



Safety and Health Management Program

Policies and Procedures Handbook

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1. WELCOME

Welcome to the Safety and Health Management (SHM) Program (“The Program”) at Central Washington University (CWU). The Program consists of several degrees, minors, and certificates including:

- Bachelor of Science in Safety and Health Management (BS-SHM)
- Bachelor of Science in Risk, Insurance, and Safety Management (BS-RISM)
- Bachelor of Applied Science in Risk, Insurance, and Safety Management (BAS-RISM)
- Master of Science in Safety and Health Management (MS-SHM)
- Safety and Health Management Minor (Mi-SHM)
- Risk Management Minor (RMM)
- Safety and Health Management Certificate (C-SHM)
- Risk Management Certificate (C-RM)
- Insurance Management Certificate (C-IM)
- Public Health and Risk Management Certificate (PHRM)

The SHM policies and procedures handbook is designed for students who are part of the program and faculty as a quick reference to important information about the program’s policies and procedures. This handbook is to be used in conjunction with, but not as a substitute for the official CWU catalog, graduate school requirements, class schedule, and all applicable CWU student requirements, policies and procedures. It is the student’s responsibility to become familiar with pertinent dates, deadlines, rules and regulations contained in the CWU catalog and class schedule.

2. THE SAFETY AND HEALTH PROFESSION

Graduates from the SHM program typically enter industry as occupational safety and health (OSH) professionals, who are essential members of any organization. The primary focus of the OS&H profession is to prevent incidents and accidents that may lead to injuries, illnesses, damage to property and equipment, or harm to the environment. OSH professionals use the concepts and principles of business management, chemistry, human performance, engineering, public health, industrial hygiene, mathematics, physics, physiology, psychology, risk management, and statistics in the workplace to prevent harm to people, property, and the environment. A wide range of companies employ safety professionals in all industries, including agriculture, petrochemical, government, construction, insurance, manufacturing, mining, services, and transportation. To obtain more information about potential career paths in the OS&H profession, please visit <http://www.bcsp.org/SH-E-Practice/Career-Paths-In-Safety>.

3. BACHELOR OF SCIENCE IN SAFETY AND HEALTH MANAGEMENT (BS-SHM)

3.1 History

The roots of the BS-SHM degree can be tracked back to academic year 1974-75 when a 20 credit minor in OSH was first offered under the Safety Education (SED) Program. The SED program included two full-time tenure-track (TT) faculty members, Dr. Duane Patton and Dr. Ron Hales. On January 8, 1975, Dr. Patton submitted a proposal for a new Bachelor of Science in OSH to the CWU Faculty Senate, which was approved unanimously. The purpose of the integrated interdisciplinary OSH Major was to provide an education program for aspiring safety personnel in the region. Throughout name changes – to Loss Control Management and then Safety and Health Management – over the last 43 years, the program has graduated more than 675 OSH professionals. More than 80 percent of them are now employed in Washington, Oregon, and California, where the majority work in construction, insurance, and manufacturing. The BS-SHM is housed in the Hogue Technology Building where most of the SHM core courses are taught.

The BS-SHM now enrolls more than 80 students annually (majors and pre-majors) and, each year, graduates approximately 20 industry-ready professionals. The BS-SHM is one of the only Bachelor's level safety programs in the western USA; hence it serves an enormous market. Many employers contact the SHM program on a regular basis to recruit our students for both OSH internships and full-time employment. Each year, our graduates have a near 100-percent job placement, with an average starting salary of \$90,000. Typical job titles of our graduates include safety engineer, safety specialist, safety coordinator, safety manager, and safety director. In addition to the Bachelor program, the program offers a minor in safety and health management an online masters degree, and two 100% online Bachelor's degree (BS and BAS) in Risk, Insurance, and Safety Management (RISM).

3.2 Mission Statement

The Safety and Health Management program mission is to prepare students to be excellent, industry-ready safety professionals who have the confidence and leadership capabilities to navigate the complex organizational and knowledge networks necessary to succeed in contemporary safety and health management.

3.3 Values

The SHM program is committed to achieving the following shared values:

- Excellence
- Professionalism
- Leadership

3.4 Program Educational Objectives

1. Graduates will be employed in the safety and health discipline in a position of their choice upon graduation.
2. Graduates will be prepared to develop, implement, and manage occupational safety and health programs within a diverse workplace.
3. Graduates will continue their life-long learning through contribution to professional safety societies and organizations, professional activities and training, the pursuit of higher educational degrees, and individual professional development.
4. Graduates will act in an inclusive, professional and ethical manner.

