

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Sistem vodenja varnosti in zdravja pri delu
Course title:	Safety management system and occupational health

Študijski program in stopnja <i>Study programme and level</i>	Študijska smer <i>Study field</i>	Letnik <i>Academic year</i>	Semester <i>Semester</i>
Menedžment kakovosti Dodiplomska (prva)	Program nima smeri	2. / 3.	4. / 5.
Quality Management Undergraduate (First)	The program has no study fields	2/3	4/5

Vrsta predmeta / Course type: Izbirni Elective

Univerzitetna koda predmeta / University course code: 011029-02

Predavanja <i>Lectures</i>	Seminar <i>Seminar</i>	Sem. vaje <i>Tutorial</i>	Lab. vaje <i>Laboratory work</i>	Teren. vaje <i>Field work</i>	Samost. delo <i>Individ. work</i>	ECTS
30	-	45	-	-	105	6

Nosilec predmeta / Lecturer: doc. dr. Tatjana Mlakar Tatjana Mlakar, PhD
Assistant Professor

Jeziki / Languages:

Predavanja / Lectures:	Vaje / Tutorial:
Slovenski, angleški	Slovenski, angleški
Slovenian, English	Slovenian, English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

- Pogoj za vključitev v delo je vpis v 2. letnik študija.
- Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

Prerequisites:

- Enrolment in the second year of study.
- The student must prepare and defend an empirical seminar paper as a prerequisite for the final exam.

Vsebina:

1. Sistem vodenja varnosti in zdravja kot del poslovanja.
2. Sistem vodenja varnosti in zdravja pri delu po zahtevah standarda OHSAS 18001.
3. Vzpostavitev sistema varnosti in zdravja pri delu.
4. Poslovník sistema varnosti in zdravja pri delu.
5. Presoja sistema varnosti in zdravja pri delu.
6. Integracija sistema varnosti in zdravja pri delu z drugimi sistemi vodenja
7. Primeri dobrih praks

Content (Syllabus outline):

1. Safety and health management system as part of a business.
2. Safety management system and occupational health according to the OHSAS 18001 standard.
3. Establishment of occupational safety and health.
4. Rules of procedure for occupational safety and health.
5. Assessment of occupational safety and health.
6. Integration of occupational health and safety with other management systems.
7. Examples of good practice.

Temeljna literatura in viri / Readings

- Pivka, M. (2000). *Management kakovosti*. Maribor: Ekonomsko-poslovna fakulteta.
- Veljavna zakonodaja na področju varnosti in zdravja pri delu v Sloveniji.

Dopolnilna / dodatna literatura:

- Ali, M., Brookson, S., Bruce, A., Eaton, J., Heller, R., Johnson, R., ... Sleight, S. (2001). *Managing For Excellence*. London: Dorling Kindersley.
- Juran, J. M., & Godfrey, A. B. (2000). *Juran's Quality Handbook* (5. izd.). Singapore: McGraw-Hill International Edition.
- Marolt, J., & Gomišček, B. (2005). *Management kakovosti*. Kranj: Moderna organizacija.
- Standard: OHSAS 18001.
- Tekoče spremljanje člankov in razprav s področja kakovosti in odličnosti v revijah:
 - Kakovost, Slovensko združenje za kakovost, Ljubljana.
 - Organizacija, revija za management, informatiko in kadre, Moderna organizacija, Kranj.
 - Quality progress, American Society for Quality, Milwaukee.
- Tekoče spremljanje člankov in razprav s področja kakovosti in odličnosti v zbornikih:
 - Letnih konferenc Slovenskega združenja za kakovost, 2000 – 2008, izdajatelj SZK.
 - Letnih Forumov odličnosti in mojstrstva Otočec, 2000 – 2008, izdajatelj Društvo ekonomistov.
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Cilji in kompetence:

- Uporaba in razvoj metod in tehnik za uspešno in učinkovito obvladovanje procesov ter nenehno izboljševanje kakovosti dela, proizvodov in storitev.
- Zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z drugimi zainteresiranimi ter zmožnost ustvarjalnega dialoga.
- Razvoj kritične in samokritične presoje.
- Poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu.
- Etična refleksija in zavezanost profesionalni etiki v družbenem okolju.
- Usposobljenost za obvladovanje organizacijskih sprememb v organizaciji kot odziv na spremembe v okolju.
- Občutljivost za ljudi, usmerjanje razmerij med njimi ter razvoj komunikacijskih sposobnosti in spretnosti v domačem in mednarodnem okolju.
- Zmožnost vzpostavljanja in vzdrževanja partnerskih odnosov z vsemi zainteresiranimi (odjemalci, zaposleni, lastniki, družbeno okolje).
- Sposobnost interdisciplinarnega povezovanja znanj različnih predmetov.
- Internalizacija gradnikov sodobne organizacijske teorije, temelječe na organizaciji kot ciljno usmerjenih razmerij med ljudmi.
- Sposobnost prepoznavanja, obvladovanje in nenehnega izboljševanja procesov v organizaciji ter njihove povezave v celovit sistem procesov.
- Obvladovanje ključnih praktičnih pristopov na področju ravnanja z ljudmi v smislu sproščanja njihovih

Objectives and competences:

- Use and develop methods and techniques for efficient and effective process management and continuous improvement of quality of work, products, and services.
- The ability to establish and maintain cooperative relations for teamwork and with other interested individuals as well as the ability for creative dialogues.
- The development of critical and self-critical assessment.
- Knowing the importance of quality and enhancing the quality of professional work through autonomy (self-) critical, (self-) reflexivity and (self-) evaluation.
- Ethical reflection and commitment to professional ethics in a social environment.
- The ability to manage organizational change within an organization in response to changes in the environment.
- Sensitivity to individuals, directing relationships among them, and the development of communication skills and skills in domestic and international environments.
- Ability to establish and maintain partnerships with all stakeholders (consumers, employees, owners, social environment).
- The ability to connect interdisciplinary knowledge from various subjects.
- Internalisation of building blocks within contemporary organization theory that is based on an organization as a target-oriented relationship among individuals and people.
- Ability to identify, control, and the continuous improvement of processes in an organization and its links to a comprehensive system of processes.

