



National Fire Academy

**W0722 – Health and Safety Program Manager
Version: 1st Edition, 3rd Printing, August 2020**

Quarter:

ACE Credit: There is not an American Council on Education credit recommendation for this course.

IACET Continuing Education Units: 1.2

Length of Course: 2 Days (12 hr., 30 min. contact hours)

Prerequisite: None

Curriculum: Responder Health and Safety

Training Specialist: George Morgan

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

W0722 – “Health and Safety Program Manager.” This two-day course will provide fire, Emergency Medical Services department personnel and other related emergency responders with the aptitudes and abilities necessary to manage the duties and responsibilities of the Health and Safety Program Manager (HSPM) within their respective organizations.

Student Qualifications (Primary and Secondary Audience)

There are four primary audiences anticipated for this course:

1. Fire and EMS department officers who have been designated by the authority having jurisdiction (AHJ) as their departments' Safety Officers.
2. Fire and EMS department members who may be assigned the HSPM position.
3. Members of a department's Occupational Safety and Health Committee.
4. Individuals who have department-level health and safety responsibilities.

Persons attending this course should have a working knowledge of the Incident Command System, as taught by the NFA; applicable National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) requirements and recommendations; and responsibility for setting policy for the department on such issues.

Course Scope (Goal)

To provide fire, Emergency Medical Services (EMS) department personnel, and other related emergency responders with the aptitudes and abilities necessary to manage the duties and responsibilities of the Health and Safety Program Manager (HSPM) within their respective organizations.

Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, you will be able to accomplish the following:

- Revise the Health and Safety Program Manager (HSPM) roles and responsibilities within an organization to determine and support institutionalized opportunities and needs.
- Evaluate and prioritize health and safety related strengths and weaknesses within their organizations.
- Evaluate the environmental barriers affecting the implementation and impact of the organization's safety and health programs.
- Integrate the responsibilities of the organization and the individual to improve health and wellness.

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

DAY 1	DAY 2
Introduction, Welcome and Administrative	Unit 3: Internal and External Environmental Barriers and Opportunities Activity 3.1: Distinguish Elements of Organizational Culture the Affect Health and Safety Program Managers
<i>Break</i>	<i>Break</i>
Unit 1: The Importance of the Health and Safety Program Manager Activity 1.1: Health and Safety Program Manager Organizational Roles and Responsibilities to Determine System-Wide Requirements of Local Fire Departments Activity 1.2: Applying Risk Management Concepts	Unit 3: Internal and External Environmental Barriers and Opportunities (cont'd) Activity 3.2: Recognize the Impact of Organizational Dynamics as it Affects the Health and Safety Program Manager Activity 3.3: Anticipate Financial Opportunities and Barriers
<i>Break</i>	<i>Break</i>
Unit 1: The Importance of the Health and Safety Program Manager (cont'd) Activity 1.3: Identify and Research Appropriate Health and Safety Laws and Standards Unit 2: Risk Evaluation and Prioritization Activity 2.1: Comprehensive Risk Management Plan	Unit 4: Health and Wellness Activity 4.1: Ten Most Significant Threats to Health and Wellness
<i>Lunch Break</i>	<i>Lunch Break</i>
Unit 2: Risk Evaluation and Prioritization (cont'd) Activity 2.2: Classic Risk Management Activity 2.3: Risk Control Techniques	Unit 4: Health and Wellness (cont'd) Activity 4.2: Organizational Assessment of the International Association of Fire Chiefs/ International Association of Fire Fighters Wellness-Fitness Initiative
<i>Break</i>	<i>Break</i>
Unit 2: Risk Evaluation and Prioritization (cont'd) Activity 2.4: Defining the Need for a Safety Officer	Unit 4: Health and Wellness (cont'd) Activity 4.3: Individual Holistic Wellness Self-Assessment Activity 4.4: Wellness Wheel
Review Units 3 and 4, and the Wellness Wheel Self-Assessment found in Activity 4.4	

Note: This schedule is subject to modification by the instructors and approved by the training specialist.

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

The required performance to successfully complete the course is attained by completing the class with a letter grade of a "C" or higher.

Letter Grade	Point Range
A	90-100
B	80-89
C	70-79
F	69 or lower

EXAMINATION ADMINISTRATION PROCEDURES

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation¹ prior to a retest. Students who do not pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of "F" being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

Required Reading Assignments

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

Suggested Readings

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

Course Outline

Unit 1: The Importance of the Health and Safety Program Manager

Objectives

Terminal Objective

The students will be able to:

- 1.1 Revise the Health and Safety Program Manager (HSPM) roles and responsibilities within an organization to determine and support institutionalized opportunities and needs.

Enabling Objectives

The students will be able to:

- 1.1 Summarize the HSPM organizational roles and responsibilities to determine system-wide requirements.
- 1.2 Apply risk management concepts.
- 1.3 Identify and research appropriate health and safety laws and standards.

Unit 2: Risk Evaluation and Prioritization

Objectives

Terminal Objectives

The students will be able to:

- 2.1 Evaluate and prioritize health and safety related strengths and weaknesses within their organizations.

Enabling Objectives

The students will be able to:

- 2.1 Compare and contrast classical risk management strategies among organizations.
- 2.2 Formulate the appropriate risk prioritization process for their organizations.

Unit 3: Internal and External Environmental Barriers and Opportunities

Objectives

Terminal Objectives

The students will be able to:

- 3.1 Evaluate the environmental barriers affecting the implementation and impact of the organization's safety and health programs.

Enabling Objectives

The students will be able to:

- 3.1 Distinguish elements of organizational culture that affect Health and Safety Program Managers (HSPMs).
- 3.2 Compare and contrast the impacts of organizational dynamics as they affect the HSPMs.
- 3.3 Anticipate financial opportunities and barriers.

Unit 4: Health and Wellness

Objectives

Terminal Objective

The students will be able to:

- 4.1 Integrate the responsibilities of the organization and the individual to improve health and wellness.

Enabling Objectives

The students will be able to:

- 4.1 Identify emerging issues in firefighter health and wellness while valuing the importance of individual and organizational responsibility.
- 4.2 Examine the various dimensions of wellness, and distinguish the personal impact of each dimension through self-reflection and self-discovery.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

Student Substitutions

Substitutions for NFA courses are made from waiting lists; your fire department can't send someone in your place.

Cancellations or No-Shows

NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a two-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your supervisor needs to send a letter to our Admissions Office explaining the cancellation/no-show.

Course Failure

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Netiquette

Online learning promotes the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a professional learning setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the forum of others.

- Technology Limitations. While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The NFA Online classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- Humor Note. Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺ .

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the above grading methodology that explains how grades will be awarded. Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

If you fail an on-campus course, you will not be issued a stipend for that course. You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

http://www.usfa.fema.gov/training/nfa/admissions/student_policies.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- withholding of stipend or forfeiture of stipend paid,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.