5. Graduates will have good communication skills and the ability to effectively work in teams.

3.5 Program Outcomes

By the time of graduation, students will have demonstrated an ability to:

1. Identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and/or technical topics to areas relevant to the discipline.
2. Formulate or design a system, process, procedure or program to meet desired needs.
3. Develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions.
4. Communicate effectively with a range of audiences.
5. Understand ethical and professional responsibilities and the impact of technical and/or scientific solutions in global, economic, environmental, and societal contexts.
6. Function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty.
7. Recognize the need to engage in life-long learning in a chosen professional career.

3.6 Curriculum

The BS-SHM curriculum was developed and is continuously revised with substantial input from industry. It meets contemporary employment practices and aligns with accreditation requirements. In addition to the CWU general education requirements, students must complete the following coursework required by the BS-SHM major. It should be noted that some courses have prerequisites. It is imperative that each student meet with his or her assigned professional advisor each quarter prior to registration.

B.S. in Safety and Health Management Curriculum

Foundation Courses: 30 credits (6 courses)

- PSY 101 – General Psychology (5)
- BIOL 201 – Human Physiology (5)
- ECON 130 – Foundations for Business Analytics (5)
- MATH 155 – Applied Precalculus (5)
OR MATH 153 – Precalculus
- PHYS 106 – Physics Inquiry (5)
- CHEM 101 – Contemporary Chemistry (5)
OR CHEM 111 – Introduction to Chemistry (4)
CHEM 111LAB – Introductory Chemistry Laboratory (1)
OR CHEM 181 – General Chemistry I (4)
CHEM 181LAB – General Chemistry Laboratory I (1)

Professional Management Courses: 31-33 credits (7 courses)

- BUS 241 – Legal Environment of Business (5)
- HRM 381 – Management of Human Resources (5)
- ADMG 385 – Business Communications and Report Writing (4)
- COM 345 – Business and Professional Speaking (4)
- BUS 221 – Introductory Business Statistics (5) **OR**
OR MATH 211 – Introductory Statistics (5)
- MGT 380 – Organizational Management (5) **OR**
OR PSY 456 – Industrial and Organizational Psychology (4)
- ADMG 374 – Project Management (5) **OR**
OR ETSC 455 – Engineering Project Management (4)

Technical Courses: 63 credits (18 courses)

- SHM 301 – Fundamentals of Safety and Health Management (3)
- SHM 302 – Workplace Safety and Substance Abuse Program (3)
- SHM 323 – Construction Safety and Health (3)
- SHM 325 – General Industry Safety and Health (3)
- SHM 351 – Incident Analysis (3)
- SHM 353 – Risk and Insurance (4)
- SHM 371 – Emergency Planning and Preparedness (4)

- SHM 377 – Hazardous Materials Management (4)
- SHM 379 – Facility & Building Safety (4)
- SHM 454 – Risk Management Principles and Practices (4)
- SHM 471 – Fundamentals of Industrial Hygiene (4)
- SHM 472 – Ergonomics (3)
- SHM 474 – Safety and Health Management Systems (4)
- SHM 477 – Environmental Management (4)
- SHM 480 – Safety and Health Laboratory (2)
- SHM 481 – Evolving Issues in Safety and Health Management (2)
- SHM 485 – Safety and Health Management Capstone (3)
- SHM 490 – Cooperative Education (Required 400 hours of internship) (6)

B.S. Degree Program Total Credits: 124-126

3.7 Delivery Mode & Location

The SHM Program is in the Engineering Technologies, Safety, and Construction (ETSC) Department. The SHM program offers its courses during weekdays (M-F) typically between the hours of 8.00 a.m. to 5.00 p.m. Most SHM courses use a traditional lecture format combined with complementary laboratory experience including the core courses SHM 323, SHM 377, SHM 379, SHM 472, and SHM 477. SHM 480 Safety and Health Laboratory course is a 100% laboratory course. The program also offers a few online courses due to their content and to allow students to stay on track towards graduation including SHM 325, SHM 454, and SHM 474.

3.8 Admission

Admission to the university does not assure admission to the Safety and Health Management (SHM) program. Admission to the SHM Program is governed by both the program and by the university requirements as stated in the catalog.

Requirements for admission to the SHM program as a “major” have been established to assure that incoming students have: (1) an adequate background in mathematics, basic sciences, and English composition, and (2) a strong interest and motivation to be a safety professional after graduation. In addition, the intent of the admission process is to increase the chance of success of students once they enter the program and to manage limited program resources, such as computer workstations and laboratory equipment

3.8.1 Process

Admission to the BS-SHM typically follows the process below:

1. *CWU Admission:* The prospective student will apply and be admitted to CWU.

