

**Occupational Health & Safety Management:
AP/HRM 3400 Section A
Course Outline Fall 2019**

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EXPANDED COURSE DESCRIPTION:

The focus of this course is to introduce students to the broad field of occupational health & safety (OHS) management, under the conceptual framework of a healthy workplace. Students will learn about hazard recognition, assessment and control techniques (physical, chemical, biological, ergonomic, and psychosocial), in the context of federal and provincial occupational health and safety legislation. Current issues in OHS and Environment are discussed. The overall goal is to provide, in a relatively non-technical manner, an approach to OHS that is applicable to students in human resources, as well as those seeking careers other areas such as business or health & safety management.

COURSE LEARNING OBJECTIVES:

At the end of the course, students will be able to:

1. Recognize, assess and control physical, chemical, biological, ergonomic and psychosocial hazards, with a focus on tools such as Job Safety Analysis, Risk Assessment and Accident Investigation.
2. Describe the role of OHS management in meeting the needs of various stakeholders internal and external to the work-environment.
3. Use appropriate management strategies in workplace Health, Safety and Wellness.
4. Discuss the current issues related to workplace health, safety and environment facing Human Resources professionals including corporate social responsibility, work-life balance, bullying and violence, and terrorism.
5. Identify the legal aspects of OHS requirements across Canada with a focus on Ontario legislation.
6. Describe role of Canada's Workers' Compensation Boards with specific reference to WSIB in Ontario in accident prevention and support of injured workers including rehabilitation.

PREREQUISITES:

AP/ADMS 1000 3.00, for all BAS and BAS Honours students. Prerequisites waived for BHRM students and non-BHRM students taking the course solely as an elective.

Students are personally responsible to ensure that they have the prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of appropriate prerequisites.

REQUIRED COURSE TEXT/READINGS:

1. Kelloway, E.K., Francis, L. and Gatién, B.: (2017). Management of Occupational Health and Safety (7th Edition). Toronto: Nelson Thompson Learning. ISBN 9780176657178
2. Pocket Ontario Occupational Health & Safety Act & Regulations 2019 ISBN 9780779890965
3. Downloadable PDF class presentations, & weekly readings will be available on the Moodle course website. You are expected to cover all these resources and read the textbook before class each week. Class work will focus on active participation through discussion of material on the slides, readings, case studies, and discussion of current issues.

Students will require an active Passport York Account to log in and view the secured folders on the course website: <https://moodle.yorku.ca/moodle/>.

ORGANIZATION OF THE COURSE:

Class 1 Introduction to Workplace Health and Safety Concepts (Chapter 1)

Definitions, history, costs, stakeholders, concept of source, path and human control methods and models of Workplace Health and Safety management

Class 2 Chemical and Biological Agents (Chapter 6)

Definitions; the nature of chemical and biological hazards; routes of entry into and effects on the body including the “chain of infection”

Class 3 Physical Agents (Chapter 5)

Definitions; human reactions to physical hazards; noise, vibration, thermal Stress and radiation

Class 4 Ergonomics (Chapter 4, pages 86 - 89)

Goals of ergonomics, identification of job risk factors and workplace risk factors, types of repetitive strain injuries and ergonomic control measures (for older editions of the textbook, look up “overexertion injuries”)

Class 5 Psychosocial Hazards (Chapter 7) Workplace Violence (Chapter 8)

Stress definitions; the transactional model of stress and its implications; the sources and consequences of stress in particular workplace stressors including bullying and violence, harassment. Bill 168 Protection of workers from violence

Class 6 Managing Psychosocial Hazards - Workplace Wellness (Chapter 14)

Concept of Healthy workplace; work-life balance, flexible workplace, job sharing, telecommuting, violence prevention/management and healthy lifestyles. . Bill 168 Protection of workers from violence.

Class 7 The Legislative Framework for Health, Safety Management (Chapter 2)

Laws and regulations; duties of the employer, employee and other players; structure and role of joint health and safety committees; Bill C45 - Criminalization of negligence in protecting the Health & Safety of others

Class 8 Workers' Compensation Management (Chapter 3) Disability Management (Chapter 13)

Goals of workers compensation; compensation issues; assessment methods of WCBs. Managing disability including early and safe return to work (ESRW)

Class 9 Hazard Recognition and Assessment (Chapter 4, pages 76-89) Accident Investigation (Chapter 12)

Use many tools to systematically identify sources of workplace hazards. Apply concepts of risk assessment, hazard identification/assessment methods with particular emphasis on Job Safety Analysis and accident Investigation to identify root causes in preparation for improved control methods.

