

Academic Year: ( 2022 / 2023 )

Review date: 17-05-2022

Department assigned to the subject: Social and Private International Law Department

Coordinating teacher: MORENO MARQUEZ, ANA MARIA

Type: Compulsory ECTS Credits : 3.0

Year : 1 Semester : 2

## OBJECTIVES

- Knowledge of the different quality, safety and environmental models (ISO 9000; ISO 14000 y EMAS; OSHA 18001: 2007; ISO 45001:2018 and UNE Regulations) and the accreditation procedure via audits.
- Ability to design the prevention plan as a basic instrument of preventive management in the company.
- Understanding of the basic questions regarding the management of small companies and special sectors (public administration, construction, fishing, etc.).
- Understanding of the theoretical and practical foundations of training, communication and information in occupational hazard prevention.
- Ability to analyse the basic elements of the conflict, its dynamics and its management for a quick and efficient solution.

## DESCRIPTION OF CONTENTS: PROGRAMME

1. General aspects about business management and administration.
2. Prevention planning.
3. Integration of prevention management systems (OSHA 18001: 2007, ISO 45001:2018).
4. Certification and accreditation.
5. Preparation and undertaking of the audit.
6. Economics and human resources in occupational hazard prevention.
7. Training as a strategic variable for occupational hazard prevention, educational techniques and programmes. Training Plan elaboration process for occupational hazard prevention in the company.
8. Management of prevention in small companies.
9. Management of prevention in public administrations.
10. Unique aspects in special sectors: construction, extractive industries, transport, fishing, agriculture, iron and steel, and others.
11. Communication and information techniques.
12. Negotiation techniques.

## LEARNING ACTIVITIES AND METHODOLOGY

Regular lecturing: regular lectures will be taught, where the main concepts and elements of the program will be explained and clarified, and that the students are supposed to learn. To this end, the professor will recommend reference manuals and readings at the beginning of the term, as well as a specialised bibliography for specific subjects, together with tailored reading materials for a better comprehension of the different lectures. These working materials will help introducing the debates and the class discussions, especially those who are the most interesting both for the professor and the students.

The teaching methodology will combine the theoretical and practical approach

The tutorships will be held at the time and place determined by the professor.

## ASSESSMENT SYSTEM

The final grade of the student will be constituted by adding up the grade obtained in the continuous assessment (50% of the final grade) and in the final examination (50% of the final grade).

The continuous assessment will take into account:

- Case studies, workshops, seminars and fieldworks. The following aspects will be taken into consideration: the student skills in handling documents and materials, the capacity to produce correct and fast replies to the situations and problems proposed, and the ability to find solutions to the case studies.
- The participation and the actual involvement of the student in the class discussions, in seminars and

in the lectures and the personal contribution to the different group assignments.

The final exam will be a test on specific questions, and this will be worth 50% of the final grade. Any student who has not performed sufficiently well in practicals to have passed them during the course must undertake a practical exam which will be assessed along with the grade from the final exam. This will help to check the student has acquired the established competences.

In case of the extraordinary exam, the student must complete a theory exam and a practical exam. The completion of the practical exam will not be necessary if the student has passed the continuous assessment.

<b>% end-of-term-examination:</b>	50
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	50

#### BASIC BIBLIOGRAPHY

- AAVV Manual de Prevención de Riesgos Laborales en las Administraciones Públicas. , INAP, 2012
- AAVV. Manual para la formación del Auditor en Prevención de Riesgos Laborales. Aplicaciones y casos prácticos, LEX NOVA, 2010
- AUSBURY, S. Health and Safety, Environment and Quality Audits: A Risk-based Approach, Routledge, 2018
- AZCUÉNAGA LINAZA, L. M<sup>a</sup>. Manual Práctico para el Auditor de seguridad y salud laboral, FC Editorial, 2020
- BAJO ALBARRACÍN, J.C. Gestión de la prevención de riesgos laborales: una visión empresarial, Centro de Estudios Financieros, 2016
- BIRKENBIHL, M. Formación de Formadores ¿ TRAIN THE TRAINER¿, Ed. Paraninfo, 2002.
- IGLESIAS MARTINEZ, V., ENA VENTURA, T. Formación en Prevención de Riesgos Laborales, La Ley, 2002
- INSHT Gestión de la prevención de riesgos Laborales en la pequeña y mediana empresa, <http://www.insst.es>.
- LLACUNA, J. Formación para la Prevención, INSHT, 2005
- LÓPEZ PARADA, R. A. Gestión de la prevención de riesgos laborales. Guía Jurídica, Bomarzo, 2004
- MARTÍNEZ BARROSO, M. R. La auditoría en la prevención de riesgos laborales, Comares, 2010
- NIETO GÓMEZ DE SALAZAR, J. M. Manual de auditoría de sistemas de prevención, Ecoiuris, 2006
- PAIN, S.W. Safety, Health and Environment. Auditing: A Practical Guide, CRC, 2018
- PÉREZ DEL VILLAR, M. J., TORRES MEDINA, C. Dinámicas de grupos en formación de formadores. Casos prácticos, HERDER, 2018

#### ADDITIONAL BIBLIOGRAPHY

- CIENFUEGOS,S. y MILLAS, Y. Seguridad y salud en el trabajo para pymes según la Norma ISO 45001, AENOR, 2020
- COBOS, D.; LLACUNA, J.; INES,A. y PÉREZ, M<sup>a</sup>. J. Buenas prácticas en la formación sobre PRL a trabajadores en la empresa: Una revisión sistemática. , Revista Fuentes, 12, , 2012
- NEBOT GARCIA, S. Prevención en riesgos laborales: la inversión más rentable. Guia para la planificación económica de su implantación. , Gestión Práctica de Riesgos Laborales, nº 85. , 2011
- SÁNCHEZ RIVERO, J.M. y ENRÍQUEZ PALOMINO, A. ISO 45001:2018 Sistemas de gestión de la seguridad y salud en el trabajo: orientaciones y comentarios prácticos para su correcta implantación y certificación, FC EDITORIAL, Fundación CONFEMETAL, 2020
- TORRES, J.; PERERA, V. y COBOS, D. Investigación evaluativa de las formación on line en Prevención de riesgos laborales y Medio Ambiente: Un análisis cualitativo de los programas impartidos por la fundación ISTAS. , Investigación Educativa, , Vol. 32-1, 2014.

#### BASIC ELECTRONIC RESOURCES

- INSHT . Gestión de la prevención de riesgos Laborales en la pequeña y mediana empresa: <http://www.insst.es/>
- INSTITUTO NAVARRO DE SALUD LABORAL . Programa de análisis de costes de accidentes de trabajo: <http://www.navarra.es/NR/rdonlyres/E777BD7E-083E-4350-807F-7619B4292939/147117/ProgramaCostosAccidentes.pdf>