2. *Major Declaration:* The prospective student will meet for an advising session with a professional advisor to obtain information about the major and career prospects. Students may apply at any time for the major by contacting their advisor. Student may declare the SHM major at anytime. A student does not have to complete the required foundation coursework to be accepted as a major, but they must show progress towards doing so. Additionally, some foundation courses serve as a prerequisite to an SHM technical course. These prerequisite courses must be completed before enrollment in the technical coursework that requires them as a prerequisite.
3. *SHM Foundation Coursework Completion:* Declaring the major does not automatically make a student eligible to enroll in any of the required BS-SHM technical courses (those courses with the prefix SHM), except the general education courses SHM 184 and SHM 102. Students with freshman or sophomore standing will work towards completion on the SHM program foundation courses with a grade of C or better until they reach Jr. standing. Students at or above a Jr. standing should also work towards the completion of these courses until they begin the SHM technical courses in the fall.

The following five courses (or equivalent) are “recommended” before entry into the program. Students may be conditionally admitted to the program without the completion of foundation courses if their qualifications are otherwise acceptable or extenuating circumstances are present. If a student has completed the foundation and GE courses, they are encouraged to start taking courses from the professional management category in the SHM curriculum.

- PSY 101 – General Psychology
- BIOL 201 – Human Physiology
- ECON 130 – Foundations for Business Analytics
- MATH 155 – Applied Precalculus
OR MATH 153 – Precalculus
- CHEM 101 – Contemporary Chemistry
OR CHEM 111 – Introduction to Chemistry
CHEM 111LAB – Introductory Chemistry Laboratory
OR CHEM 181 – General Chemistry I
CHEM 181LAB – General Chemistry Laboratory I

In addition, ENG 101 and ENG 102, (or) other academic writing I and II courses (from the general education program) are used to evaluate English composition skills of the student.

4. *Begin SHM Technical Coursework:* Students above sophomore standing, including recent transfers from a community college or another university, will enter the SHM cohort and begin taking SHM courses in the Fall quarter following their major declaration.

Students are highly encouraged to reach Jr. standing before beginning the program. Students may petition to begin SHM technical course work early if their qualifications are otherwise acceptable or extenuating circumstances are present. All students begin the SHM technical coursework by taking SHM 301, which is only offered in the fall. If a student declares the SHM major in Fall, Winter, Spring, or Summer quarter of an academic year, they will begin taking SHM courses in the fall quarter in which they reach Jr. standing.

3.9 Advising (BS-SHM)

CWU offers several types of professional advisors, such as exploratory, online, transfer, and college advisors. Students entering CWU as freshmen who are undecided on a major are assigned to an exploratory advisor. The Office of Exploratory Advising devotes particular attention to assisting undecided students with navigating the University, exploring major and career options.

Once a student declares as an SHM major, they will be assigned a SHM faculty member and a department specific professional advisor. Students are assigned to one of the TT faculty advisors as they enter the SHM Program based on the first letter of the student's last name. This faculty member typically will serve as the student's faculty advisor as long as the student remains in the SHM Program.

- Students are responsible for meeting with their professional advisor each quarter to ensure they are on track with an academic plan that meets the requirements of the University and the major.
- Students are responsible, rather than their advisors, to check their academic plan periodically for successful completion of the program and CWU requirements.
- Students should honor their commitment, and appear for every advising session they have scheduled, on time and prepared. A no-show to advising sessions is considered unprofessional.

4. SHM MINOR / CERTIFICATE

Pursuing the SHM minor and certificate will provide a foundation for students to develop the skills necessary to promote a hazard-free work environment in many industries. Students will gain practical skills to identify and control workplace hazards, to prevent worker injuries, illnesses, and fatalities.

The SHM minor and certificate may be used in combination with many majors to enhance a student's career opportunities and gain a competitive advantage in the job market. It is an excellent addition for students with majors in aviation management, biology, chemistry, construction management, human resources management, industrial engineering technology, information technology & administration management, sociology, psychology, craft brewing, and public health. Job opportunities exist in all occupational settings, including construction, consulting, government, hospitals, insurance, risk management, manufacturing, and retail.

Outcomes

1. Communicate effectively in both oral and written forms.
2. Recognize the need to engage in life-long learning in a chosen professional career.

3. Describe the fundamental aspects of safety and health management.
4. Identify and apply standards, regulations, codes, and guidelines associated with the safety and health management discipline.
5. Anticipate, recognize, evaluate, and develop control strategies for hazardous conditions and work practices.
6. Explain the purpose and operation of insurance.
7. Develop a workplace emergency management plan.
8. Design and evaluate an organization's safety management system using ISO 45001.
9. Complete safety management training by applying adult learning theories.
10. Conduct an incident investigation and analysis.

Admission Requirements

SHM minor and certificate students are accepted throughout the year, with students typically starting in the fall quarter. Any CWU student interested in improving their career opportunities can obtain the SHM minor and certificate. To add an SHM minor, contact etsc_dept@cwu.edu.

Graduation Requirements

Students must complete the requirements for the minor and certificate with a 2.0 (on a scale of 4.0) as a minimum cumulative grade point average (GPA) in the coursework.

