



Module Structure

Module Title:	Occupational Health and Safety		
Module Code:	HTCM102		
Programme of Study/ Year of Study:	Hospitality and Tourism Management/Year 1		
Group:	HTMI	Semester:	Fall
Number of Hours Taught:	1 per week	ECTS :	Non-credit

Instructor:	Stelios Theophanous/ Elena Iosif		
Office Hours :			
Office Number :		Office Tel :	
e-mail :			

Pre-requisite(s) : No previous background assumed

Module Rationale

This module is designed to introduce students to the various environmental sanitation facilities, health assessment and safety measures and works for the hospitality and tourism industry. It aims to foster in students a critical approach to work as well as its impact on physical and psychological health. Students will be able to recognise danger, with the module enabling them to make the right decision and act at the right moment.

Aims

Occupational Health and Safety provides students with the knowledge of applying safe conditions at the workplace while, at the same time, enabling them to familiarise with the basics of first aid.

Intended Learning Outcomes

On successful completion of this module, students will be able to:

1. Introduce safety and better working conditions
2. Handle disturbances and key control and guest privacy
3. Handle chemicals and hazards at the housekeeping department
4. Take the right action for fire prevention
5. Understand kitchen safety

Take the right decision on personal safety

Delivery Methods:

Lectures, role playing, coursework, demonstration



Assessment:

Coursework and Practical:50%
Final Examination: 50%

Module Requirements

Refer to the students' manual for the module requirements.

Module Plan and Content

Week	Dates	Topics to be Covered	Reference Chapter / Material
1.	22/10-27/10	<p><u>Principles of Safety and Health and Prevention at Work</u></p> <p>Reasons for introducing an effective health and safety management system.</p> <p>Obligations of employers and employees on safety and health issues in accordance with Cypriot legislation</p> <p>Safety and health policy</p>	Handouts
2.	29/10-03/11	<p><u>Investigation of Occupational Accidents-Work Accident Pyramid</u></p> <p>Accidents at work, disclosure / recording</p> <p>Accident pyramid</p>	Handouts
3.	5/11-10/11	<p><u>Manual Handling of Loads - Personal Protective Equipment</u></p> <p>Correct cargo transport loads, load characteristics, person abilities, risks to the musculoskeletal system.</p> <p>Types of PPE, Cypriot, European and international standards</p> <p>Employer and employee obligations, selection criteria, risk assessment for selection, instructions to employees</p> <p>Use, storage, maintenance.</p>	Handouts
4.	12/11-17/11	<p><u>Fire Safety - First Aid</u></p> <p>Passive and energetic fire protection, limitation of the risk of starting and expanding fire, safety of the occupants.</p> <p>Action Plan, Extinguishing Mode, means of escape, critical situation for residents in a burning building, escape of disabled people.</p> <p>The utility of first aid, the current legislation on first aid at work. The Role of the First Assistant.</p> <p>First aid equipment at work.</p>	Handouts

Week	Dates	Topics to be Covered	Reference Chapter / Material
5.	19/11-24/11	<u>Chemists - Biological agents</u> Chemical Factors at Work - Biological Factors Employer Responsibilities - Employee Obligations	Handouts
6.	26/11-01/12	<u>Work equipment - Electricity</u> Safe work instructions and risk mitigation measures Work equipment description and analysis by case Obligations of manufacturers CE Marking Maintenance of machinery / maintenance risks How is an electric shock happening? Protective means (MCBs, RCDs, MCCBs, RCBOs) How the RCD works in an electrical installation	Handouts
7.	3/12-8/12	<u>Ergonomics and Musculoskeletal Disorders - Labeling</u> What is ergonomics? What are musculoskeletal disorders? Basic ergonomics, ergonomic goals and objectives Safety and health labeling at work.	Handouts
8.	10/12-15/12	<u>Risk Assessment and (Theory)</u> How to assess the risk in the workplace Detecting sources of danger Locating affected persons Effectiveness of existing prevention measures Risk assessment	Handouts
9.	17/12-22/12	<u>Workplace Risk Assessment (Practice)</u> Written risk assessment form and on-site assessments in the workplace	Handouts
10.	07/1-12/1	<u>Workplace Risk Assessment (Practice)</u> Written risk assessment form and on-site assessments in the workplace	Handouts

Essential Reading

St. Andrew's Ambulance Association, St. John's Ambulance and the British Red Cross. (2009). *First Aid Manual: The authorised manual of St. John Ambulance, St. Andrew's Ambulance Association and the British Red Cross*. 9th ed. Dorling Kindersley.



