

**Course Outline: 3400 Section B Online**  
**SU 2019**  
**Occupational Health and Safety**

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Course Description:

This course is an introduction to and overview of the field of occupational health and safety. Human resource professionals are often responsible for the practice and regulation of health and safety in their workplaces, therefore it is the goal of this course to provide a basic understanding of the relevant issues, legislation and programs.

Required Text:

Kelloway, K., Francis, L., Gatien, B. Management of Occupational Health and Safety, 7<sup>th</sup> Edition.

Evaluation:

1) Short essay is due on May 22 and is worth 25% of your final grade. Choose a topic in occupational health and safety (there will be a list of specific topics provided) and write a 5-8 page (2000 words max) paper on the subject. Your essay should have references in APA style format.

2) OHS Report is due on July 3 and is worth 25% of your final grade. Your report will be three parts: 1) a summary of a health and safety incident that was reported on in print media. Attach or embed the article in your report. The incident should be relatively recent (within the last ten years) in a Canadian (preferably Ontario) workplace. What happened? Why did it happen? What were the circumstances surrounding this event? 2) an analysis of the relevant health and safety legislation and 3) a conclusion about how this event could have been avoided and what safety measures should be in place to prevent it in future. Word limit 2500.

3) Test 1 will be on June 12 and will be worth 30% of your final grade. It will cover chapters, lectures, and any other course material covered up until June 12. This will be an online test that you can write remotely. On June 12 at 9am I will post 3 essay test questions and you will have 24 hours to upload your answers via turnitin on moodle. The test can be reasonably completed in 2 hours but I will give you 24 hours to do it. It is not a timed test, so you can open it and look at it and hand it in June 13 before 9am.

4) Test 2 will be on July 17, will be worth 20% and will cover chapters 9-14, as well as all the associated lectures and material. This will be an online test that you can write remotely. On July 17 at 9am I will post 3 essay test questions and you will have 24 hours to upload your answers

via turnitin on moodle. The test can be reasonably completed in 2 hours but I will give you 24 hours to allow for flexibility. It is not a timed test, meaning you can open the file at any time as long as you upload your answers by 9 am on July 18.

Course Schedule:

<b>Date</b>	<b>Topic</b>	<b>Reading Assignment</b>	<b>Note</b>
May 1	Introduction	Ch. 1	
May 8	Legislative Framework	Ch. 2	
May 15	Worker’s Compensation	Ch. 3	
May 22	Hazards Physical Agents Chemical Agents	Ch. 4, 5, 6	Short essay due (25%)
May 29	Psychosocial Hazards	Ch. 7	
June 5	Workplace Violence, aggression and harassment	Ch. 8	
June 12	Test 1		30%
June 19	Training	Ch. 9	
June 26	Motivation and Safety, Management Systems	Ch. 10	
July 3	Emergency Planning, Incident Investigation, Disability Management and Return to Work	Ch.11, 12, 13	OHS Report due (25%)
July 10	Workplace wellness	Ch. 14	
July 17	Test 2		20%

Class Communication

I hope that the discussion forum will be lively and active. Please post questions and comments about the material on the forum. Unless it is of a personal nature, most questions can be asked on the discussion forum. I like to have questions posted on the forum because then other students can learn from the responses. I will also schedule some online chats. Students can log into the chat room and join in the conversation, asking questions in real time. The transcripts from the chats will be available to those who don’t attend. I will announce the chats via “announcements” and I usually schedule them a day or two before they happen.

**IMPORTANT YORK POLICIES:**

**Academic Honesty (Senate Policy)**

Atkinson as a Faculty considers breaches of the Senate Policy on Academic Honesty to be serious matters. To quote the Senate Policy on Academic Honesty:

The Policy on Academic Honesty is a reaffirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. It outlines the general responsibility of faculty to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards.

Faculty members are encouraged to pursue suspected cases of academic honesty with formal charges. Students should, however, review the York Academic Honesty policy for themselves at:

<http://www.yorku.ca/secretariat/legislation/senate/acadhonesty.htm>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <http://www.yorku.ca/academicintegrity/tutorial.htm>

### **Grade Component Deadline (Senate Policy)**

The course assignment structure and grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) must be announced, and be available in writing, to students within the first two weeks of classes. Please see Important Dates at:

<http://www.registrar.yorku.ca/importantdates/fw05.htm>

### **Graded Feedback Rule (Senate Policy)**

Under normal circumstances, some graded feedback worth at least 15% per cent of the final grade for Fall, Winter or Summer term, and 30% for 'full year' courses in the Fall/Winter term should be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

- graduate or upper level undergraduate courses where course work typically, or at the instructor's discretion, consists of a single piece of work and/or is based predominantly (or solely) on student presentations;
- practicum courses;
- ungraded courses;
- courses in Faculties where the drop date occurs within the first three weeks of classes;
- courses which run on a compressed schedule (a course which accomplishes its academic credits of work at a rate of one credit hour per two calendar weeks or faster).

*Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.*

For more information on the Graded Feedback Rule, please visit:

<http://www.yorku.ca/secretariat/legislation/senate/gradfeed.htm>

**20 % Rule (Senate Rule)**

No examination or test worth more than 20 % of the final grade will be given during the last two weeks of classes in a term, with the exception of classes which regularly meet Friday evenings or on the weekend (Saturday and/or Sunday at any time). For further information on the 20% Rule, please visit:

<http://calendars.registrar.yorku.ca/examschedules/examinfo/twentypercent.htm>.

For further information on examination scheduling, and Atkinson examination exceptions to this rule, please see "Notes" in the table:

**Reappraisals**

For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://www.registrar.yorku.ca/services/policies/grade.htm>

**Accommodation Procedures:****Deferred Standing**

Students who have experienced a misfortune or who are too ill to attend an examination in an LA&PS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit:

[http://www.registrar.yorku.ca/services/ds\\_faq.htm](http://www.registrar.yorku.ca/services/ds_faq.htm)

**Students with Special Needs (Senate Policy)**

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. **Please alert the Course Director as soon as possible should you require special accommodations.** For Atkinson specific resources, please visit the Atkinson Counselling Centre at: <http://www.yorku.ca/atkcsc>