STAFFING
Examiner: Ian Eddington
Moderator: John Searle

RATIONALE
Capital, whether viewed from the perspective of the individual, the firm, the nation, or the international community is a most valuable asset. Gains in the health, motivation, personability and efficiency status of human capital are passed on at all levels and contribute, through improvement in profitability and productivity, to a higher standard of living and welfare. This subject provides basic information and knowledge about the human factor and introduces loss prevention perspectives which emanate from that knowledge. The principles introduced in this subject apply as much to the leisure environment as they do to the work environment.

SYNOPSIS
This course provides basic information and knowledge about the human factor and promotes general loss prevention perspectives and insights based upon such knowledge. Topics covered include: anatomy and body systems, human anthropometry, ergonomics, the human machine interface and workplace layout and design, accident statistics and the rate trend and kinds of accidents that impact on the human body, the psychology of work, and implementing an ergonomics programme.

OBJECTIVES
Successful completion of this course will enable students to:

- understand selected human anatomical, physiological and psychological functions and their importance in the work and leisure environment;
- identify potential ergonomic hazards in the work environment;
- understand the role of human anthropometry in the design of work stations and the provision of optimal worker comfort;
• understand the procedures for implementing an ergonomically designed work station;
• apply key knowledge about the psychology of work, in day to day business activity;
• understand the importance of human factors on worker productivity.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction and background</td>
<td>5.00</td>
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<tr>
<td>2. Anatomy and physiology</td>
<td>25.00</td>
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<tr>
<td>3. Workplace design</td>
<td>20.00</td>
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<tr>
<td>4. Ergonomic related disorders</td>
<td>20.00</td>
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<tr>
<td>5. The psychology of work: Implementing an ergonomics program</td>
<td>30.00</td>
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**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Nil to be purchased.

**REFERENCE MATERIALS**

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Directed Study</td>
<td>80</td>
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<tr>
<td>Private Study</td>
<td>85</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>ASSIGN 1 - PROGRESSIVE ITEM</td>
<td>20.00</td>
<td>20.00</td>
<td>Y</td>
<td>22 Aug 2003</td>
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<tr>
<td>ASSIGN 2 - PROGRESSIVE ITEM</td>
<td>30.00</td>
<td>30.00</td>
<td>Y</td>
<td>26 Sep 2003</td>
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<tr>
<td>ASSIGN 3 - PROGRESSIVE ITEM</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>31 Oct 2003</td>
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</tbody>
</table>

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3 Penalties for late submission of required work:
   Students must attach an application for late submission to any assignment sent to the university after the due date.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the total available weighted marks for those items.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   Not applicable.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might
contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/title663.html or in the printed version of the current USQ Handbook.

**ASSESSMENT NOTES**

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) The Examiner will not accept submission of assignments by facsimile. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

2 Make-up Work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.

3 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. A temporary grade of IDM (Incomplete Deferred Make-up) may be granted.