<p>ustvarjalnih potencialov.</p> <ul style="list-style-type: none"> – Sposobnost prepoznavanja in obvladovanja ključnih vidikov ekonomske organizacije. – Obvladovanje temeljnih znanj in praktičnih pristopov, potrebnih za učinkovito in uspešno obvladovanje sistema vodenja organizacije s poudarkom na vodenju z zglede, poslovnem komuniciranju, obvladovanju projektov, informatizaciji procesov in sistemskem razmišljanju. 	<ul style="list-style-type: none"> – Managing key practical approaches in the area of human resource management in terms of releasing their creative potential. – Ability to identify and manage key aspects in the economics of organizations. – Applying basic knowledge and practical approaches to achieve effective and efficient management of an organization with an emphasis on leadership by example, business communication, management of projects, informatisation of processes and systematic thinking.
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Predvideni študijski rezultati:	Intended learning outcomes:
<p>Študent/študentka:</p> <ul style="list-style-type: none"> – Pozna in razume pomen in večplastnost procesnega pristopa pri obvladovanju sistema varnosti in zdravja pri delu. – Pozna in je sposoben predstaviti konkreten primer vodenja sistema varnosti in zdravja pri delu. – Pozna in razume vlogo in pomen varnosti in zdravja pri delu v poslovnih odnosih. – Razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost in učinkovitost sistema varnosti in zdravja pri delu. – Pozna in uporablja sodobne pristope, modele in orodja za doseganje in nenehno izboljševanje varnosti in zdravja pri delu. – Uporablja osnovno znanje in veščine s področja varnosti in zdravja pri delu. – Reflektira in kritično ovrednoti različne izkušnje s področja varnosti in zdravja pri delu. – Aktivno in kritično spremlja in reflektira aktualno dogajanje na področju varnosti in zdravja pri delu. – V povezavi z drugimi predmeti pozna, razume in reflektira kompleksnost strokovnih in družbenih nalog zaposlenih pri obvladovanju varnosti in zdravja pri delu. – Pozna in razume umeščenost varnosti in zdravja pri delu v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven odnos do sveta. 	<p>The student will:</p> <ul style="list-style-type: none"> – Know and understand the multi-layered process approach in the management of safety and health and work. – Know and be able to present a concrete case of safety management system and health at work. – Know and understand the role of safety and health at work in business relations. – Understand the interaction among factors that influence the success and effectiveness of safety systems and health and work. – Knows and uses contemporary approaches, models, and tools to achieve continuous improvement in occupational safety and health. – Use basic knowledge and skills from the field of occupational safety and health. – Reflect and critically evaluate various experiences from the field of occupational safety and health. – Actively and critically monitor and reflect on current developments in the field of occupational safety and health. – In connection with other courses, know, understand and reflect on the complexity of professional and social tasks of employees in the management of occupational safety and health. – Know and understand how management of occupational safety and health fits with society in large, within the context of culture and value-laden as well as reflect from these contexts to form an intellectually active relationship to the world.

Metode poučevanja in učenja:	Learning and teaching methods:
<ul style="list-style-type: none"> – <i>Predavanja</i> z aktivno udeležbo študentov (razlaga snovi, pogovori, vprašanja, primeri, reševanje problemov). – <i>Seminarske vaje</i> v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, pogovori, sporočanje povratne informacije, socialne igre, ekskurzija). – <i>Animacija samostojnega študija in raziskovanja</i> 	<ul style="list-style-type: none"> – Lectures with active student participation (discussions, talks, questioning, cases, problem-solving). – Seminar papers in connection to practice (reflections from experience, project work, teamwork, methods of critical thinking, talks, providing feedback, social games, excursions). – Facilitating independent study and research (motivating, directing, self-examination, self-regulation,

(motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).	reflection, and self-assessment).
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Načini ocenjevanja:	Delež / Weight (%)	Assesment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		<i>Type (examination, oral, coursework, project)</i>
– Pisni/ustni izpit	50%	– Written / Oral Exam
– Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge	50%	– Empirical seminar paper with reports from seminar work and seminar paper presentation

Reference nosilca / Lecturer`s references:
– MLAKAR, Tatjana, MULEJ, Matjaž. Complementarity of the Living Systems, the Dialectical Systems Theories and social responsibility : the case of public medical care in Slovenia. <i>J. public health front. (Online)</i> , 2012, vol. 1, no. 1, str. 23-30. http://www.jphf.org/paperInfo.aspx?ID=7 . [COBISS.SI-ID 11060252]
– MLAKAR, Tatjana. <i>Delazmožnost zaradi zdravstvenih razlogov v Sloveniji : Strokovni posvet Začasna zadržanost od dela iz zdravstvenih razlogov, Novo mesto, 16. junij 2009</i> . Novo mesto, 2009. [COBISS.SI-ID 33305861]