

Prevention Services Management

Code: 101834
ECTS Credits: 6

Degree	Type	Year	Semester
2502501 Prevention and Integral Safety and Security	OT	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: No
Some groups entirely in Spanish: No

External teachers

Prof. Jordi Rodríguez Lumbarres

Prerequisites

This subject does not have any pre-requirements

Objectives and Contextualisation

Since the Law of PRL 31/1995 was promulgated, RD 39/1997 of Prevention Services and its subsequent partial modifications, has been provided from different universities and approved entities most of the technical training necessary to train professionals of the sector of the prevention of labor risks and to be able to develop its functions as basic, intermediate and superior technicians in prevention of occupational risks and in the different technical disciplines (Safety, Industrial Hygiene, Ergonomics - Psychosociology) and medical discipline (Occupational Medicine).

In most of these technical formations, students are not being offered any type of guidelines that affect the importance of managerial, leadership and management skills. In order to run a prevention company, whatever its modality (SPA, SPP or SPPM) or a department of a preventive organization must have a perspective and management knowledge that allows a competent, efficient and effective management of the company and the project that is led.

These mentioned managerial and management skills must provide a global vision of the operation and functions of the company and a mastery of the main activities that every director, leader or manager must perform: planning, managing, organizing and directing.

In the development of this subject, the necessary tools will be provided so that the prevention expert can direct and lead his own prevention or third party company. With this knowledge and tools it will be possible to guarantee that the student has sufficient knowledge to manage the organization or department with maximum efficiency, in coordination or integration with the other existing departments in the prevention company. The general objective of this course is to prepare the student for the direction and management of the

prevention of occupational risks in an external prevention service or own of a business organization and in particular:

- Know the functions of an expert in the direction of prevention services.
- Know and analyze the problems of the limits and scope of the direction of the prevention services.
- Know the difference between the role of the expert in the direction of prevention services in organizations, risk management technicians and expert PRL experts.
- Know the process of LEADERSHIP the different departments of prevention services in organizations and tools to ensure a healthy management of equipment.
- Know the activities that the expert in the direction of prevention services in organizations must coordinate with other professionals in risk prevention.
- Know the legal and ethical principles of the management of prevention services in organizations.
- Know the structures of companies and industries and their relationships with the direction of prevention services in organizations.
- Know the public entities of surveillance and control of risk prevention and direction of the prevention services in the organizations of the country.
- Know the legislation and specific regulations that affect the functions of the expert in the direction of prevention services in organizations.
- Know the specific techniques that should be mastered by the expert LIDER in the direction of prevention services in organizations.
- Know communication techniques for the direction of prevention services in organizations.
- Know the basics of quality and environmental management systems.
- Know the structure of decision-making, technical and participation bodies in the direction of prevention services in organizations.
- Know the negotiation techniques.
- Know the innovation techniques in the direction of prevention services in organizations, mainly in the psychosocial aspect.
- Know the advanced techniques of project evaluation and audits in the direction of prevention services in organizations.
- Know the associated regulations and have sufficient technical knowledge to evaluate the risk of the investment and propose corrective measures.
- Know the measures of action in crisis situations (occupational accident, occupational disease, etc.).
- Know the format of the expert technical experts that can be requested as an expert by the courts or by lawyers' offices

Therefore the general objective of this training is to prepare the student for the leadership and for the management and management of the prevention of occupational hazards in a prevention service proper to or outside of a business organization with expert training. Provide students with a highly specialized management training linked to the current professional practice of a manager. Transmit management and management skills necessary to provide a global vision of the functioning and functions of the prevention company, be it own or by itself. The student will acquire the necessary tools to become an expert in prevention and can manage his company or another for his own account, effectively. Provide the students with the tools that allow them to define, establish and maintain a prevention management system that guarantees and makes the prevention of the company profitable. Master the main activities that every director, business leader or manager has to do: plan, manage, organize and direct.

Competences

- Assume the social, ethical and professional responsibility that derives from professional practice.
- Be able to adapt to unexpected situations.
- Carry out analyses of preventative measures in the area of security.
- Communicate information, ideas, problems and solutions to both specialised and non-specialised publics.
- Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.
- Have a general understanding of basic knowledge in the area of prevention and integral safety and security.
- Identify, manage and resolve conflicts.

- Plan and coordinate the resources of the three large subsystems that interact in questions of security: people, technology and infrastructures.
- Respond to problems applying knowledge to practice.
- Use the capacity for analysis and synthesis to solve problems.
- Work in institutional and interprofessional networks.

Learning Outcomes

1. Apply systems of responsibility and management models particular to models of labour risk prevention management.
2. Assume the social, ethical and professional responsibility that derives from professional practice.
3. Be able to adapt to unexpected situations.
4. Coordinate the resources of the three main subsystems of the prevention and integral security sector: people, technology and infrastructures.
5. Generate innovative and competitive proposals in research and in professional activity developing curiosity and creativity.
6. Identify the most common labour risk factors.
7. Identify, manage and resolve conflicts.
8. Implement and evaluate a plan for labour risk prevention in an organisation.
9. Respond to problems applying knowledge to practice.
10. Use the capacity for analysis and synthesis to solve problems.
11. Work in institutional and interprofessional networks.

