

Implementation plan Finished

Study unit	Workplace Health and Safety (A0127), 10.0
Implementation	MFA1121: 2/2011-2012 (13.01.2012 - 25.05.2012)
Type	INITIATION OF PROFESSIONAL GROWTH (A021)
Groups	Primary: MFA11SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	28.11.2011 08:00 - 04.12.2011
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Pääskyvuori Marjo (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation, Project/venture/R&D Language: English Virtuality: 1 cr Integration of R&D: 3 cr
Implementation class	
Focus areas	
Evaluation at the latest	13.06.2012 Storing of graded material ends.: 17.06.2013
Exam days	
Having completed the study unit the student is able to	• operate according to the concepts of health and safety in a workplace • identify and evaluate needs for safety and security in premises • use work methods needed in producing facility services • become familiar with work methods • work according to the ethical principles of the field • take responsibility for their own actions and for the consequences of those actions • understand the principles of sustainable development
Previous studies	
Learning objectives	• operate with the concepts of health and safety at a work place • identify and evaluate needs for safety and security in premises • use work methods needed in producing facility services • become familiar with work methods • work according to the ethical principles of the field • take responsibility for one's own actions and for the consequences of those actions • understand the principles of sustainable development
Contents	
Study material	Laukkanen, M., 2009. Basic facts of food hygiene. SEFO-konsultointi; Porvoo. Kyyrä, H. & Kekkonen, V.; 2006. Hygiene proficiency in Finland in 2002-2005. National Food Agency: Helsinki. Sprenger, R:A., 2006. Intermediate food hygiene. Doncaster: Highfield. Oivanen E.,2010. Methods Cards for Cleaning Work. Maintenance cleaning.The Finnish Association of Cleaning Techonology: Helsinki. Aaltonen, T. et al.

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	1998.Cleaning Manual. The Finnish Association of Cleaning Technology: Helsinki. Koradeka, D. (edited) 2010. Handbook of Occupational Safety and Health. CRC Press: Boca Raton. Krüger, D. 1997. Risk assessment and preventive strategies in cleaning work. Wirtschaftsverlag NW; Bremenhaven. Stanga, M. 2010. Sanitation:cleaning and disinfection in the food industry. Wiley-VCH: Weinheim. Lausjärvi, M.& Leipälä K., 2004. Ergonomia.Puhtaustiedon tietopaketti 17. Puhtaustieto PT: Helsinki. (only In finnish) Launis, M. & Lehtelä J. (toim.) 2011. Ergonomia. Työterveyslaitos: Helsinki. (only in finnish) Kaukiainen, A.Nyberg, M. & Sillanpää, J. 2006. Keittiön ergonomiaa: Keittiötyö sopivaksi työntekijälle. Työturvallisuuskeskus: Helsinki. (onluy in finnish) Rasa, P. & Ketola, R. 2002. Näppärä: näyttöpäätetyön ergonomian ja työympäristön arviointi. Työterveyslaitos: Helsinki. (only in finnish) SFS - käsikirja. 2000. Tietotyön ergonomia: yleisperiaatteet, kalusteet ja työasema, ohjelmistot laitteet: basic guidelines, furniture and workstation, software, hardware = Ergonomics of visual display terminal work. 72, SFS- käsikirja. SFS - handbook. Suomen stantaddisoimisliitto: Helsinki. Other possible: Takasch, R.S., 2007. Bud's Instruction Manual: learn more then the basics about janitorial floor maintenance carpet cleaning, office cleaning and more. AuthorHouse: Bloomington. Pofessional journals:CM, Cleaning&maintenance management. 1998 -2011. Cleaning Management Institute, Latham: Ny / Published also as e-version: http://www.cmmonline.com/article.asp. European cleaning journal.ECJ. 1993 - 2011. Berkmahstead: Hill Communications. New numbers; Supplement 2010: Hygiene for Health 19.
Tutoring and communication	Tutorial and feedback sessions with the hole group but also one-to-one. Workshop. Optima platform.
Evaluation criteria and methods	EXCELLENT grade 5 Students are able to: • Apply professional concepts expertly. • Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active. • Promote group activities. • Able to critically apply ethical principles in the subject field in one's conduct and tasks. GOOD grade 3 Students are able to: • Apply professional concepts systematically. • Able to cope independently in different tasks in each operating environment. • Work in a group in line with objectives. • Justify their activities in accordance with ethical principles.. SATISFACTORY, grade 1 Students are able to: • Apply most important/individual and appropriate professional concepts, and indicate their familiarity with the knowledge base. • Act appropriately under guidance. • Act as group members. • Act in accordance with ethical principles.
Project (name)	BarLaurea as safety and security perspective
R&D methods	Observing, Interviewing, Evaluation
Other arrangements	lessons at friday at 9.00 - 16.00

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
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13.01.2012	9-11	3	Introduction of the course	Orientation, assignments, literature, evaluation criterions	classroom	
20.01.2012	9-16	8	Getting familiar with the case	* blue prints of the building * professional cleaning * ergonomics of facility / of cleaning / of restaurant / of office * safety and security aspects of working * starting assignments	classroom	
27.01.2012	9-14	6	Planning the case	Knowledge base of ergonomics Organizing study work; project plan, SID-methods, schedule	classroom	
03.02.2012	9-14	6	Introduction Atop IT software - solution for managing cleaning services	Workshop; planning and measuring process of cleaning, making working instructions	IT-classroom 241	
10.02.2012	9-14	6	Presentations	Presenting knowledge base of ergonomics and case plans; * working process and research methods; observing, shadowing, interviewing ect. schedule Tutoring	classroom	
17.02.2012	9-12	3	Tutoring	Tutoring case work; pair tutoring - look at the schedule in optima	classroom	
24.02.2012	9-16	20	Working with case	Independent study (Marjo's vacation)	optional	
02.03.2012	9-12	3	Tutoring	Tutoring case work; pair tutoring - look at the schedule in optima	classroom	
09.03.2012	9-16	20	Working with case	Independent study	optional	
16.03.2012	9-16	20	Working with case	Independent study	optional	
23.03.2012	9-16	8	Working with case	Schecking a situation of case; Group tutoring	classroom	
30.03.2012	9-16	8	Food hygiene	workshop	classroom	
06.04.2012	9-16	8	Easter			
13.04.2012	9-16	20	Case and Food hygiene	Independent study (Resto 2012) Writing a case report and reading for hygiene test	optional	
20.04.2012	9-16	8	Visitings	9.00 - 11.00 Visiting at Sokos Hotel Albertinkatu 30, Helsinki 11.00 -12.00 Lunch 12.00 - 16.00 group working	no classroom	
27.04.2012	9-16	8	Presentations	9.00 - 9.45 Hygiene test 10.00 - 11.30 Presenting outcomes of case 11.30 - 12.30 lunch 12.30 Presenting outcomes of case	classroom	
04.05.2011	9-16	8	Presentations	Presenting outcomes of case Feedback according to the Laurea quality assurance system / IT-classroom	IT-classroom	
11.05.2012	9-16	8	Presentations and ending of study unit	Presenting the outcomes of case Feedback discussions	classroom	