



**O.P. Jindal Global University**  
*A Private University Promoting Public Service*



**OCCUPATIONAL HEALTH & SAFETY**

*Course Instructor: Ms. Kaveri Gupta*

Jindal Institute of Behavioral Sciences (JIBS)

04 Credit Course

## SPRING SEMESTER 2026

Faculty Contact: Ms. Kaveri

Gupta

Email: [kaveri.gupta@jgu.edu.in](mailto:kaveri.gupta@jgu.edu.in)

Office Hours: 09:00 am-05:00pm

Classroom:

The information provided herein is by the Course Coordinator. The following information contains the official record of the details of the course.

### PART I

<b>Course Title: Occupational Health and Safety</b>		
Course Code	<b>BE-E-0131</b>	
Course Duration	1 Semester	
No. of Credit Units	4	
Level	UG	
Pre-Requisites	Nil	
Pre-Cursors	Nil	
Equivalent Courses	Nil	
Exclusive Courses	Nil	
Class Timing	...	....

### PART II

#### Course Description:

Occupational Health and Safety course provides a comprehensive examination of principles and practices essential for creating and maintaining a safe and healthy work environment. Students will gain a thorough understanding of occupational hazards, risk assessment, and regulatory frameworks governing workplace safety. Topics include the identification and control of physical, chemical, and biological hazards, as well as the promotion of ergonomic principles. The course explores safety management systems, emergency response planning, and the role of individual and organizational factors in fostering a culture of safety.

Through case studies and practical applications, students will develop skills in incident investigation, risk management, and the implementation of effective health and safety programs. This course is designed to equip individuals with the knowledge and competencies necessary for promoting a culture of safety in various occupational settings.

#### Course Aims:

The aim of this course is to provide a comprehensive understanding of workplace safety and health principles, practices, and management systems. Through a combination of theoretical knowledge and case studies, students will develop the skills necessary to identify, assess, and manage workplace hazards, foster a positive safety culture, and promote effective communication and behavior-based safety. This course aims to prepare students to become competent safety professionals who can contribute to creating safer and healthier workplaces.

### Course Intended Learning Outcomes:

Students aspiring to become safety professionals will benefit with a strong foundational understanding of Occupational Health and Safety. It equips them with essential insights and practical skills necessary to embark on a successful career in this field.

### Assessment Process:

The course will be majorly taught using class discussions, anecdotes, presentations, readings, and experiential exercises. The evaluations will include in-class activities, individual and group presentations, written assignments, quizzes, and projects.

### Percentage breakdown of Grade:

#### 70% Internals

- Assignment 1- 10
- Quiz- 20
- Presentation- 10
- Class Participation- 5
- Mid Term- 25

#### 30% End Semester Exam (Closed book and timed)

(\*Please note that absenteeism on day of assessment will not be entertained and no assessments shall be rescheduled.)

### Grading of Student Assessment

Letter Grade	Percentage of Marks	Grade Points	Interpretation
O	80 and above	8	<b>Outstanding:</b> Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and analytical ability.
A+	75 - 79	7.5	<b>Excellent:</b> Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability.
A	70 - 74	7	<b>Very Good:</b> Sound knowledge of the subject matter, excellent

			organizational capacity, ability to synthesize ideas, rules and principles, critically analyse existing material and originality in thinking and presentation.
A-	65 -69	6	<b>Good:</b> Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills.
B+	60 - 64	5	<b>Fair:</b> Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills.
B	55 - 59	4	<b>Acceptable:</b> Adequate knowledge of the subject matter to go to the next level of the study and reasonable critical and analytical skills.
B-	50 - 54	3	<b>Marginal:</b> Limited knowledge of the subject matter and irrelevant use of materials, and poor critical and analytical skills.
P1	45 - 49	2	<b>Pass 1:</b> Pass with Basic understanding of the subject matter.
P2	40 - 44	1	<b>Pass 2:</b> Pass with Rudimentary understanding of the subject matter.
F	Below 40	0	<b>Fail:</b> Poor comprehension of the subject matter; poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course.

## Course Outline

### Unit I: Introduction to Workplace Safety and Health (Week 1-2)

Overview of workplace safety and its importance, Historical perspective on workplace safety, Role and responsibilities of safety professionals, Hazard identification and risk assessment, Occupational Health and Safety Management Systems, Introduction to OHSMS (Occupational Health and Safety Management Systems)

#### Readings:

- Charles D. Reese, "Occupational Safety and Health: Fundamental Principles and Philosophies" - Chapters 1 and 2.
- Occupational Safety and Health Administration (OSHA) guidelines on Trenching and Excavation Safety.

