

COURSE CONTENT

Academic Year	2021-2022	Semester	2
Course Coordinator	Zhou Yan (Asst Prof)		
Course Code	EM5107		
Course Title	Environmental, Health and Safety Management		
Pre-requisites	NIL		
No of AUs	3		
Contact Hours	Lecture: 39 hrs		
Proposal Date	October 2021		

Course Aims

This course aims to provide you with a general understanding of environmental, health and safety (EHS) issues at the workplace in the various industries. Emphasis is to provide an overview on the common EHS issues encountered at the work place, as well as promoting a mindset and culture EHS management at the supervisory and managerial levels.

Intended Learning Outcomes (ILO)

At the end of this course, you should be able to:

1. Describe basic concepts of common EHS issues of an industrial operation;
2. Describe the sources of EHS issues, quantify the risk and impact on the environment, health and safety of workers;
3. Assess various technical and administrative means (including personal protective equipment if appropriate) available to control the EHS risks created;
4. Identify legislative and regulatory requirements to control the EHS risks created.

Course Content :

This introductory course provides an overview of environmental, health and safety management in an industrial setting. The EHS topics covered in this course includes: EHS management system, accident and incident investigation, general safety, chemical safety, occupational hygiene, biological safety, noise, ergonomics, fire and explosion, air pollution and water pollution.

Course Outline :

S/N	Topic	Lecture Hrs	Tutorial Hrs
1.	Introduction to EHS Mgt	3	
2.	General Health and Safety	3	1
3.	Chemical Safety	3	1
4.	Occupational Hygiene	3	1
5.	Biosafety	3	1
6.	Noise	3	1
7.	Ergonomics	3	1
8.	Fire & Explosion	3	1
9.	Air Pollution	3	1
10.	Water Pollution	3	1
Total:		30	9

Assessment (includes both continuous and summative assessment)

Component	Course LO Tested	Related Programme LO or Graduate Attributes	Weighting	Team / Individual	Assessment rubrics
1. Final Examination	1, 2, 3, 4	EAB SLOs c, e, f, g, i	60%	Individual	
2. Quiz 1	1, 2, 3, 4	EAB SLOs c, e, f, g, i	20%	Individual	
3. Project	1, 2, 3, 4,	EAB SLOs c, e, f, g, i, j	20%	Team	Appendix 1
Total			100%		

Formative feedback

You will be able to view your individual quiz results through Blackboard Grade Centre. As the course is taught entirely by external resources, meetings will be at towards the end of the lecture, or virtually (by appointment only) to view and discuss your quiz questions and results.

Learning and Teaching approach

Class meets once per week over 3 hours in lecture format

Approach	How does this approach support students in achieving the learning outcomes?
Lecture	Formal lectures on topics with in-class discussions Some calculation will be carried out in class together with you to help understand the concept taught during lectures as well as promote life-long learning
Tutorial	Tutorials will be conducted through towards the end of each lecture, as well as lecture slots allocated for tutorials and review.
Quiz	This helps you to achieve one or more of the outcomes as you need to do self-study and research.
Project	Project titles will cover selected industrial or environmental EHS issues, and you will conduct research and present on the technical background to the issues, elaboration and quantification of the impacts in a written report, and proposal of solutions through a power point presentation to the senior management of the hypothetical industrial organization.

Textbooks :

References :

1. The Workplace Safety and Health Act and its subsidiary legislations.
<http://www.mom.gov.sg/workplace-safety-health/wsh-regulatory-framework/Pages/workplace-safety-health-act.aspx>
2. The Environmental Protection and Management Act and its subsidiary legislations.
Available from <http://statutes.agc.gov.sg/aol/home.w3p>
3. World Health Organization (2004), Laboratory biosafety manual, 3rd Edition, WHO, Geneva.
4. Biological Agents and Toxins Act and its subsidiary legislation.
<https://www.biosafety.moh.gov.sg/home/page.aspx?id=56>
5. Brauer R L (2016), Safety and Health for Engineers, 3rd Edition, Wiley.
6. Woodside G and Kocurek D (1997), Environmental, Safety, and Health Engineering, Wiley.
7. Anton T J (1989), Occupational safety and health management, 2nd ed., McGraw-Hill.
8. Davies M L and Cornwell D A (2012), Introduction to Environmental Engineering, 5th Edition, McGraw-Hill.

Course Policies and Student Responsibilities

(1) General

Students are expected to take all scheduled assignments and tests by due dates. Students are expected to take responsibility to follow up with course notes, assignments and course related announcements. Students are expected to participate in all group project discussions and activities.

(2) Absenteeism

Valid reasons include falling sick supported by a medical certificate and participation in NTU's approved activities supported by an excuse letter from the relevant bodies. There will be no make-up opportunities for in-class activities.

