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## National Center of Excellence

Grape and Wine Education for the 21<sup>st</sup> Century

### VIN 290 – Vineyard and Winery Safety

Date: January 29 – May 11, 2018

VESTA Course No.: VIN 290

Course Name: Vineyard and Winery Safety

Instructor: Patricia Chalfant

Office Hours: By appointment via phone or email

Semester: Spring 2018

Course Credit: 3 Hours

Delivery: Online

E-mail: [patricia.chalfant@nwtc.edu](mailto:patricia.chalfant@nwtc.edu)

Phone: 937-479-4278

#### Course Description

An introduction to safety and procedures specific to the vineyard and winery. This course will include general history of food and beverage safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns specific to the grape and wine industry.

**Prerequisites:** None

**Next Course in Sequence:** N/A

#### Course Objectives

Through lectures, facilitated discussions, quizzes, and written assignments the student will:

- Objective #1: Demonstrate an understanding of present agriculture safety issues, and production personnel safety issues.
- Objective #2: Demonstrate an understanding of OSHA derived regulations at federal, state and local levels applicable to your business model.
- Objective #3: Demonstrate an understanding of EPA derived regulations at federal, state and local levels applicable to your business model.
- Objective #4: Demonstrate an understanding of other derived regulations at federal, state and local levels applicable to your business model.
- Objective #5: Demonstrate and understanding of Standard Operating Procedures (SOPs) applicable to your business model.
- Objective #6: Demonstrate and understanding of Hazard Analysis and Critical Control Points (HACCP) applicable to your business model.
- Objective #7: Build a General Safety Plan (GSP) applicable to your business model.

#### Required Materials

No textbook is required for this course. We will access content from various state, federal and safety organization websites.

## Course Schedule and Outline of Topics

<b>Week — Dates</b>	<b>Tuesday Live Class Session</b>	<b>Topics</b>	<b>Assignments</b>
1 01/29 - 02/04	01/30	Topic #1 Introduction, Farm Safety History	Attend Zoom Session Complete Element 1, Unit 1 of Safety Plan
2 02/05 - 02/11	02/06	Topic #2 Addressing Safety: The Safety Plan, ERP	Attend Zoom Session Complete Element 1, Unit 2 of Safety Plan
3 02/12 - 02/18	02/13	Topic #3 Hazard Communication	Attend Zoom Session Complete Element 1, Unit 3 of Safety Plan
4 02/19 - 02/25	02/20	Topic #4 Personal Protective Equipment	Attend Zoom Session Complete Element 1, Unit 4 of Safety Plan
5 02/26 - 03/04	02/27	Topic #5 Confined Spaces	Attend Zoom Session Complete Element 1, Unit 5 of Safety Plan
6 03/05 - 03/11	03/06	Topic #6 Heat Stress and Hearing	Attend Zoom Session Complete Element 1, Unit 6 of Safety Plan
7 03/12 - 03/18	03/13	Midterm Exam	Attend Zoom Session. Take the Midterm Exam
8 03/19 - 03/25	03/20	Topic #7 Forklifts, Powered Industrial Trucks	Attend Zoom Session Complete Element 1, Unit 7 of Safety Plan
9 03/26 - 04/01	03/27	Topic #8 Lock Out Tag Out	Attend Zoom Session Complete Element 1, Unit 8 of Safety Plan
10 04/02 - 04/08	04/03	Topic #9 Ergonomics	Attend Zoom Session Complete Element 1, Unit 9 of Safety Plan
11 04/09 - 04/15	04/10	Topic #10 Compressed Gases	Attend Zoom Session Complete Element 1, Unit 10 of Safety Plan
12 04/16 - 04/22	04/17	Topic #11 Slips, Falls, Ladders	Attend Zoom Session Complete Element 1, Unit 11 of Safety Plan
13 04/23 - 04/29	04/24	Topic #12 Harvest and Crush Safety, OSHA Recordkeeping	Attend Zoom Session Complete Element 1, Unit 12 of Safety Plan
14 04/30 - 05/06	05/01	Topic #13 Safety Meetings, Forms and Addendums	Attend Zoom Session Complete Element 2, Unit 13 of Safety Plan.
15 05/07 - 05/11	05/08	Final Exam	Attend Zoom session Take the Final Exam VESTA Course Evaluation

*The instructor reserves the right to adjust the schedule as necessary.*

## **Instructional Format**

This is an online course with a synchronous component. An online course site (Learning Management System) is provided by the host institution to provide announcements, lectures, notes, supplemental printed and web-based materials, and assignments to the students. It also serves as a central point for interaction/communication between the instructor and the students.