Class 10 Hazard Control Methods (Chapter 4, pages 89 to end of chapter) Fire Prevention & Suppression and Emergency Response & Preparedness (Chapter 11)

Discussion of pre-contact, contact and post-contact control methods including: machine guarding; hot work permits; lockout/tag-out procedures; confined space entry; training. Fire prevention and suppression.

Emergency and evacuation plans; planning for technological and natural disasters.

Class 11 Corporate Social Responsibility and Environment issues (Chapter 2 pages 42 - 44)

Introductions to Corporate Social Responsibility and emerging issues in environmental responsibility.

Class 12 Motivating Safety Behaviours and Management Strategies (Chapter 10)

The theory, strengths & weaknesses of Behaviour Based Safety (BBS) programs; the importance of leadership and auditing in support of providing and improving management systems leading to a safe workplace environment.

COURSE SCHEDULE:

IMPORTANT: Due to the complexity of tracking participation, you must attend the class Section in which you are enrolled. No credit for Participation will be awarded if you are in the wrong class.

Dates

Sept 4	Class 1
Sept 11	Class 2 Assignment #1 Chemical Agents out
Sept 18	Class 3
Sept 25	Class 4 Assignment #1 due; Assignment #2 Ergonomic Assessment out
Oct 2	Class 5
Oct 9	Class 6 Assignment #2 due
Oct 12 – 18	Reading Week
Oct 23	Class 7 Assignment #3 H&S Act & Regs Case out
Oct 27	Sunday Mid-term exam covering Classes 1 – 6 (2:00 – 4:00 p.m. Loc'n TBA)
Oct 30	Class 8
Nov 6	Class 9 Assignment #3 due; Assignment #4 Job Safety Analysis out
Nov 13	Class 10
Nov 20	Class 11 Assignment #4 due
Nov 27	Class 12

December 5 - 20: OFFICIAL FINAL EXAMINATION PERIOD (Specific date, time, and location of exam to be confirmed by the Office of the Registrar)

WEIGHTING OF COURSE:

Participation in class	10%
4 assignments (5% each)	20%
Mid-Term exam	30%
Final exam	40%

All final grades will be reviewed by the School of Human Resources Management and the School reserves the right to modify them in order to maintain high standards.

Participation (10%)

Your participation will be scored on your active participation in class discussion. To successfully participate, you are expected to have done the pre-work on Moodle.

Assignments (20%)

You will have four (4) assignments each worth 5%, each downloadable in Moodle. Assignments should be no more than 5 - 6 pages long, single spaced, font Arial 11, one-inch margin on all sides. **NO COVER SHEET.** Referencing requirements will vary by assignment, and will be defined on the assignment sheet. Only hardcopy assignments handed in class are accepted. Assignments are to be handed in **before** the start of class. Assignments that do not correspond to this format and/or are not received on the due date/time will receive a grade of zero (0). **No make-ups, no exceptions.**

Mid Term Exam (30%)

The exam covers the materials from the textbook, posted PowerPoint slides, recordings, readings, and classroom discussions. It will contain both multiple choice and short answer questions.

Mid term absence policy: It is your responsibility to plan your term around examination dates, published **here**. There is no make-up midterm exam available, no exceptions. If you miss the midterm exam, the weighting of the exam will be transferred to the final exam (which would then be worth 70% of your overall course grade), provided you submit the appropriate written documentation attesting to illness, etc. and this will be only at the Course Instructor's discretion. You will then write a Comprehensive final exam covering materials from the whole course, classes 1 -12.

Final Examination (40%)

The exam will be written during the University's final examination period, and is available to those who wrote the mid term exam. It specifically covers the materials from the last half of the course, including the textbook, posted PowerPoint slides, recordings, assigned readings, and classroom discussions; however, a general knowledge of the whole course will be required. The exam will contain both multiple choice and short answer questions.

There is no make-up exam available. In accordance with the School of HRM policy, students who miss the final exam will have to submit a Deferred Standing Agreement form along with supporting documentation within one week from the date of your final examination to write a deferred exam. Deferred exams are not necessarily in the same format as the regular exam.

Please note that a new online system has been implemented to facilitate the processing of Deferred Standing Agreement Form. To submit your request please click on the **Deferred Exam Request** link at <http://shrm.laps.yorku.ca/students/deferred-exam-request/>

Late enrolment

Students hoping to enrol late in the course should plan to attend all lectures. Students who have not attended these classes will be at a serious disadvantage compared to other students.