Academic Integrity

Good academic work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values.

As a student, it is important that you recognize your responsibilities in understanding and applying the principles of academic integrity in all the work you do at NTU. Not knowing what is involved in maintaining academic integrity does not excuse academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of academic dishonesty,

including plagiarism, academic fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the [academic integrity website](#) for more information. Consult your instructor(s) if you need any clarification about the requirements of academic integrity in the course.

Course Instructors

Instructor	Office Location	Phone	Email
Zhou Yan	N1-1c-90		zhouyan@ntu.edu.sg
Ang Fui Gan	External		fuigan@yahoo.com
Hor, Nam Chook	External		nam_chook.hor@novartis.com
Yap, Edwin	External		Edwin.Yap@chubb.com

Planned Weekly Schedule			
S/N	Topic	Course LO	Readings/ Activities
1.	Introduction to EHS Mgt	1, 2, 3 and 4	Reading ppt slides
2.	Chemical Safety	1, 2, 3 and 4	Reading ppt slides
3.	Occupational Hygiene	1, 2, 3 and 4	Reading ppt slides
4.	General Health and Safety	1, 2, 3 and 4	Reading ppt slides
5.	Tutorial		Online tutorial
6.	Quiz		
7.	Biosafety	1, 2, 3 and 4	Reading ppt slides
8.	Noise	1, 2, 3 and 4	Reading ppt slides
9.	Ergonomics	1, 2, 3 and 4	Reading ppt slides
10.	Fire & Explosion	1, 2, 3 and 4	Reading ppt slides
11.	Air Pollution	1, 2, 3 and 4	Reading ppt slides
12.	Water Pollution	1, 2, 3 and 4	Reading ppt slides
13.	Tutorial		Online tutorial

Appendix 1
Course Project

Objectives:

The main objective of the course project is to provide you an opportunity to apply your environmental, health and safety (EHS) knowledge in the review of an EHS issue and develop an EHS plan for the management of the EHS issue from the perspective of a hypothetical organization.

You would need to:

- a. collect information on current knowledge and risk of the EHS issue chosen; (ILO 1, 2)
- b. elaborate on technical or management aspects of the EHS issue; and (ILO 2 and 4)
- c. propose a method your organization will manage the EHS issue. (ILO 1, 3, 4)

Requirements:

1. Form your work group; up to 3 students. Note the name of the group leader.
2. Select two (2) topics (in order of preference) from the project list provided or propose a suitable topic and select one (1) topic from the project list provided. The reason for having two (2) topic choices per group is to reduce excessive duplication of project reports of the same topic title through assignment of one of the two choices.
3. Submit your selection by **Monday of week 7** electronically by email to fuigan@yahoo.com.
4. Selections will be notified by email by **Saturday of week 7**.
5. Submission should be done electronically via email to fuigan@yahoo.com by the group leader by **Monday of week 11**.

Late submission: within 1 week – 20% penalty; beyond 1 week – 40% penalty.

Deliverables:

6. Report and presentation slides:
 - a. a group report of approximately 3000 words (main text) with references list, and if necessary, suitable/reasonable amount technical attachment (no more than 10 pages); and
 - b. a powerpoint presentation of no more than 15 slides following closely the structure of the report.

Note: there will be *no* presentation required. The presentation slides are for a hypothetical presentation that your work group will make to the management of the hypothetical organisation to propose how to manage the EHS issue.

7. Structure of report:
 - a. Report Title;
 - b. Group Details (Names of Students);
 - c. Problem Definition (i.e. how the EHS issue affects your organization);
 - d. Background (i.e. brief discussion of the EHS issue selected);
 - e. Theoretical Development (e.g. where applicable, exposure limits, equations, technical aspects of control, toxicological knowledge, detection technology, etc), Risk Assessment and Risk Control Measures; and
 - f. Management Options and Management Plan.
8. Structure of powerpoint presentation – no fixed structure

Marking Criteria (20% of final grade)

By default, you would get the same score as your team. However, your score may vary should there be evidence that you had not contributed to your team

	Marking Criteria	Marks
Total		100
Problem Definition and Background	Sufficient description of EHS Issues, Affects and Impacts.	5
Theoretical Development	Sufficient development of theoretical aspects. Key issues, technological and management options had been adequately researched and discussed.	20
Risk Assessment	Appropriate Risk Assessment carried out and the risk levels substantiated with good evidence	10
Risk Control	Rick control measures suitably identified, criteria for selection or comparison established, systematically compared and discussed.	10
Management Options and Plan	Sound management proposal and identification of solution	30
Presentation slides	Succinct and clear, good use of visual aids. Presents the project and achieves objective of persuading management to adopt option suggested.	20
Referencing	Adequate support references provided in an acceptable reference style.	5