## **Live Class Meeting**

The live class meetings will take place every **Tuesday from 6:00 to 7:00 p.m. Central Time** via the **Zoom** web conferencing system. Participation to the live class meetings is *required* and a participation grade is assigned. This is an opportunity for the instructor to go over weekly topic highlights and for students to interact with the instructor and fellow students through questions and discussions. Students are expected to be prepared to ask questions and actively participate in the discussions.

The link to the Zoom virtual classroom will be posted at the top of each weekly module. Students will use the *same* virtual classroom for their live class meetings the entire semester. The sessions will take place on the dates listed in the above schedule.

It is the student's responsibility to notify the instructor in advance if he/she must miss a class. Students who missed a class meeting are required to view the recording of the live class as soon as possible.

## **Course Assignments**

Course assignments include lectures, assigned reading and research, discussion questions, and a Safety Plan - Final Project.

## **Lectures**

Any lecture slides and videos must be viewed before each online live discussion sessions.

## **Assigned Readings**

Assigned readings may include additional resources. They must be completed before the online live discussion sessions.

## **Discussion Board**

Discussion Board assignments will be explained during the live class sessions. Each assignment on the Discussion Board will be graded. Please be detailed in your response.

## **Late Work and Missing Assignments**

Late work will only be accepted provided permission was requested from the instructor to turn the assignment in after the due date. Work received after the due date without prior approval will automatically lose a letter grade. Missing assignments will receive a zero in the gradebook.

## **Grading**

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = below 60%

Percentage Weight of Student Performance		
Activity	Percentage	Points
Activity Safety Plan Units (5% per unit for units 1 - 13)	65%	650
Midterm Exam	10%	100
Final Exam	10%	100
Live Class Participation (1.5% per week for 10 of 12 sessions)	15%	150
<b>Total</b>	<b>100 %</b>	<b>1000</b>

It is the students' responsibility to see that all graded assignments and exams reach the instructor in a timely fashion so grades can be issued.

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## Northeast Wisconsin Technical College Institutional Policies

### Student Responsibilities and Policies

As a student of NWTC, you are expected to adhere to the policies of the College, as outlined in the *Student Handbook* which can be viewed and/or downloaded at:

<https://www.nwtc.edu/NWTC/media/student-experience/student%20involvement/FY16-17-Student-Handbook-FINAL-without-ad-pages.pdf>

Please be fully aware of the following policies: Academic Integrity (includes plagiarism, cheating and collusion); Assessment; Copyright Notice; Refund Policy; Student Code of Conduct; Withdrawal from a Class or Program.

### Withdrawals and Refunds

Should it become necessary to withdraw, it is the student's responsibility to do so according to the guidelines in Northeast Wisconsin Technical College policy. For information related to withdrawals and refunds click on this link:

<http://www.nwtc.edu/services/studentfinancialservices/Pages/RefundPolicy.aspx>

*\*Students planning to withdraw from this course must also complete the VESTA Withdrawal/Change of Schedule form and submitting to the VESTA office.*

### Student Email

NWTC offers a student e-mail account for all students. All official email sent from the host institution or sent through Blackboard, will go to this account. Therefore, you are responsible for monitoring your NWTC student email account. Student email can be accessed by visiting <https://www.nwtc.edu/students/new-students> Student technical assistance is available 24 hours a day, 7 days a week; call toll free at 1-866-235-5037.

### Disability Act Statement

NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. For more information contact Student Accommodations Services at: <https://www.nwtc.edu/student-experience/accommodation-services>

**Student Rights**

For additional information regarding your rights as a student, including college policies on harassment, student rights and other services available at NWTC, please consult the NWTC Student Handbook, available through Student Services or on the NWTC webpage at <http://www.nwtc.edu>

**Student Code of Conduct**

Students are expected to conduct themselves in accordance with the Student Code of Conduct listed in the *Student Handbook* (see link above). As noted in the handbook, violations will be brought to the immediate attention of the Student Conduct Team and may be referred to the Dean of Student Development or to the Supervisor of Student Involvement. Additionally, in cases where behavior(s) warrants concern over the safety of the student(s), an alert may be made to the Responsive Intervention for Student Concerns (RISC) Committee.

**Class Cancellation**

Class cancellations by the institution will be posted as early as possible in the “Announcements” section of the Blackboard course site. Students will also be notified by email.