

Implementation plan Finished

Study unit	Workplace Health and Safety (A0127), 10.0
Implementation	MFA1221: 2/2012-2013 (30.01.2013 - 21.06.2013)
Type	INITIATION OF PROFESSIONAL GROWTH (A021)
Groups	Primary: MFA12SN Others :
Involved in the project	
Lecturers	Marjo Pääskyvuori
Number of participants	Minimum: Maximum:
Enrolment period	26.11.2012 08:00 - 02.12.2012
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	13.06.2013 Storing of graded material ends.: 17.06.2014
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; Bremen/haven. 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. (only 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 standardisoimisliitto: Helsinki. Other possible: Takasch, R.S., 2007. Bud's Instruction Manual: learn more than the basics about janitorial floor maintenance carpet cleaning, office cleaning and more. AuthorHouse: Bloomington. Professional 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. Berkmanstead: Hill Communications. New numbers; Supplement 2010: Hygiene for Health 19.
Tutoring and communication	Tutorial and feedback sessions with the whole 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)	• Case 1: Joenvarren Seurahuone • Case 2: Cafe Beat
R&D methods	Observing, Interviewing, Evaluation
Work strain	• contact lessons 124 hours • individual working 20 hours • pair working 126 hours

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Other arrangements	lessons at Wednesday 9.00 - 16.00
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Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
30.01.2013	9-16	8	Introduction of the study unit	classroom	
			- Orientation, assignments, literature, evaluation criteria - Working methods and rules - Starting Case / first assignment		
06.02.2013	9-15	8	the case	classroom	
			Hygiene and professional cleaning at 13.00 - 15.00 Cleaning detergents and cleaning tools/ KiiltoClean Paula Vahtola		
13.02.2013	9-16	8	the case	classroom	
			- Workshop; Basic facts of food hygiene - take written summary to lessons - guidance to Case		
20.02.2013	9-16	8	the case	No classroom/ no lessons	
			- Preparing presentation of Case /pair working - no contact lessons		
27.02.2013	9-16	8	Presentations	classroom	
			- Presenting out comes of Case - Comments and evaluation		
06.03.2013	9-15	8	Hygiene test	classroom	
			- at 9 - 10.00 Hygiene test - Ergonomic; safety and security - Starting 2. assignment		
13.03.2013	9-16	8	Ergonomic	classroom	
			- Presenting working plan and knowledgebase of assignment - guidance		
20.03.2013	9-12	3	Guidance	classroom	
			- Compulsory language test to everybody !! - Guidance - look at the schedule at optima		
27.03.2013	9-16	8	guidance	classroom	
			Guidance - look at the schedule at optima		
03.04.2013	9-16	8	Individual working	no classroom/ no lessons	
			Working with assignment 2.		
10.04.2013	9-16	8	Out comes / Presentations of Ergonomics	classroom	
			- Presentations; assignment 2. - comments and evaluation - starting 3. assignment		
17.04.2013	9-15	8	Certificates	classroom	
			- Workshop: certificates - Guidance		
24.04.2013	9-11	8	guidance	Cafe Beat	
			guidance at Cafe Beat during 9.00 -11.00		
01.05.2013	9-16	8	Vappu	no classroom / contact lessons	
			Individual working with 3 . assignment		
08.05.2013	9.00 -15	8	Certificates	classroom	
			- at 9.00 - 11.30 preparing presentations - feedback collection - lunch at Leppävaara - at 12.40 visiting at Ämmässuo		

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				(leaving together by bus)		
15.05.2013	9-16	8	Presentations	• Presenting out comes • feedback discussion; comments and evaluation • ending study unit	classroom	