

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

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EXPANDED COURSE DESCRIPTION:

This is the on-line version of AP/HRM 3400. 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, including socio-psychological aspects), the management of safety programs and federal and provincial occupational health and safety in a relatively non-technical manner, an approach to OHS that is applicable to students in human resources, as well as those seeking careers in health & safety and other areas of business and 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 emergency response planning.
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, applies only to B. Comm and B. Comm Honours students.

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 Gatien, 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. Course material on MOODLE & Readings: All of the material will be available on the course website on MOODLE. Each week will consist of recordings covering the material for each Session. Quizzes are incorporated to help you gauge understanding of material covered. Some of the material will also be supplemented with videos. Participation is required through the use of forums and through 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 (MOODLE).

The course website can be found through:

- The York Courses Website page: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm>
- The LA&PS/Information for Students/Course Listings page: <http://www.yorku.ca/laps/courses/>
- The Course Schedule/Notes will be found on Moodle: <https://moodle.yorku.ca/moodle/>

ORGANIZATION OF THE COURSE:

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

Definitions; history of OH&S; changing perspectives on risk; why manage H&S?; stakeholders; Internal Responsibility System (IRS); concept of source/path/worker; and models of Workplace Health and Safety management

Session 2 Chemical and Biological Agents (Chapter 6)

Definitions; the nature of chemical and biological hazards; routes of entry into and effects on the body; the 'chain of infection' for biological agents

Session 3 Physical Agents (Chapter 5)

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

Session 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

Session 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; workplace stressors including bullying and violence & harassment.

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

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

Session 7 The Legislative Framework for Health and Safety Management (Chapter 2)

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

Session 8 Workers' Compensation Management (Chapter 3) Disability Management & Return to Work (Chapter 13)

Goals of workers' compensation; compensation issues; assessment methods of WCBs; frequency & severity performance indicators. Managing disability including early and safe return to work (ESRW)

Session 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 hazard identification & assessment methods with particular emphasis on 'Job Safety Analysis' and 'Accident Investigation' to identify 'Root Causes' in preparation for improved control methods.

Session 10 Hazard Control Methods (Chapter 4, pages 89 - 105) Fire Prevention & Suppression and Emergency Response & Preparedness (Chapter 11)

Discussion of pre-contact, point-of-contact and post-contact hazard controls including: machine guarding; change management procedure; hot work permits; lockout/tag-out procedures; confined space entry procedures; training. Fire prevention and suppression. Emergency and evacuation plans; planning for technological and natural disasters.

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

Introductions to Corporate Social Responsibility and a Corporation's role in planning and responding to human and natural disasters. Emerging issues in environmental responsibility.

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

Features linked to effective safety management programs including managing safe behaviour in the workplace, the importance of leadership, and auditing techniques for safety programs with special emphasis on the Workwell audit.

COURSE SCHEDULE:

Jan 6 Session 1 opens

Finish Session by Tuesday at 11:50 p.m. on:

Jan 14 Session 1 ends

Jan 21 Session 2 ends, Assignment #1 Chemical Agents out

Jan 28 Session 3 ends

Feb 4 Session 4 ends, Assignment #1 due

Feb 11 Session 5 ends

Feb 18 Session 6 ends

Feb 23 Sunday Mid-term exam covering Classes 1 – 6 (2:00 – 4:00 p.m. Loc'n TBA)

Feb 25 Session 7 ends Assign #2 H&S Act & Regs Case out

Mar 3 Session 8 ends

Mar 10 Session 9 ends, Assignment #2 due; Assignment #3 Job Safety Analysis out

Mar 17 Session 10 ends

Mar 24 Session 11 ends, Assignment #3 due

Mar 31 Session 12 ends

Dec 14 Final exam (9:00 a.m. – 12 noon, location TBA)

April 7 – 25: OFFICIAL FINAL EXAM PERIOD (Specific date, time and location of exam to be confirmed by the Office of the Registrar)

WEIGHTING OF COURSE:

Participation	15%
Assignments	20%
Quizzes	20%
Mid-Term exam	20%
Final exam	25%

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 (15%)

1. Participation: listening to session recordings, watching videos, actively participating in forums, completing all quizzes, and completing assigned exercises will all be part of your participation grade. You are expected to complete each week's activities in the timelines as laid out.

Ignore any grades automatically generated by Moodle for completing an exercise or any other activities. They are not used by me for any purpose what-so-ever. Your participation mark is calculated at the end of the course based on a detailed manual review of your overall participation as noted above.

Assignments (20%)

You will have three (4) assignments, each downloadable in Moodle. (Assignment #1 worth 10%; Assignments 2 & 3 each worth 5%). Assignments should be no longer than 4-5 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. Assignments **MUST** be uploaded to Moodle by **by 11:50 pm** on the due date. The upload site will automatically close at that time. 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 exceptions.**

Mini-quizzes (20%)

You will have five (5) mini-quizzes. These quizzes are worth 5 marks each and the best 4 out of 5 marks will be selected. This is to accommodate unforeseeable absences, illness, or an unusually poor performance in one week. Quizzes cover the material that has been covered in previous sessions.

These quizzes, open for 10 minutes, will take place between 6:30 & 8:30 p.m. Eastern time on the following dates (Tuesdays). There are no make-up quizzes available. **If you can't be available at these dates & times... do not take this course.**

Quiz 1 – Jan 28 (Sessions 1-3)
Quiz 2 – Feb 18 (Sessions 1-6)
Quiz 3 – Mar 3 (Sessions 7-8)
Quiz 4 – Mar 17 (Sessions 7-10)
Quiz 5 – Mar 31 (Sessions 7-12)

Mid Term Exam (20%)

The exam will be written on campus, and covers the materials from the textbook, posted PowerPoint slides, recordings, and Chat 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. 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 45% of your overall course grade), provided you submit the appropriate written documentation to me 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 (Sessions 1 -12).

Final Examination (25%)

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, 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 to the School along with required supporting documentation within one week from the date of your final examination, to be approved to write a deferred exam. Deferred exams are not necessarily in the same format as the regular exam.

Please note that there is an online system to facilitate the creation and processing of a Deferred Standing Agreement Form. You will find this by clicking on the **Deferred Exam Request** link at <http://shrm.laps.yorku.ca/students/deferred-exam-request/>

Information for Students eligible to write Off-Site Examinations

Both the midterm and final exams are written on campus. Students residing more than three hours travel time (1-way) from the York University Keele campus (e.g. out of province/country) can make arrangements with the eServices Office (eSO) to facilitate an off-site supervised exam. Details of this process can be found at <http://elearning.laps.yorku.ca/off-site-examinations/>