Program Requirements

A minimum grade of "C" is required in each of the courses used to satisfy the SHM Minor and Certificate listed below.

Curriculum

SHM 301 – Fundamentals of Safety and Health Management (3)

OR SHM 102 Occupational Health (5)

SHM 323 – Construction Safety and Health (3)

OR SHM 325 General Industry Safety and Health (3)

SHM 351 – Incident Analysis (3)

SHM 353 – Risk and Insurance (4)

SHM 371 – Emergency Planning and Preparedness (4)

SHM 474 – Safety and Health Management Systems (4)

Total Credits: 21-25

5. ACADEMIC PERFORMANCE

Academic performance by SHM majors is governed by the standards set forth in the University Catalog. It is the student's responsibility to become familiar with University policies pertaining to degree requirements, study load, withdrawal from a course, grade point average, repetition of courses, incomplete grades, and scholastic standards. If you have questions, see your professional advisor.

The SHM courses are designed to be comprehensive and rigorous to meet student outcomes and program educational objectives. Grades are assigned on the basis of demonstrated competence on written exams, homework assignments, individual & group projects, lab reports, and oral presentations. These assessments serve as a measure of successful assimilation of course materials. It should be noted that all required courses in the SHM major (except SHM 481 and SHM 490) must be taken for a letter grade.

Enrollment to any BS-SHM course (those courses with a SHM prefix) requires a grade of “C” or better in each prerequisite listed. Enrollment in any MS-SHM course (those courses with the SHM prefix number 500 or above) requires a grade of “B” or better in each prerequisite listed. Students who do not meet the prerequisite grade requirement *may* be dropped from the course. Also, completion of each course used to fulfill the BS-SHM degree requires a grade of “C” or better. Completion of each course used to fulfill the MS-SHM degree requires a grade of “B” or better. Students can request exceptions to these requirements by submitting a completed Form B – SHM Prerequisite Grade / Requirement Internal Waiver Form.

6. COOPERATIVE EDUCATION

All BS-SHM majors must complete SHM 490 Cooperative Education. This course should be completed during the summer of a student's junior year, after the first year of SHM technical coursework. This six credit course requires a minimum of 400 hours to fulfill the course requirements. The primary objective of the course is to provide the student hands-on experience and allow them to apply safety and health principles in a non-academic setting.

A set of objectives and associated activities, and expected competency is established at the onset, by consensus among the student, the site supervisor, and the faculty advisor. The student is required to: (1) keep regular logs to document their activities and learning experience, (2) develop and submit a detailed report, and (3) deliver a presentation that summarizes their experience. The site supervisor is asked to complete a final evaluation, and a brief outcomes assessment survey based on their evaluation of the student's performance. SHM students have completed their cooperative education throughout the United States in numerous industries. Almost all students are compensated by their internship employer. SHM 490 is typically offered during summer quarters. Academic year internships are approved on a case-by-case basis.

7. PROGRAM AWARDS

A student from each graduating class will be awarded one of the following SHM Excellence Awards at the end of the spring quarter.

1. The SHM Certificate of Leadership award is presented to a student who shows exceptional leadership skills and making others around them better and successful.
2. The SHM Certificate of Resilience award is presented to a student for overcoming obstacles and adversities during their time in the program.

3. The SHM Academic Excellence Award is intended to recognize the BS-SHM major student who has achieved the overall highest rank (Cumulative Grade Point Average) in the cohort, maintained an excellent scholastic record, and who has an exemplary participation record in campus and community activities.

8. SENIOR EXIT INTERVIEW

An exit interview will be administered by the ETSC Department Chair or Associate Dean of CEPS in the SHM 481 course in late May, a few weeks before graduation. This process, which includes both a written questionnaire and a focus group session, will address the general quality of the program, including course offerings, instruction, administration, availability of industry contacts and general departmental and university facilities. The exit interview results will be used in a confidential manner to identify weak and strong areas within the program and the university as a whole, as it relates to students in the SHM program.

9. STUDENT ORGANIZATION

The American Society of Safety Professionals (ASSP) Student Section of CWU is the only student organization that represents the SHM program. Founded in 1911, ASSP is the world's oldest professional safety society. ASSP promotes the expertise, leadership and commitment of its members while providing them with professional development, advocacy, and standards development. It also sets the occupational safety, health and environmental community's standards for excellence and ethics. ASSP is a global association of occupational safety professionals representing more than 35,000 members worldwide.

The ASSP Student Section of CWU is designed for students who are pursuing a career in EHS fields. ASSP seeks to provide additional opportunities for students to learn more about their chosen areas of study, as well as promote interaction between students and safety professionals. Organizing an ASSP Student Section provides hands-on and first-hand opportunities for interaction with safety professionals, tours, and in-depth discussions of topics that may not be discussed in a typical classroom. **You are strongly encouraged to become involved with this section.** Students can contact Prof. Serne on how to get involved with the ASSP Student Section of CWU. Visit www.assp.org for more information.

