

COURSE SYLLABUS
Vocational School

Course Code	Course Title		Credits (T–P–L)	ECTS
ISG-224	Reporting and Recording in Occupational Health and Safety		(2-0-2)	5
Prerequisites	None			
Language of Instruction	Turkish	Mode of Delivery	Online	
Course Type and Level	Compulsory / 2nd Year / Spring Semester			
Instructor		Class Hours	Office Hours	İletişim
Lecturer Ayşe Tazegül		Friday 10:15–11:45	Tuesday–Thursday 10:00–16:00	ayseercan@cag.edu.tr
Course Coordinator	Lecturer Ayşe Tazegül			
Learning Outcomes				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to:		Relations	
			Program Outcomes	Contribution
	1	Recalls the basic concepts of reporting and record-keeping in OHS / Lists legal reporting obligations (occupational accidents, occupational diseases, near-miss incidents).	1, 2, 3	5, 5, 4
	2	Explains the importance of records within the occupational safety management system / Interprets notification periods and procedures.	1, 2	5, 5
	3	Accurately records occupational accidents and near-miss incidents on the appropriate reporting form / Archives records in accordance with legislation.	1, 2, 3	5, 4, 5
	4	Analyzes common risk factors in reported incidents / Evaluates the consequences of incomplete or incorrect reporting.	1, 2	5, 5
	5	Designs standard forms or checklists for OHS reporting and recording / Develops suggestions for digital reporting systems.	1, 2	5, 5
	6	Evaluates existing workplace reporting practices for compliance with legislation.	1, 2	5, 5
	7	Questions the effectiveness of the reporting process within the OHS management system.	1, 2, 4	4, 5, 5
Course Objective and Description	This course comprehensively addresses effective reporting and record-keeping processes in occupational health and safety management. Students learn the types, preparation methods, and legal requirements of records related to occupational accidents, diseases, near-miss incidents, and inspections. The course examines how records and reports contribute to workplace safety culture, risk management, and regulatory compliance. Additionally, students gain practical skills through case studies in report writing, document organization, and filing exercises. By the end of the course, students will have the competence to systematically manage, report, and evaluate all OHS records maintained in the workplace.preventive measures, and prepare reports in compliance with legislation.			

Course Contents: (Weekly Course Plan)

Week	Topic	Preparation	Teaching Method and Techniques
1	Introduction to the concepts of reporting and recording	Review course syllabus	Lecture, Q&A
2	Legal reporting obligations in OHS	Short pre-reading	Discussion, Presentation
3	Occupational accident reporting procedures	Review relevant legislation	Lecture, Case Study
4	Reporting of occupational diseases		Case Analysis, Group Work
5	Reporting of near-miss incidents	Review sample forms	Demonstration, Practice
6	Types of records to be kept (training, PPE, measurements etc.)	Research sample records	Lecture, Discussion
7	Digital reporting and electronic record systems	Conduct brief research on the topic	Lecture, Presentation, Discussion
8	Midterm Exam		
9	Midterm Exam		
10	Role of reporting and records in audits	Read a sample inspection report	Lecture, Case Study
11	Incomplete reporting and its consequences	Conduct case research	Case Analysis, Discussion
12	Confidentiality and ethics in reporting processes	Review related studies	Discussion, Group Work
13	Root cause analysis and its relationship with reporting	Prepare a sample case	Case Analysis, Presentation
14	Reporting in OHS management systems (ISO 45001)	Research ISO 45001 management system	Lecture, Comparison
15	Continuity and archiving of records in OHS	Provide practice examples	Demonstration, Group Work
16	OHS performance reports and statistics	Review sample report	Lecture, Practice
17	Final Exam		
18	Final Exam		

Course Resources

Course Book	Aslan, İ. (2024). <i>Occupational Health and Safety Sectoral Book II</i> . Nobel Scientific Works. ISBN 978-625-393-333-3.
Recommended Resources	Yener, A. (2022). <i>Reporting and Documentation in Occupational Health and Safety</i> . Nobel Academic Publishing. ISBN 978-625-7115-45-3

Assessment and Evaluation

Activity	Number	Contribution (%)	Notes
Midterm Exam	1	30	Written exam
Assignment	1	10	Individual report
Presentation			
Participation / In-class Activities	1	10	Active participation in discussions, group work, and class activities
Final Exam	1	50	Comprehensive written exam

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Activity	Number	Hours	Total
Class Duration	14	3	42

Out-of-Class Study	14	3	42
Assignments	1	10	10
Participation / In-class Activities	1	14	14
Midterm Exam (Exam + Preparation)	1	18	18
Final Exam (Exam + Preparation)	1	24	24
Total			150
Total / 30			150 / 30
ECTS Credit			5

