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| **UNIVERSITY OF NIŠ** | | | | | | |
| **Course Unit Descriptor** | | **Faculty** | | | Faculty of Occupational Safety in Niš | |
| **GENERAL INFORMATION** | | | | | | |
| Study program | | | | Occupational Safety | | |
| Study Module (if applicable) | | | | / | | |
| Course title | | | | Organization of Work and Occupational Safety | | |
| Level of study | | | | ☒ Bachelor ☐ Master’s ☐ Doctoral | | |
| Type of course | | | | ☒ Obligatory ☐ Elective | | |
| Semester | | | | ☐ Autumn ☒Spring | | |
| Year of study | | | | Fourth | | |
| Number of ECTS allocated | | | | 5 | | |
| Name of lecturer/lecturers | | | | Snežana Živković | | |
| Teaching mode | | | | ☒Lectures ☒Group tutorials ☒ Individual tutorials  ☐Laboratory work ☐ Project work ☒ Seminar  ☐Distance learning ☐ Blended learning ☒ Other | | |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** | | | | | | |
| *Acquiring knowledge about organizational structure and functions of organizations, i.e. companies, and about the importance of organization of work and occupational safety in a business system.*  *Organization of work includes regulation of work processes and working environment where a minimum of worker’s bioenergy is spent. The essence is a reduction of all kinds of mental and physical stress with the assistance of physiology, psychology, sociology, pedagogy, technology and application of ergonomic measures. Occupational safety is a set of technical, medical, legal, psychological, pedagogical and other activities that help to detect and eliminate risks and risk phenomena such as hazard and exertion, which may endanger the life and health of people at work. Occupational safety as a set of interdisciplinary activities provides for measures, procedures, principles and safety rules in order to eliminate or minimize or reduce to an acceptable level with basic (designed, technical) measures, where after applying the basic rules of safety at work and determination of risk level, the remaining risk is passed down to an acceptable level by applying specific (organizational) rules of safety at work.* | | | | | | |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** | | | | | | |
| Organization as a manufacturing‐business system; Organization as a process; Self‐organization: synergetic approach; Organization as a society; Organizational theories; Basic organization models; Organizational structures. Organizational‐legal types of inter‐organizational integration. Prospects of organizational structures’ development. Organizational changes; Organizational culture. Safety in a manufacturing‐business system; Personnel in a manufacturing‐business system; Management – functions, structures, levels; Motivation, communication, and leadership. Organization of occupational safety and health system. Role and importance of a person in charge of occupational safety and health.  Practical lessons are carried out through exercises, study research work and other teaching modes. | | | | | | |
| **LANGUAGE OF INSTRUCTION** | | | | | | |
| ☒ Serbian (complete course) ☐ English (complete course) ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course)  ☐Serbian with English mentoring ☐Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **ASSESSMENT METHODS AND CRITERIA** | | | | | | |
| **Pre exam duties** | **Points** | | **Final exam** | | | **points** |
| **Activity during lectures** | **10** | | **Written examination** | | |  |
| **Seminar** | **20** | | **Oral examination** | | | **40** |
| **Teaching colloquia** | **30** | | **OVERALL SUM** | | | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** | | | | | | |