Content

INTRODUCTION (Dr. Miquel Àngel Serrat)

- Introduction to Prevention Services models. Preventive modalities and Types of Prevention Service.
- Prevention Service Directorate. Exclusivity of the PRL Technician and PRL Specialties.
- PREVENTION SERVICE MANAGEMENT as a service company

LEADERSHIP AND MANAGEMENT DECISION MAKING

- Organization, management and leadership. Definition and approaches
- Leadership of prevention departments, projects and services
- Management of one's own and others' emotions (positive and negative emotions)
- Team motivation
- Management and business ethics

TECHNICAL MANAGEMENT PREVENTION SERVICES from the expert technical-legal perspective

- Technical experts disciplines SAFETY, HYGIENE, ERGONOMICS AND PSYCHOSOCIOLOGY

DIRECTION OF OWN AND COMMON PREVENTION SERVICES (Prof. Jordi Rodríguez)

- Direction of Own Prevention Service and Joint Prevention Service.
- Management of the prevention service: technical and human requirements SPP and SPPM.
- Inspections
- Criminal, civil and administrative responsibilities of the SPP and SPPM.
- Internal, External and Legal Audits.
- Integrated Management Systems

TRANSVERSAL EXERCICE (Dr. Miquel Àngel Serrat)

Methodology

Classes in the classroom correspond to a master methodology in which, during the first hour, the teacher will explain the theory of the subject matter studied, the rest will correspond to the practical sessions where the students will work individually or in groups, discussing the concepts dealt with in the session, reflective materials and solving practical cases.

The contents worked on the theoretical sessions will be evaluated by means of evaluated written tests.

The contents worked on in the practical sessions will also be evaluated by delivering the work done (in the classroom or via Moodle according to the case). The practical classes in the classroom will consist of the development of individual and group exercises and works, applying in practice some of the concepts dealt with in the theoretical classes. These tasks can be individual reflections, group exercises, case presentations, etc. The development, study, compulsory and recommended bibliographical reading, as well as the resolution of exercises outside the classroom will also occupy a significant part of the dedication time of the students to the subject.

During the semester, he will perform a TRANSVERSAL EXERCICE that will be explained during the first sessions of this subject.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Directed	44	1.76	3, 1, 2, 9, 5, 6, 7, 8, 11, 10
Type: Supervised			
Supervised	12	0.48	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10
Type: Autonomous			
Autonom	94	3.76	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10

Assessment

- Each section of the evaluation activity must be passed with a minimum grade of 5.
- If you do not pass the subject in accordance with the aforementioned criteria (continuous evaluation), you can do a recovery test on the scheduled date in the schedule, which will cover all the contents of the program.
- To participate in the recovery students must have been previously evaluated in a set of activities, the weight of which is equivalent to a minimum of two thirds of the total grade of the subject. However, the qualification that will appear on the student's file is of a maximum of 5-Approved.
- Students who need to change an evaluation date must submit the application by filling in the document that will be found in the EPSI Tutorials moodle.
- Without prejudice to other disciplinary measures deemed appropriate, and in accordance with the current academic regulations, "in the event that the student conducts any irregularity that may lead to a significant variation of the rating of an assessment act, this evaluation act will be evaluated with a 0, regardless of the disciplinary process that can be instructed. In the event that there are several irregularities in the evaluation acts of the same subject, the final grade of this subject will be 0".
- Tests / exams may be written and / or oral at the discretion of the teaching staff.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Continuous evaluation: Resolution and delivery of practical cases resolved	30%	0	0	3, 1, 2, 4,

in the classroom: Resolution and delivery of individual works uploaded to the MOODLE. Required reading book referred to in the Bibliography.				9, 5, 6, 7, 8, 11, 10
Cross-sectional work	30%	0	0	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10
Evaluation: final written test	40%	0	0	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10

Bibliography

Bibliography to work it during the course:

LIDERANDO EL ¿BIENESTAR? LABORAL: ORDEN O CAOS. Autor: Dr Miquel Àngel Serrat. Editorial BOSCH EDITOR. Any 2017

Bibliography recommended:

- Llei 31/1995, de 8 de novembre, de prevenció de riscos laborals. BOE núm. 269, de 10 de novembre de 1995.
- LEY 54/2003, de 12 de desembre, de reforma del marc normatiu de la prevenció de riscos laborals.
- Reial decret 39/1997, de 17 de gener, pel qual s'aprova el Reglament dels serveis de prevenció. BOE núm. 27, de 31 de gener de 1997.
- Rd 171/2004
- Altres Lleis i RD relacionats amb la Seguretat, Higiene, Ergonomia i Psicosociologia
- Diferents notes tècniques de prevenció (NTP) i normes UNE relacionades.

Enllaces registre dels serveis de prevenció aliens de Catalunya

<http://www20.gencat.cat/portal/site/empresaiocupacio/menuitem.7c312755b8c91fe0a6740d63b0c0e1a0/?vgnnext>

Enllace Acreditació de entitat especialitzada com a servei de prevenció aliè

<http://www20.gencat.cat/portal/site/OVTE/menuitem.a2d16f71d01ae7dc6e4a83bdb0c0e1a0/?vgnextoid=388537>