

POLI ESCOLA SUPERIOR TECNOLOGIA GESTÃO TÉCNICO GUARDA	SUBJECT DESCRIPTION	MODELO PED.013.03
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<i>Course</i>	Human Resource Management					
<i>Subject</i>	Hygiene and Safety at Work					
<i>Academic year</i>	3 ^o	<i>Curricular year</i>	3rd	<i>Study period</i>	1st semester	
<i>Type of subject</i>	Compulsory	<i>Student workload (H)</i>	Total: 168	Contact: 60	<i>ECTS</i>	6
<i>Professor(s)</i>	Specialist Júlio Paulo Cruz Abrantes					
<input type="checkbox"/> <i>Area/Group Coordinator</i> <input type="checkbox"/> <i>Head of Department</i>	(select)	PhD Carlos Rodrigues				

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

According to the strategy adopted by the EU Safety and Health at Work, adopted internally by the "National Strategy for Safety and Health at Work 2015-2020" and reverted into national legislation in paragraph 1 of Article 9º of the "Regime jurídico da promoção da segurança e saúde no trabalho" Law 102/2009 of 10/09, republished by Law 3/2014 of 28/01, course of Occupational Hygiene and Safety at Workplace (OHS), aims to achieve the following objectives:

- A - Identify the basic concepts and the Safety and Health at Work main legislation;
- B - Show the importance of investment in prevention in the areas of Occupational Health and Safety or Safety and Health at Work;
- C - Provide the students with skills to analyze, evaluate and audit risk situations;
- D - Develop capacity to act preventively in harmful work situations to the integrity of the worker, and contribute to human resource management more effectively;
- E - Identify, analyze, diagnose and manage the sources that cause stress in employees and develop solutions case by case respecting individual differences.

2. PROGRAMME

1. Principles and fields of Safety, Hygiene and Health at Work

First definitions, concepts and importance of occupational health and safety (OHS).

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2. Background to Hygiene and Safety at Work

Legislative background of occupational health and safety (OHS), work accidents and safety costs.

3. Assessment and Risk Management

Main methods and methodologies for risk assessment and management.

4. Organization of OHS services

Modalities and activities of prevention services.

5. Protective Devices: Selection and characteristics

Main devices of individual and collective protection.

6. Minimum requirements for occupational health and safety at the workplace

Main legislation of minimum requirements and good practices for OHS.

7. Safety against the risk of fire

Legislation and Phenomenology of fire safety.

8. Basics of emergency and evacuation

Emergency procedures and evacuation.

9. First aid

Procedures for initial and temporary aid to the injured.

10. Stress management and time organization.

Strategies to reduce or eliminate stress and improve time management.

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

Objective A - Relates to chapters 1, 2, 4 and 6 where we present the basic principles and key concepts of safety, hygiene, health and ergonomics, the main national legislation, organization of services and minimum requirements for OHS in workplaces.

Objective B - It is related with Chapters 2, 3, 4 and 6 where there is an analysis of the costs arising from accidents and costs due to prevention and enforcement of OHS.

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Objective C - Catches up with the contents of Chapter 2, 3, 5, 6 and 7 dedicated to the assessment and management of risk based on the compliance of OHS and ISO 45001:2018 and the minimum requirements of hygiene and safety at the workplace.

Objective D - Is the most comprehensive of all the proposed objectives and therefore is related to all chapters.

Objective E - Is framed in Chapter 10 related to stress management and strategies to improve organizational time management.

