaluation 12.1) Assessment Procedures 12.2) Risk Control Measure'
13. Health & Safety Legislation in Malaysia 13.1) Acts 13.2) Regulations 13.3) Order
14. Quiz Health and Safety at Work 14.1) Quiz Health and Safety at Work

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Group project of video related to Health and Safety at Work.	30%	CLO2
	Presentation	Topic related to Health and Safety at Work	20%	CLO3
	Quiz	Health and Safety at Work	50%	CLO1
Reading List	Recommended Text	<ul style="list-style-type: none"> • Mark A. Friend 2010, <i>Fundamentals of Occupational Safety and Health (Fundamentals of Occupational Safety & Health)</i>, Government Institutes [ISBN: 978160590702] • Mark A. Friend, James P. Kohn, <i>Fundamentals of Occupational Safety and Health</i> [ISBN: 9781598887235] • Keith Smith, <i>Environmental Hazards</i> [ISBN: 9780415681063] • Occupational Safety and Health Administration, U. S. Department of Labor 2014, <i>Workers' Rights</i>, CreateSpace [ISBN: 9781505488258] • Robert Mark, Michel Crouhy, Dan Galai 2014, <i>The Essentials of Risk Management, Second Edition</i>, McGraw-Hill Education [ISBN: 9780071818513] 		
Article/Paper List	This Course does not have any article/paper resources			
Other References	This Course does not have any other resources			