The ASSP Student Section of CWU has a dedicated, lockable office space in Hogue Hall in Room 231E, which is furnished with a desktop computer, a whiteboard, desk/chairs, a bulletin board, and storage cabinets. The Section officers use this office to conduct Section business and store Section related materials in this office. A key to this space is assigned to each president of the ASSP student section and must be returned at the end the president's term.

10. FACILITIES

The SHM Program is housed in Hogue Technology Building or Hogue Hall, which underwent a \$27 million renovation and expansion in 2012. Hogue Hall is CWU's primary engineering technology classroom building. Originally built in the early 1970s, the two-story concrete and masonry

structure received a major modernization that more than doubled its size to consolidate its programs and help train students for 21st Century careers. The new 96,400 square feet building includes a renovated space of 34,600 square feet, and a newly added space of 61,400 square feet.

The Hogue Hall renovation and expansion provided additional classroom space including a flexible high bay laboratory space with an overhead crane for integrated projects, and rooftop lab space for testing of wind and solar technologies. Other spaces include a wide range of laboratories, workshops, classrooms and office spaces that echo private-sector workplaces. Many of the design and construction features are focused on the building as a living-learning laboratory. Centralized circulation corridors encourage informal and spontaneous exchange between program spaces, including furnished lounges with stainless steel bulletin boards. Classrooms and workshops are filled with daylight and organized to provide flexibility and efficient moving and layout of large equipment. The building achieved the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Gold certification for new construction.

The SHM program currently has three laboratory spaces that allow students to gain valuable hands-on experience.

Additionally, multiple other workshops/labs are occasionally used as part of SHM instructional activities. The 2,000 square feet Safety Lab I (Hogue 230) is dedicated entirely to the program and is fully equipped with the latest industrial safety and industrial hygiene sampling equipment to meet program outcomes. The lab has multiple training props including a lock-out/tag-out simulator, electrical safety simulator, and rigging trainer. Other examples of equipment in this room include: scaffolding, respiratory protection equipment, a fire simulator, fire extinguishers, and a steel erection prop. This room also contains the program's industrial hygiene equipment including air sampling equipment, gas monitors, noise monitors, light meters, heat stress monitors, vibration monitors, and radiation detectors. This equipment is representative of what the students will use in industry.

When the program increased its enrollment in 2015 the original 2,000 square feet lab space (Safety Lab I) was deemed insufficient to house the additional equipment needed to meet student outcomes. Therefore, the CWU Enterprise Facilities Committee was petitioned to add an additional dedicated lab space for the SHM program. Under the supervision of Professor Jennifer Serne, this new lab was completed in 2019. The primary focus of this new lab is to provide the students hands-on experience in evaluating ergonomic hazards and working with fall protection equipment. This new lab space also serves as a reading room with an exclusive collection of environmental, health, and safety regulations, codes, books, training materials, and magazines related to the SHM discipline. Two dedicated computer workstations for safety-related online references and ergonomic training are also included in this space.

Both dedicated lab spaces are equipped with tables/chairs, a large whiteboard, a ceiling-mounted projector with a pull down screen, a desktop computer wired to the projector and controls, a document camera, DVD, VCR, and a state-of-the-art multi-media system with Bose surround sound system.

The high-bay interdisciplinary laboratory (Hogue 106) forms the building's signature campus presence, with a large roll-up door opening onto a loading dock that functions as an outdoor staging area and social plaza. This space has a 5-ton gantry-type crane which is occasionally used by the SHM program for crane and rigging safety training. The program's confined space simulator is also located in this space when in use. Since the lab has high-bay space, the lab allows for scissor lift training and fall protection training with a training truck to show load drops. In addition to

the three labs discussed above, the program has two dedicated storage rooms to store SHM lab equipment such as ladders, scaffolds, tool boxes, the full scale fire trainer, and a scissor lift.

Students should keep in mind the following policies related to the SHM laboratory spaces:

1. The lab may be available to students for special applications (outside the classroom) with the approval from the SHM Coordinator, Prof. Serne
2. Students are not allowed to remove any item from the lab without following the established lab check out procedures.
3. Students will be responsible for any lost or damaged items and may be charged to their student account.
4. Students are required to be respectful of ETSC building lab policies. This policy can be requested by contacting the ETSC office located in Hogue 101.

11. SHM LABORATORY PLAN

The goal of our labs is to provide a sufficient quantity of equipment to allow students to meet program outcomes. The program gets input from its Industry Advisory Council to continually evaluate our facilities and laboratories. The SHM faculty members teaching in labs are responsible for maintaining laboratory equipment they use as part of instruction. They are also responsible for checking out and checking in any equipment or PPE removed from the building using Form B –Equipment Check Out.

