

Implementation plan Finished

Study unit	Workplace Health and Safety (A0127), 10.0
Implementation	MFA1321: 2/2013-2014 (15.01.2014 - 21.05.2014)
Type	INITIATION OF PROFESSIONAL GROWTH (A021)
Groups	Primary: MFA13SN Others :
Involved in the project	
Lecturers	Marjo Pääskyvuori, Reijo Lähde and Kaci Bourdache
Number of participants	Minimum: Maximum:
Enrolment period	02.12.2013 08:00 - 08.12.2013
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), Bourdache Kaci (Other teacher), Lähde Reijo (Other teacher)
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	20.06.2014 Storing of graded material ends.: 20.06.2015
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

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	cleaning.The Finnish Association of Cleaning Techonology: Helsinki.Aaltonen, T. et al. 1998.Cleaning Manual. The Finnish Association of Cleaning Technology: Helsinki.Koradeka, D. (edited) 2010. Handbook of Occupational Safety and Health. CRC Press: Boca Raton.Stanga, M. 2010. Sanitation:cleaning and disinfection in the food industry. Wiley-VCH: Weinheim.
Tutoring and communication	Tutorial and feedback sessions with the whole group but also one-to-one.Workshop. Optima platform.
Evaluation criteria and methods	EXCELLENTgrade 5Students 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. GOODgrade 3Students 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 1Students 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)	
R&D methods	Observing, Interviewing, Evaluation
Work strain	• contact lessons 124 hours • individual working 20 hours • pair working 126 hours
Other arrangements	Lessons at Wednesday9.00 - 16.00ANDWeek 15: Tuesday 8.4. - Friday 11.4.2014 at 9-15.00 / Visiting lectures from Hanze

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
15.01.2014	9-16	Starting study unit	9-11 Starting study unit • goals, schedule, evaluation, creating working groups • assignments / Marjo 11-13 lunch13-16 Starting study unit; Kaci and Reijo		Kaci Bourdache, Reijo Lähde, Marjo Pääskyvuori
22.01.2014	9-16	Individual working	Food Hygiene		
29.01.2014	9-16	Food hygiene	9 - 12 Workshop Food Hygiene • the HACCP quality control system 12-13 lunch13-16 Workshop Food hygiene: self-supervision, risks, temperatures,		Marjo Pääskyvuori

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05.02.2014	9-16		Food hygiene/cleaning services	9 -10 Hygiene test 10 -12 Work shop: Cleaning services 12 -13 lunch 13 - 16 Starting Cleaning services assignment 12-13 lunch 13-16 cleaning services assignment		Marjo Pääskyvuori
12.02.2014	9-16		Cleaning services	Working with professional cleaning assignment	Individual working	
19.02.2014	9-16		Cleaning services	Working with professional cleaning assignment	Individual working	
26.02.2014	9-16		Cleaning services	Return your report to optima folder at latest 3.3.2014	Individual working	
05.03.2014	9-16		Occupational Safety	- Handing out the study unit group assignment - Occupational Safety overview, Occupational Safety Card Course begins ATTENDANCE MANDATORY IF YOU WISH TO CLAIM THE CARD!		Kaci Bourdache
12.03.2014	9-16		Occupational Safety	Occupational Safety Card Course ends, includes exam ATTENDANCE MANDATORY IF YOU WISH TO CLAIM THE CARD!		Kaci Bourdache
19.03.2014	13-16		Premises Security	Premises Security NB. time of class. You can use the morning hours for your assignments.		Kaci Bourdache
26.03.2014	9-16		Premises Security / Rescue Operations	- Premises Security cont'd - Rescue Operations		Kaci Bourdache
02.04.2014	9-12		Assignment presentations	Presentations of study unit assignments ATTENDANCE FOR PRESENTATIONS IS MANDATORY; absentees will have to complete a separate written assignment		Kaci Bourdache
			See details for International Week at Laurea Leppävaara 7.-11.4.2014	https://live.laurea.fi/fi/ajankohtaista/tapahtumat/Sivut/International-Week-at-Laurea-Leppaavaara		
07.04.2014	12.30-15		Topic: Corporate entrepreneurship / intrapreneurship and innovation process	Visiting lecture from Edinburgh Napier University; Jacqueline Brodie	Visiting lecture	
08.04.2014	9-11.30	2	Civil Military Cooperation during a Crisis or	<u>Compulsory attendance - visiting lecturer</u> Civil Military Cooperation during a Crisis or disaster, Mr	Auditorium Timo	Kaci Bourdache, Reijo Lähde

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			disaster (International Study Week)	Christiaan Kiffen, Lecturer Safety & Security studies, Saxion University of Applied Sciences, NL		
09.04.2014	9-11.30	2	Risk Management	<u>Compulsory attendance - visiting lecturer</u> Risk management , Mr Hidde de Jong, Avans University of Applied Sciences • risk assessment • a system perspective on 'why incidents happen' • deriving measures from risks	Auditorium Timo	
09.04.2014	13-15	2	European Security Market Environment	<u>Compulsory attendance</u> European Security Market Environment , Mr Karsten Schulz, Research Fellow and Lecturer, Berlin School of Economics and Law	Auditorium Tuomo	Kaci Bourdache, Reijo Lähde
10.04.2014	9-11:30	2	Business Continuity and Resilience (International Study Week)	<u>Compulsory attendance</u> Business Continuity and Resilience , Mr Christiaan Kiffen, Lecturer Safety & Security studies, Saxion University of Applied Sciences, NL	182	Kaci Bourdache, Reijo Lähde
11.04.2014	9-12			Working on assignment		
16.04.2014	9-16	7	Risk Management & Business Continuity	Basics of Risk Management & Business Continuity Planning		Reijo Lähde
23.04.2014	9-16	7	Safety & Security Culture, Personal Security & Personnel Security	• Safety & Security Culture • Personal Security • Personnel Security		Reijo Lähde
30.04.2014	9-13	4	National Security Auditing Criteria (KATAKRI)	Facility Management and National Security Auditing Criteria (KATAKRI) [in Finland]		Reijo Lähde
07.05.2014	9-16	7	Economic Crime and the Shadow Economy	• Crime Prevention • Economic Crime and the Shadow Economy in the Facility Management Industry		Reijo Lähde
14.05.2014	9-14		Basics of Information Security	Facility Management and Basics of Information Security		Reijo Lähde
21.05.2014	9-16			Safety & security assignment presentations Ending study unit Feed back discussion		Kaci Bourdache, Reijo Lähde, Marjo Pääskyvuori