

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

**COURSE TITLE:** Safe Working Practices

**CODE NO. :** MSE110 and MSE615                      **SEMESTER:** ONE

**PROGRAM:** Motive Power Fundamentals – Small Engine Repair (5084)  
Small Engine Mechanic – Level 1 Apprenticeship (6090)

**AUTHOR:** Gord Strachan

**DATE:** October                      **PREVIOUS OUTLINE**                      October  
2013                                      **DATED:**                                      2012

**APPROVED:**

*“Corey Meunier”*

**CHAIR**

**DATE**

**TOTAL CREDITS:** ONE

**PREREQUISITE(S):**

**HOURS/WEEK:**

**Copyright ©2013 The Sault College of Applied Arts & Technology**  
*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*  
**For additional information, please contact Corey Meunier, Chair**  
**Technology & Skilled Trades**  
**(705) 759-2554, Ext. 2610**

**I. COURSE DESCRIPTION:**

Upon successful completion of the reportable subject, the student is able to work safely protecting self and others, workplace equipment and facilities in accordance with government legislation, industry standards and equipment manufactures' recommendations.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

**1. *Interpret Workplace Safety Requirements.*****Potential Elements of the Performance:**

- Identify the essential information and fundamentals of safe work practices, equipment and cleaning agents.
- Identify the legal responsibilities as they apply to WHMIS, Occupational Health and Safety Act and other Provincial and Federal Legislations.
- Describe the operating procedures for emergency safety equipment, such as fire extinguishers and other extinguishing media in a safe, efficient manner in accordance with Health and Safety Regulations.
- Handle, store and dispose of hazardous materials in a safe manner using specified handling and storage equipment in compliance with government regulations.
- Demonstrate and perform safe working practices in the workplace.

**III. TOPICS:**

1. Interpret Workplace Safety Requirements

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

**Title:** Understanding the Outboard Motor

**Edition:** 3rd

**Author:** Stagner

**Publisher:** Pearson Education

**Title:** Boat-owner's Mechanical and Electrical Manual

**Edition:** 3rd

**Author:** Calder

**Publisher:** McGraw Hill

**Title:** Small Gas Engines

**Edition:** 10<sup>th</sup>

**Author:** Roth

**Publisher:** Goodheart-Willcox

**Title:** Small Gas Engines (workbook)

**Edition:** 10th

**Author:** Roth

**Publisher:** Goodheart-Willcox

**CSA Certified 6 inch Leather Safety Boots  
CSA Certified & Impact Resistant Safety Glasses  
Coveralls (non-flammable material - i.e. cotton)  
Shop Coat (optional)**

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Theory Testing: 55%

Application Experiences: 15%

Final Assessment: 30%

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	

S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Attendance is mandatory except with a valid excuse. If late you will be marked absent for the whole hour. For every unexcused absence you will be deducted 1% per class period. Previous notification or a call the day of absence is required for excusal.

If you miss a test with an unexcused absence you will not be allowed to write that test.

If a class is missed or going to be missed it is your responsibility to notify your instructor and make arrangements for handouts and notes taken while you were away.

CSA approved safety glasses and safety boots must be worn in the shop at all times. Please have safety boots and safety glasses available because you may not have a lot of warning when going into the shop.

### **CELL PHONES OR PAGERS MUST BE TURNED OFF IN ANY CLASS**

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.