

Occupational Health & Safety Management
AP/HRM 3400 Section D
(Cross listed to: AP/ADMS3400 / HH/HLST 3240)
Catalogue # X69K01 (AP/HRM); E55R01 (AP/ADMS); V31R01 (HH/HLST)

Course Outline Fall 2020

COURSE INSTRUCTOR/CONTACT: Anna Blake (e-mail: ablake@yorku.ca)

Other contact information:

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TECHNICAL REQUIREMENTS FOR TAKING THE COURSE:

This is an online course, all conducted through Moodle. To listen to the recordings and participate in time-limited midterm & final exams, provision should be made to have a stable, high-speed Internet connection to your computer or other smart device. There will be no requirement for a student to appear visually, so no need for a webcam or microphone.

ORGANIZATION OF THE COURSE:

The entire course, including recorded lectures, assignments, quizzes, activities and exams, will take place on the course's Moodle site. You can learn the course material at your own pace, following the schedule of activities shown on page 5 of this course outline document.

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.

Note: Assignments, quizzes, activities for participation and exams will have specific start and/or submission times as noted elsewhere in this course outline document.

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 Gatién, B.: (2021). Management of Occupational Health and Safety (9th Edition). Toronto: Nelson Thompson Learning. ISBN 9780176893019
2. Pocket Ontario Occupational Health & Safety Act & Regulations 2019 ISBN 9780779890965
3. Downloadable PDF class presentations will be available on the Moodle course website. Printed in 3-per-page format, they contain the slides covered in the recorded lectures. The slides include materials not covered in the textbook, and are examinable.

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, costs, stakeholders, concept of source, path and human control methods 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 91 - 95)

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 81 - 95)
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 95 - 110)
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 44 - 45)**

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:

Sept 9 Session 1 opens

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

Sept 15 Session 1

Sept 22 Session 2 Assignment #1 Chemical Agents out

Sept 29 Session 3

Oct 6 Session 4 Assignment #1 due by 11:55 p.m.

Oct 10 - 16 Reading Week

Oct 20 Session 5

Oct 24 Saturday Mid-term exam covering Classes 1 – 5 (9:00 – 11:00 a.m.)

Oct 27 Session 6

Nov 3 Session 7 Assignment #2 H&S Act & Regs Case out

Nov 10 Session 8

Nov 17 Session 9 Assignment #2 due by 11:55 p.m.; Assignment #3 (Job Safety Analysis out)

Nov 24 Session 10

Dec 1 Session 11 Assignment #3 due by 11:55 p.m.

Dec 7 Session 12

Dec 9 – 23: OFFICIAL FINAL EXAM PERIOD (Specific date & time 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%)

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.

IMPORTANT NOTE: Ignore any grades automatically generated by Moodle for completing an exercise, mini-quizzes imbedded in recordings, 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 assignments, each downloadable in Moodle:

Assignment #1 is worth 10%

Assignments 2 & 3 are each worth 5%

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.

Quizzes (20%)

You will have five (5) Quizzes. They are worth 5 marks each, but only the best 4 out of 5 marks will be selected. This is to accommodate unforeseeable technical issues, illness, or an unusually poor performance in one week. Quizzes cover the material as noted below.

These quizzes will Be accessible between 6:30 & 8:30 p.m. Eastern time on the following dates (Tuesdays). Once you access the quiz, you will have 10 minutes to answer 5 questions, after which the quiz will automatically close whether you are finished or not. There are no make-up quizzes available. **If you can't be available at these dates & times... do not take this course.**

Quiz 1 – Sept 29 (Sessions 1-3)

Quiz 2 – Oct 20 (Sessions 1-5)

Quiz 3 – Nov 10 (Sessions 6-8)

Quiz 4 – Nov 17 (Sessions 6-9)

Quiz 5 – Dec 1 (Sessions 6-11)

Mid Term Exam (20%)

The exam will be delivered online through Moodle on the date & time shown on the preceding page, 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 and times. 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 (30%)

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 'Chat' 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/>

Late enrolment

Due to the fast-moving pace of this course, Instructor approval will not be provided to students who have been unable to enroll by the "Last date to enroll without the permission of the Instructor" deadline of September 22nd.