The primary source of funding for equipment purchase / replacements / upgrades for the SHM labs is through lab fees. The program has added lab fees to several SHM courses, which help offset the cost of materials, equipment purchase, maintenance, and repairs for the safety labs. We currently have sufficient sources of funds to add, maintain, or upgrade lab equipment. The SHM faculty members teaching labs are responsible for identifying equipment that needs upgrade or maintenance, and to propose (in writing) the purchase of new equipment to Prof. Serne and the Department Chair Prof. Greg Lyman. For smaller items, the program coordinator will review the request and make the final decision in consultation with the Chair depending on funds availability and other factors such as the request's alignment with course objective and outcomes. If competing requests exceed the available budget, then a decision will be made regarding which request to fulfill first collectively via a simple majority vote of the SHM faculty.

12. STUDENT PROFESSIONAL ETHICS AND CONDUCT

Professional and ethical conduct has become a prominent aspect of the safety profession over the years. The SHM program expects the highest standard of ethical and professional behavior from all its students. Attention to professional and ethical conduct will help you succeed in the program, and to continue on to a successful professional career. Professional behavior is not a switch you can turn “on” when you enter the safety profession, you start now, in school, as you transition from college to a professional career. Professional conduct required of SHM majors includes but is not limited to:

1. Take personal responsibility for all your actions without excuses, such as classroom behavior, attendance, missed assignments, missed interviews, etc.

2. Maintain a professional attitude.
3. Maintain academic honesty in all endeavors at CWU.
4. Do not copy other students work, use AI to complete assignments, or plagiarize, you are expected to do your own work.
5. Be a team player and follow through on your commitments for group work.
6. Be aware and comply with all applicable program, department, & CWU policies and procedures.
7. Treat all fellow students, staff, faculty, and guest lecturers with respect.
8. Respond to all faculty inquiries both verbal and written in a timely manner. Follow proper email etiquette for any program related internal and external communication.
9. Come to class prepared; refrain from disruptive behavior during the class period such as texting, sleeping, talking over others, coming late, leaving early, doing off-task work, etc.
10. You represent the SHM program, therefore you should present a positive image and use professional language appropriate for the learning environment.
11. Honor your commitments; appear for all scheduled meetings on time and prepared.
12. Do not smoke or use tobacco products in the Hogue Technology Building at any time.

13. ON-CAMPUS RECRUITING (OCR) CODE OF PROFESSIONAL CONDUCT

Many employers use OCR to hire you for internships and full-time employment. All SHM majors and minors are eligible to participate in the OCR process. Remember by using SHM's OCR service you understand and accept the terms and conditions of the OCR code of conduct set forth herein. Participation in OCR is a privilege, not a right; hence, the SHM program will invalidate your privilege to participate in OCR if you fail to comply with this OCR code of conduct.

- **SHM & CWU Image:** Our employers believe that you and your actions represent the SHM program and CWU. Unprofessional conduct such as: missing interviews, not paying attention during information sessions, poor communication with prospective employers, submitting resumes or poor quality, and renegeing on a job offer should be avoided. These actions reflect poorly not only on you, but also on the program, and can have a negative impact on other current and future SHM students. Safety professionals are well-networked, and this impression travels fast and may threaten your future in the safety profession after graduation.
- **Employer Information:** Employers participate in our OCR through CWU career fairs and stand-alone recruiting sessions throughout the academic year. Information about these opportunities will be posted as announcements in Canvas. It is your responsibility to make use of these opportunities to secure an internship or full-time employment; completion of the SHM program does not guarantee you employment.
- **Resume:** Be truthful on your resume. Request permission to use a person as a reference. Make use of CWU Career Services to create a professional resume and cover letter.

- **Communication:** Apply for a job only if you have a genuine interest. Handle all written (e.g., email) and verbal (e.g., phone call) communications in a timely and professional manner. It is recommended that you use your CWU email for any communication; however, if personal email is used, make sure your email uses a professional sounding name. The same guidance applies to the name you use on Zoom.
- **Information Session:** Attend to as many information sessions sponsored by employers as your schedule permits. Ensure you are on time, and dress and conduct yourself in a professional manner. You will often have an opportunity to sign up for interviews at these info sessions.
- **CWU Career Services:** In addition to the use of OCR, students are encouraged to establish a placement file with Career Services, Email: career@cwu.edu for more information.
- **Interviews:** Appear for every interview you have scheduled, on time and prepared. Notify the employer or Career Services in advance if you cannot make it to the interview. Failing to attend a scheduled interview or showing up late without notifying Career Services or the employer is unprofessional. The first unexcused missed interview will result in loss of OCR privilege for 30 calendar days. To regain access to OCR privilege, you will be required to write a letter of apology via email to the employer and shall copy the SHM program coordinator at Jennifer.Serne@cwu.edu. The second unexcused absence will result in permanent suspension from all OCR activities for the remainder of the academic year.
- **Job Offer:** Be professional when rejecting or accepting offers for internships and full-time jobs. It is not uncommon to have multiple job or internship offers to consider at one time. Once you have made your final decision and accepted an offer (written), do not search for additional opportunities and withdraw all your active applications. Communicate with the employer in a timely and professional manner regarding offers. Reneging on acceptance of a written offer is unethical; if you do so, your OCR privilege will be suspended permanently.
- **Thank You:** You should always send a thank you note, either electronically or handwritten, to your interviewer a couple of days following an interview. It is also recommended that you send a handwritten thank you note to everyone who has helped you with your job search once you have secured a successful job offer.

