

Title of the Course	ENVIROMENTAL AND LABOUR PROTECTION ORGANIZATION		
Amount in credit points/ ECTS)	2/3	Volume (in hours)	80
Prior knowledge	General education		
Science Sector	Security and Defense		
Science Subsector	Labour Protection		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		25	
Individual work/ discussions in distance		4	
Exams/tests		3	
1 <sup>st</sup> level professional study programme	Office Management		
Author(s) of the course	Mg.da, ing. Martins Puzuls		
Lecturer(s) of the course	Mg.da, ing. Martins Puzuls		
Goal of the course:	To develop understanding about the issues related to labour, civil and environmental protection, the principles of risk assessment and necessary activity plans, their development and realization.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 30% Exam – 70% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. <i>Knowledge:</i> 1.1. A student described the principles of operation labour protection system at a state and EU contexts. 1.2. A student expands on the principles of civil and environmental system. 2. <i>Skills:</i> 2.1. A student shows the steps of labour protection system formation; 2.2. A student summarizes the necessary operations for the work environment risk assessment at a workplace; 3. <i>Competencies:</i> 3.1. A student assesses labour protection system. 3.2. A student evaluates the implementation opportunities of the labour protection plan at a workplace.			
Content of the Course			

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Normative acts of labour protection. Current novelties at a state in work protection.	8	10	2	4	3
2.	Internal monitoring of work environment. Risk assessment of work environment.		8	6		
3.	Activity plan. Accidents at a workplace and occupational diseases.		8	2		
4.	Electrical safety. Fire security.		6	1		
5.	Civil protection and disaster management		4	2		
6.	The basics of environment protection		4	1		
<b>TOTAL:</b>		8	40	25	4	3
<b>80</b>						

**Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)**

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
<b>Knowledge</b>	Incomplete understanding about the operation of work protection system	Able to define the main processes of the work protection and civil protection system	Complete understanding of the development of work and civil protection system and differentiates between the systems in the EU. Excellent completion of practice tasks
<b>Skills</b>	Incompletely arguments work	Able to argument the necessity of	Discusses the formation and

	protection and civil protection system formation. In discussion has the role of an observer. Three practical tasks are not precise.	system formation. Analyses the risk factors of work protection at a workplace. Practice tasks are well-done.	operation of work and civil protection in detail and justified arguments Compares environmental risk assessments, arguments with well-based examples. Excellent completion of practice tasks
<b>Competences</b>	Weak sense of responsibility over insufficiently completed practice tasks.	Applies creativity in organizing action plan completion. Practice tasks are well-done.	Well demonstrated organisational and planning skills when developing the action plans of the work and civil protection.

**Acknowledgement of the obtained study results**

Study Results	1.	2.	3.
<b>Evaluation Method</b>			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

**Core Literature**

1.	Kaļķis V., Roja Ž., Kaļķis H. (2015). Occupational Health and Risks at Work. Medicīnas apgāds. Rīga, 533
2.	Work Security. (2010). LBAS.LM.,278
3.	Ergonomics at Workplace (2010). LBAS.LM.190
4.	Kusiņš J., Kļava G. Civil Protection (2011) Drukātava Ltd., 124
5.	Nikodemus O., Brumelis G. Environment Protection (2015) LU Akadēmiskais apgāds, 288

**Additional Literature**

1.	Work Hygiene (2010) LBAS.LM., Rīga, 179
2.	Work Conditions and Health at Work (2010) LBAS, LM,Rīga, 167
3.	Psychosocial Work Environment.(2010) LBAS, LM,Rīga, 156