

**Prevention Services Management**

Code: 104025  
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: Yes  
Some groups entirely in Spanish: No

**Prerequisites**

This subject has no prerequisites

**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 to the Preventive Services models. Preventive modulation and the type of Prevention Service.

Alien Prevention Service Directorate. PRL Technical exclusive and PRL Specialities.

FOREIGN PREVENTION SERVICE MANAGEMENT as a service company

LEADERSHIP AND DECISION-MAKING DIRECTIVES

Organization, management and leadership. Definition and approaches

Leadership of departments, projects and prevention services

Handling of raw and foreign emotions (positive and negative emotions)

Team Motivation

Business and Directive

TECHNICAL DIRECTORATE-GENERAL for PREVENTATIVE services from a technical-legal perspective

Technical disciplines include SAFETY, HYGIENE, ERGONOMY, AND PSYCHOSOMATIC

## PERSONAL AND MANCOMMUNAL SERVICES MANAGEMENT

The Directorate of Prope Prevention Service and Mancomunat Prevention Service.

The Directorate of the preventative service: SPP and SPPM technical and human requirements.

Inspections

Criminal, civil and administrative responsibilities of the SPP and SPPM.

Internal, External and Legal Auditories.

Integrated Management Systems

TRANSVERSE WORK

### Methodology

The methodology of this allocation will be based on a dynamic and participatory model. Students will have to study the subjects by requiring reading of the materials to be offered, they will have to participate in written discussion forums and video classes.

Development, study, compulsory and recommended bibliographic reading, as well as out-of-table exercise resolution will also occupy a significant part of the learner's dedication time to the subject.

During the six months, a cross-cutting exercise will be carried out, which will be explained in detail during the first part-sessions of this subject.

It is important to mention that video-classes have as their main goal the question of the theme, so it is necessary to prepare the topics before each session

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

### Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Class	12	0.48	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10
Evaluation	4	0.16	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10
Type: Supervised			
Continuous assessment tests	24	0.96	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10
Type: Autonomous			
Individual study	110	4.4	3, 1, 2, 4, 9, 5, 6, 7, 8, 11, 10

### Assessment

Students will take continuous assessment tests (PAC) that they will deliver through the Moodle classroom.

The students will carry out an evaluation by means of a face-to-face written test on the subject that will take place on the scheduled date at the School. This test may be oral at the discretion of the teacher.

The students will have to do two tasks regarding the compulsory reading contemplated in the bibliography section of the subject

Each of these three evaluated sections must be passed with a minimum grade of 5

Re-evaluation The minimum grade to be able to access the subject is 3.5 (in the final exam)

In case of not passing the subject according to the aforementioned criteria (continuous evaluation), a recovery test may be done on the date scheduled in the schedule, and it will cover the entire contents of the program. To participate in the recovery the students must have been previously evaluated in a set of activities, the weight of which equals a minimum of two thirds of the total grade of the subject. However, the qualification that will consist of the student's file is a maximum of 5-Approved.

Students who need to change an evaluation date must submit the request by filling in the document that you will find in the moodle space of Tutorial EPSI.

### Plagiarism

Without prejudice to other disciplinary measures deemed appropriate, and in accordance with current academic regulations, "in the event that the student makes any irregularity that could lead to a significant variation in the grade of an evaluation act, it will be graded with a 0 This evaluation act, regardless of the disciplinary process that can be instructed In case of various irregularities occur in the evaluation acts of the same subject, the final grade of this subject will be 0 ". The tests / exams may be written and / or oral at the discretion of the teaching staff.

Students that retake the course

Regarding those students who have to retake the course, it should be emphasized that the assessment methodology is the same as for other students.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Assessment: final written test	40%	0	0	3, 1, 4, 9, 5, 6, 8, 11, 10
Continuous assessment: Resolution and delivery of practical cases solved in the classroom: Resolution and delivery of individual works posted on the MOODLE. Mandatory reading of the book referring to the bibliography.	30%	0	0	1, 4, 5, 6, 8, 10
Transversal work	30%	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.

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>

## **Software**

This subject will use the basic software of the Office 365 package