“The SHM program thanks you for honoring this code of professional conduct.”

14. SHM INDUSTRY ADVISORY COUNCIL (IAC)

The primary purpose of the IAC is to: (1) advise in the development and implementation of the Program’s strategic initiatives to achieve accreditation and become a nationally recognized safety and health management program; (2) provide feedback on matters of curriculum, facilities, and student quality in meeting industry needs; (3) assist in fundraising and laboratory equipment procurement; (4) assist in job placement; and (5) be advocates of the program. The program coordinator is responsible to create and maintain an active IAC. Refer to the program website for the current IAC membership and bylaws.

15. FORMS

The various forms used as part of the SHM program operations are attached in the following sections.

Form A: Academic Plan of Study (Tentative)

Form B: SHM Prerequisite Grade / Requirement Internal Waiver Form

Form C: Equipment Check Out Form

Form D: Recommendation Letter Authorization Form

Form E: Recommendation Form

Bachelor of Science (B.S.) in Safety and Health Management (SHM) Program
Form A: Academic Plan of Study (Tentative) (green font indicates course part of Risk Management Minor)

Student Name: [Click here to enter text.](#)

CWU Student ID: [Click here to enter text.](#)

Quarter: Fall		Quarter: Winter		Quarter: Spring		Quarter: Summer	
Courses	Cr.	Courses	Cr.	Courses	Cr.	Courses	Cr.
Quarter: Fall		Quarter: Winter		Quarter: Spring		Quarter: Summer	
Courses	Cr.	Courses	Cr.	Courses	Cr.	Courses	Cr.
Quarter: Fall		Quarter: Winter		Quarter: Spring		Quarter: Summer	
Courses	Cr.	Courses	Cr.	Courses	Cr.	Courses	Cr.
SHM 301 Fund. of SHM (f2f/O)	3	SHM 325 Gen Ind S&H (O)	3	SHM 302 Substance Abuse	3	SHM 490 Co-op Ed.	6
PHYS 106 Physics Inquiry	5	SHM 351 Incident Analysis	3	SHM 323 Construction S&H	3	SHM 455 Risk Asst.	4
MATH 155 Applied Precalculus	5	SHM 353 Risk & Insurance	4	SHM 371 Emer. Plan & Prep.	4		
				SHM 454 Risk Mgmt Prin (O)	4		
Quarter: Fall		Quarter: Winter		Quarter: Spring		Quarter: Summer	
Courses	Cr.	Courses	Cr.	Courses	Cr.	Courses	Cr.
SHM 377 Hazardous Materials	4	SHM 472 Ergonomics	3	SHM 477 Environ. Mgmt.	4		
SHM 379 Facility & Building Saf.	4	SHM 474 SHM Systems (O)	4	SHM 481 Evolving Issues	2		
SHM 471 Fundamentals of IH	4	SHM 480 Saf. and Health Lab	2	SHM 485 SHM Capstone	3		
SHM 456 Risk Finance	4						
SHM 482 Evolving Issues in RM	1						

Student Signature: _____ **Major Advisor Signature:** _____ **Date:** _____



**Bachelor of Science (B.S.) in Safety and Health Management (SHM) Program
Form B: SHM Prerequisite Grade / Requirement Internal Waiver Form**

1. Admission to any SHM course (those courses with a prefix SHM) requires a grade of “C” or better in each prerequisite course listed.
2. Occasionally students who have met other qualifications or with extenuating circumstances may be allowed to enroll in technical coursework without successfully completing the required prerequisite courses.
3. The faculty teaching the technical course will make the final decision regarding taking a technical course without the foundational information covered by the prerequisite. Faculty will base this decision on the students prior academic performance and their ability to successfully meet course learning objectives without the foundational knowledge provided by the missing prerequisite.
4. Ultimately, it is up to the student to seek out appropriate resources to be successful in the course. The student should not rely on extra help outside of regular office hours or classroom time to make up for deficits in foundational knowledge related to mission prerequisite course work.
5. To ensure learning continuity, students are required to successfully complete the missed prerequisite course at the first opportunity based on course availability.
6. Each SHM major is expected to ultimately complete every course that is used to fulfill the B.S. in Safety and Health Management degree requirement with a grade of “C” or better. Waivers to this requirement are exceptionally rare.