### Unit II: Hazard Identification and Management (Week 3-5)

Identifying workplace hazards, Risk assessment methods and tools, Prioritizing and managing identified risks, Personal Protective Equipment (PPE), Emergency preparedness and response  
Occupational Health & Safety Management Systems Proceedings

Readings:

- Charles D. Reese, "Occupational Safety and Health: Fundamental Principles and Philosophies"
- [https://www.osha.gov/sites/default/files/2018-12/fy11\\_sh-22318-11\\_Mod\\_3\\_ParticipantManual.pdf](https://www.osha.gov/sites/default/files/2018-12/fy11_sh-22318-11_Mod_3_ParticipantManual.pdf)
- [http://www.mtpinnacle.com/pdfs/gen\\_ohsms\\_4231.pdf](http://www.mtpinnacle.com/pdfs/gen_ohsms_4231.pdf)

### **Unit III: Building a Safety Culture and Safety Inspections and Audits (Week 6-7)**

Positive safety culture, assessing safety culture, Strategies for fostering a positive safety culture  
Safety Inspections and Audits: Conducting safety inspections, Audit methodologies and procedures,  
Reporting and addressing safety violations, Continuous improvement through audits.

Readings:

- Charles D. Reese, "Occupational Safety and Health: Fundamental Principles and Philosophies" – Chapter 6.
- Resources on safety culture development, such as articles and case studies.
- Relevant materials on safety inspections and audits, including OSHA guidelines.

### **Unit IV: Behavior-Based Safety and Communication (Week 8-9)**

Behavior-Based Safety (BBS), Hindrances to implementing BBS, Communication tools for safety and health, Effective safety communication, Preventing workplace bullying, Real-world applications and case studies.

Readings:

- Charles D. Reese, "Occupational Safety and Health: Fundamental Principles and Philosophies" - Chapter 8 and 9.
- Literature on Behavior-Based Safety (BBS) principles and best practices.
- Resources on effective safety communication and prevention of workplace bullying.

### **Unit V: Motivation, Incentives, Rewards and Recognition (Week 10-15)**

Principles of motivation in the workplace, Structuring the motivational environment, Incentives and rewards in safety programs, Designing effective incentive programs, Types of rewards and their impact on motivation, Recognizing and celebrating safety achievements, Employee recognition programs, Safety milestones and celebrations

## Readings:

- Charles D. Reese, "Occupational Safety and Health: Fundamental Principles and Philosophies" - Chapter 10.
- Ebben, W. P., & Brudney, J. L. (2019). Employee Recognition and Performance: A Field Experiment. IZA Institute of Labor Economics.
- Materials on motivation theories in the workplace.

## **Professional Conduct in Classroom**

You are expected to arrive on time in the classroom and follow the classroom decorum. It is expected that you are punctual in class and be seated immediately within the first two minutes so that the class can start on time. Students arriving after a ten minute window from the designated start time will be refused entry/attendance. You are expected to participate in the classroom discussions, activities and presentation. Participation is essential in this class. You are also expected to be respectful when the instructor is teaching. Furthermore, you are welcomed to share your thoughts in the class but you are expected to do that respectfully and be welcoming of other perspectives in the class even if you disagree with the same.

## **Notes on Plagiarism**

*Plagiarism is not acceptable!* Please refrain from copying and pasting paragraphs and sentences from your reading materials. This include copying someone's words, structure, grammar, ideas, thoughts, and phrases and passing them as your own. Too many quotes are not acceptable!

What is acceptable? Using one quote which is not more than 40 words with proper citation. Use citation! It's a must! Present the content you read from your reading materials in your own words! Think and critically analyse the content! The source should be always acknowledged in your written material and presentation. All papers in this class will be checked electronically for plagiarism.

## **Attendance Policy**

Students are expected to attend all classes (100% attendance). A student who fails to attend a class is expected to inform the Course Instructor, orally or in writing, the reason for his or her absence. A minimum of 75% attendance is mandatory, failing which, student is not permitted to take the final exam or end term exam.

## **Safe Space Pledge**

Some parts of this course may discuss a range of issues that might result in distress for some students. Discussions and images in the course might also provoke strong emotional responses. To make sure that all students collectively benefit from the course, and do not feel troubled due to either the contents of the course, or the conduct of the discussions, it is incumbent upon all within the classroom to pledge to maintain respect towards our peers. This does not mean that you need to feel restrained about what you feel and what you want to say. Conversely, this is about creating a safe space where everyone can speak and learn without inhibition and fear. This responsibility lies not only on students, but also the instructor.

## **Disability Support and Accommodation Requirements**

JGU endeavors to make all its courses accessible to students. All students with a known disability needing academic accommodations are required to register with the Disability Support Committee [dsc@jgu.edu.in](mailto:dsc@jgu.edu.in). The Committee has so far identified the following conditions that could possibly hinder student's overall well-being. These include: physical and mobility related difficulties; visual impairment; hearing impairment; medical conditions; specific learning difficulties e.g. dyslexia; mental health.

The Disability Support Committee maintains strict confidentiality in its discussions. The students should preferably register with the Committee in the first week of the semester as disability accommodation requires early planning. DSC will approve and coordinate all the disability related services such as appointment of academic mentors, specialized interventions and course related requirements such as accessible classrooms for lectures, tutorials and examinations.

All faculty members are required to refer students with any of the above-mentioned conditions to the Disability Support Committee for addressing disability-related accommodation requirements.

### **Centre for Wellness and Counseling Services:**

Contact: Email ID: [cwcs@jgu.edu.in](mailto:cwcs@jgu.edu.in)

Mobile: +91 8396907312