

# JRYM 401A: FFD: INTRODUCTION TO SAFETY/ SAFETY PLANNING/HECP/ JOB START MEETINGS/ MANAGING PRIORITIES

## Foothill College Course Outline of Record

| Heading                 | Value                                                                |
|-------------------------|----------------------------------------------------------------------|
| Effective Term:         | Fall 2026                                                            |
| Units:                  | 0                                                                    |
| Hours:                  | 1-4.5 hours lecture total per quarter.                               |
| Prerequisite:           | This course is limited to students employed with Cupertino Electric. |
| Degree & Credit Status: | Non-Degree-Applicable Non-Credit Course                              |
| Foothill GE:            | Non-GE                                                               |
| Transferable:           | None                                                                 |
| Grade Type:             | Non-Credit Course (Receives no Grade)                                |
| Repeatability:          | Unlimited Repeatability                                              |

## Student Learning Outcomes

- Describe when and how safety planning tools are applied
- Demonstrate effective execution of safety plans
- Describe the foreman's role in driving job site safety
- Explain the relationship between safety planning and job execution
- Apply priority\_setting techniques to job site scenarios
- Describe effective communication strategies for managing priorities

## Description

This course introduces the fundamental role of the foreman in planning and executing job site safety. Topics include hazardous energy control procedures (such as lockout/tagout and MOP), safety planning tools, the importance of safety culture, and strategies for managing priorities to ensure safe, efficient, and profitable project execution.

## Course Objectives

The student will be able to:

- Identify different types of hazardous energy present in the workplace.
- Understand the risk associated with each hazard and the impacts.
- Mitigate any hazardous energy before putting any employees in situations where they exist.
- Apply proper mitigation processes to control or eliminate job site hazards.
- Fill out and execute SWIs, JHAs, PRAs.
- Implement and execute safety protocols at a job site.
- Apply different techniques on how to improve their focus and prioritization on a project.

- Understand the key components required for successful project planning and execution.

## Course Content

- 1.25 hours on Fundamental Foreman Development (FFD): Hazardous Energy Control Program (HECP)
  - Introduction to different job site hazards
  - Introduction to different mitigation process needed for each of the different hazards
  - Lockout/tagout (LOTO) protocols
  - The purpose and Importance of a Method of Procedures (MOP).
- 1 hour on FFD: safety planning
  - Introduction to Standard Work Instructions (SWI), Job Hazard Analysis (JHA), and Personal Risk Assessments (PRA)
  - Morning huddles and SmartTagIt process and requirements
- 1 hour on FFD: introduction to safety
  - Importance of practicing safety and its impact on projects
- 0.75 hour on FFD: job start meetings
  - Introduction to the project and team members
  - Scope of the project
  - Customer schedule
  - Estimate
  - Plans and specs
  - Opportunities and challenges
- 0.5 hour on FFD: managing priorities
  - Importance of prioritizing and managing tasks and responsibilities as a foreman to ensure success and optimize project efficiency

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

- When taught in-person, clean classroom with monitor and printed material for students to take as reference materials.
- When taught online, this course requires access to CEI's Learning Management System (Amplify), ongoing access to a computer with the necessary software and hardware to view video content, and a reliable intranet connection.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Results of hands-on projects  
Results of class participation  
Prior experience in the electrical industry  
Quizzes

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures  
Group discussion  
Classroom demonstration and tours of facility

## **Representative Text(s) and Other Materials**

Covey, Stephen R.. 7 Habits of Highly Effective People. 2020.

Although this text is older than five years, it remains relevant in the field.

Cupertino Electric's Environmental Health and Safety Manual for LOTO and MOP.

Cupertino Electric's Best Practices Handout.

## **Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments**

No assignments.

## **Discipline(s)**

Electricity