Any exceptions to these three program requirements are due to extenuating circumstances and are dealt with on a case by case basis. Students requesting waiving one of these requirements must complete this form and submit it for program faculty review and approval. Once approved by the program, further approvals may be required by the ETSC department chair and the CEPS Dean’s office.

Student Name: Click here to enter text.	Student ID: Click here to enter text.
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Reason for Waiver:

- Late program start-Program admission not completed by start of fall quarter
- SHM Course “C” grade requirement for prerequisite not fulfilled
- SHM Course “C” grade requirement for degree not fulfilled

Why was requirement not fulfilled? (Attach additional sheets if needed)

Major Advisor Approval Yes No **Signature:** _____ **Date:** _____

Program Coordinator Approval Yes No **Signature:** _____ **Date:** _____

ETSC Chair Approval Yes No **Signature:** _____ **Date:** _____

(ETSC Chair signature required for item # 3)

**Bachelor of Science (B.S.) in Safety and Health Management (SHM) Program
Form C: Equipment Check Out**

Student ID	Name	Equipment/PPE Checked Out (include SN and accessories if applicable)	Date Checked out	Projected Date of Return	Student Signature Agreeing to Conditions Below	Approved by Faculty Signature	Date Returned	Faculty Signature for Return in Proper Conditions

I agree to assume financial responsibility for the equipment I have checked out. I agree to pay for any repairs needed due to negligence. I also agree to pay for, or replace with comparable equipment, any items lost or stolen while in my care. I understand that my grades, transcript, and diploma may be held until this debt is paid. **I TAKE RESPONSIBILITY FOR THE SAFE RETURN OF THIS EQUIPMENT.**

**Bachelor of Science (B.S.) in Safety and Health Management
Form D: Recommendation Letter Authorization Form**

A recommendation letter is crucial in job applications, scholarships, and graduate school applications. Hence, the SHM program encourages you to seek letters of recommendation from faculty with whom you have worked closely. Typically, SHM faculty will only write recommendation letters for students who have completed at least one course with them as the instructor. To request an SHM faculty member to prepare a recommendation letter for you, please complete this form. The faculty member will contact you to request additional supporting documents. It is your responsibility to respond to these requests in a timely manner. Note: usually a minimum of three week's notice is required for letters of recommendation. The recommendation form that faculty may use to evaluate you is provided on Form E for your reference.

Student Name: Click here to enter text.	CWU Student ID: Click here to enter text.
Anticipated Graduation Quarter:	Date: Click here to enter text.
Class Standing: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> PB	CGPA:
Recommendation Due Date:	Major: Click here to enter text.

I request _____ to serve as a reference for me. I authorize them to release information and provide an evaluation (oral and/or written) about any and all aspects of my academic performance including my CGPA, grades, class rank, and laboratory and classroom performance at CWU. This recommendation is for the following purpose:

Scholarship Employment Graduate School Others [Click here to enter text.](#)

Release of Access to the Recommendation: The student must complete and sign the following statement before submitting this form. This request is in compliance with the Family Educational Rights and Privacy Act of 1974. I waive, do not waive my right of access to this recommendation

Applicant Signature: _____ **Date:** _____

This recommendation should be addressed to:

Organization Name: Click here to enter text.	Attention: Click here to enter text.
E-mail: Click here to enter text.	Phone: Click here to enter text.
Mailing Address: Click here to enter text.	

**Bachelor of Science (B.S.) in Safety and Health Management
Form E: Recommendation Form**

Student Name:	Major:
Anticipated Graduation Quarter:	CGPA:
Class Standing: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> PB	Level of Familiarity:
Recommendation Capacity:	Minor:

Student Performance Assessment
(Assessment Legend: 3 - Exemplary; 2 - Good; 1 - Fair, & Poor - 0)

Performance Criteria	Assessment
Communication Skills	
Leadership Skills	
Professionalism	
Academic Performance	
Ability to work independently	
Ability to work in groups	
Extracurricular Activities (ASSP, etc)	
Dependability	
Creativity/Problem Solving	
Total	

Note: If further clarification is required please call the number below for further information.

Further Comments:

Overall Recommendation:

Name: Jennifer Serne
Title: Program Coordinator, Safety and Health Management Program, Central WA University
Address: 400 E University Way, Ellensburg, WA 98926-7584
Phone:
Email: Jennifer.Serne@cwu.edu

Signature: _____

Date: _____