4. MAIN BIBLIOGRAPHY

Mandatory

- 1 – Cabral, Fernando e outros. (2010). “Segurança, Higiene e Saúde do Trabalho”. Versão 38, Verlag Dashofer: Lisboa.
- 2- Pinto, Abel. (2017). “Sistemas de Gestão, Segurança e Saúde”. 3ª edição, Edições Sílabo: Lisboa.
- 3 - Miguel, Alberto. (2014). “Manual de Higiene e Segurança do Trabalho”. 13.ª Edição, Porto Editora: Porto.
- 4 – Freitas, Luís Conceição. (2016). “Manual de Segurança e Saúde do Trabalho”. 3ª edição, Edições Sílabo: Lisboa.
- 5 – Moreira, Arlindo; (2010). “Segurança e Saúde no Trabalho, em ambiente de escritório”. Lidel: Lisboa.
- 6 – ISO 45001:2018.
- 7 – Legislação Nacional e Normas Internacionais contextualizadas. (Obrigatório)

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5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

The teaching methods used in theoretical practices in the classroom are very varied and include methods such as: expository, interrogative, case studies, problem solving, joining the study visits, laboratory simulations and workshops to act and make measurements as close to the actual conditions of work. The orientation tutorial focuses on case studies and problem solving.

The evaluation can be continuous or final exam in regular season or appeal, as set out in the school regulations.

Continuous assessment is based on a written test, with a weighting of 50% of the course classification; in carrying out a practical group work, with a weighting of 40%, to be delivered on a scheduled date and to be presented in the last week of classes of the semester; and in carrying out small practical assignments, with a weighting of 10%, prepared in the classroom. Students subject to continuous assessment must be present for at least two thirds of classes. The assessment by exam, in the normal or appeal period, consists of a written test.

Practical work is mandatory, but is only counted for continuous assessment.

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

Objective A - Identify the basic concepts and the Safety and Health at Work main legislation; This goal is achieved by the theoretical practices in the classroom with the expository methods, interrogative, demonstrative, case studies and problem solving, which joins a discussion on the main legislation on Occupational Health and Safety (OHS).

Objective B - Show the importance of investment in prevention in the areas of Safety and Health at Work; This goal is achieved by the theoretical practice in class with the methods of exposition, questioning, case studies and problem solving.

Objective C - Provide the students with skills to analyze, evaluate and audit risk situations; We reach this goal during the theoretical practices in the classroom with the methods of exposition, questioning, case studies, problem solving, which joins the demonstrative method in the classroom, laboratory or workshop to take measurements or simulations as close as possible to the actual working conditions. To these methods add the realization of a practical field work with groups of 4 students about assessment and risk control.

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Objective D - Develop capacity to act preventively in harmful work situations to the integrity of the worker and contribute to human resource management more effectively; This goal is achieved by theoretical practice in the classroom with the methods of exposition, questioning, case studies, problem solving, all of which joins the demonstrative method in the classroom, laboratory or workshop to act or make measurements as close as possible to the actual working conditions. To these methods add the realization of a practical work with groups of 4 students about assessment and risk control. Additionally, classroom drills are held on how to provide first aid.

Objective E - Identify, analyze, diagnose and manage the sources that cause stress in employees and develop solutions case by case respecting individual differences. This goal is achieved by theoretical practice in the classroom with expository methods, interrogative, demonstrative, case studies and problem solving. Additionally, classroom exercises are held and games are used to eliminate or reduce stress and to set priorities and manage time.

7. ATTENDANCE

Attendance at classes is mandatory. To obtain a pass, in the continuous assessment process, is required an assistance equivalent to 2/3 of the course load of the Curricular Unit.

8. CONTACTS AND OFFICE HOURS

Contact the coordinator of the subject area and teaching course

Coordinator of the subject area

Name: Professor Carlos Rodrigues

Email: crood@ipq.pt

Telephone: 271 220 100 (Ext. 1264)

Cabinet nº64

Teaching course

Name: Júlio Paulo Cruz Abrantes

Email: jabrantes@ipcb.pt

Office hours of teaching course

Wednesday from 14:00 to 15:30 hours

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9. OTHERS

Nothing to mention

DATE

18 September 2023

SIGNATURES

Professor(s), Area/Group Coordinator or Head of Department signatures

Professor

(signature)

Assinatura na qualidade de (clicar)