



HRM 3400- Occupational Health and Safety
Course Outline (Winter 2021)

Instructor	Dr Farimah Zadeh	E-mail	zadeh@yorku.ca
Office	ATK 044D	Office Hours	Thursdays 17 to 18 or by appointment Online office hours
Weekly online discussion sessions and Q and A	Thursdays 18:30 to 19:30		

Course Description:

This course is an introduction to the field of occupational health and safety (OHS). For this purpose, this course offers an overview of the field, OHS legislative frameworks, physical and psychological hazards, recognition and assessment techniques, and relevant interventions. Furthermore, health positive OHS interventions that focus on work-family and individual wellness issues will be reviewed. As OHS is one of the key responsibilities of human resource professionals, the focus of the course will be on the applicability of the concepts and models presented. All content covered will be guided by the principles of evidence-informed practice.

Prerequisites/Co-requisites:

AP/ADMS 1000 3.00, for all BCOM and BCOM Honours students. Prior To FALL 2009:
Prerequisite: AK/ADMS 1000 3.00, for all BCOM and BCOM Honours students. Course credit exclusions: AK/ADMS 3400 3.00, AK/HLST 3240 3.00 prior to F/W 2008.

Students are responsible for ensuring that they have these required prerequisites. Students who do not have these prerequisites are at risk of being dropped from the course at any time during the term. The School of HRM will not be responsible for refunds resulting from students being dropped from a course due to a lack of appropriate prerequisites.

Course Materials:

Kelloway, E. K., Francis, L., & Gatien, B. (2020). Management of occupational health and safety, 8th Edition. Nelson.

Course Website:

<https://moodle.yorku.ca>

Course Evaluation:

Evaluation Criteria	Weight (%)
Assignment 1: Short Essay	25%
Assignment 2: OHS report	25%
Test 1	30 %
Test 2	20%

[TOTAL] [100%]

Final course grades may be adjusted to conform to Program or Faculty grade distribution profiles.

Grades and Grading Schemes

Grade	Grade Point	Percent Range (%)	Description
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	(Marginally below 50%)	Marginally Failing
F	0	(Below 50%)	Failing

Description of course evaluation components:

1) Short essay: A list of current topics in occupational health and safety will be provided. Students are asked to choose a topic from the list that interests them and write a maximum 2000 word essay on the subject. The essay should clarify the following: 1) why is the topic important or of interest?, 2) what are the latest research and/or legislations suggesting in relevance to the topic?, and 3) what are the future challenges on the topic that HR professionals/researchers/legislators should address? While the essay should be based on solid research, referenced in APA style format, students are encouraged to have a critical lens and add their own unique perspectives. The short essay is due on **February 4**.

2) OHS Report: The objective of this assignment is to encourage students to stay up-to-date on relevant OHS issues covered by the media. For this purpose, select an incident relevant to OHS issues in Canada (Preferably Ontario), covered by print/online news media within the last five years. Write a maximum 2500 words report that provides the following: 1) a summary of a health and safety incident that was reported on in print/online media. 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 the future. Attach or imbed the article/video in your report. The report is due on **March 18**.

3) Test 1: Test 1 will cover chapters, lectures, and any other course material covered up until Week 7. This will be an online test that you can write remotely. The test will go live on **February 25** at noon and will be in the format of essay questions. You will have 24 hours to upload your answers on e-class.

4) Test 2: Test 2 will cover chapters, lectures, and any other course material covered from test 1 up until Week 13. This will be an online test that you can write remotely. The test will go live on **April 8** at noon and will be in the format of essay questions. You will have 24 hours to upload your answers on e-class.

Course Schedule:

Additional readings for each week might be posted on Moodle.

Week		Topic
Week 1	Jan 14	Chapter 1: Introduction
Week 2	Jan 21	Chapter 2: Legislative Framework
Week 3	Jan 28	Chapter 3: Workers' Compensation
Week 4	Feb 4	Chapter 4: Hazards, Risk, and Control Chapter 5: Physical Agents Chapter 6: Biological and Chemical Agents
Week 5	Feb 11	Chapter 7: Psychosocial Hazards
Week 6	Feb 18	READING WEEK
Week 7	Feb 25	Test 1
Week 8	Mar 4	Chapter 8: Workplace Violence, Aggression, and Harassment
Week 9	Mar 11	Chapter 9: Training
Week 10	Mar 18	Chapter 10: Motivation and Safety Management Systems
Week 11	Mar 25	Chapter 11: Emergency Planning Chapter 12: Incident Investigation Chapter 13: Disability Management and Return to Work
Week 12	Apr 1	Chapter 14: Workplace Wellness: Work-Family and Health Promotion Programs
Week 13	Apr 8	Test 2

Course Policies:

Late Assignments:

Accordingly, assignments for this course must be received on the due date specified for the assignment. Exceptions to the lateness for valid reasons such as illness, compassionate grounds, etc., may be entertained by the course instructor but will require supporting documentation (e.g., a doctor's letter).

Missed evaluation components:

Students with a documented reason for missing a test, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor's letter) may request an accommodation from the course instructor.

General Academic Policies

Important Dates:

The "Important Dates" pages listed below contain important information relevant to each term; in them, you will find classes and exams start/end dates, co-curricular days and reading week, add/drop deadlines, holidays, University closings and more:

<https://registrar.yorku.ca/enrol/dates>.

Academic Honesty:

Academic Integrity refers to a set of conventions that scholars follow in their work, and which generate credibility, trust, and respect within the academic community. As a student, earning a university degree in a fair and ethical way also involves following these conventions.

Violations of academic integrity can lead to disciplinary actions under [York University's Senate Policy on Academic Honesty](#). Effective time management and study skills can help students avoid feeling desperate and engaging in actions that violate academic integrity. See the [Time Management](#) module.

Students may also wish to review the interactive Academic Honesty module, which can be accessed here: [SPARK course in Moodle](#).

Deferred Exams:

If a student is unable to complete an exam due to an illness, a personal/family emergency, or religious observance, they may submit a request for deferred standing. **Within seven calendar days** of a missed final exam, students seeking to defer a final HRM exam must:

1. Submit a request online using the HRM Deferred Standing system: <http://shrm.laps.yorku.ca/students/deferred-exam-request/>.
2. Submit the Deferred Standing Agreement (DSA) form along with **supporting documentation** (ex. Attending Physician's Statement) to the School of Human Resource Management. Students will be notified via e-mail about the status of their request once their forms have been processed by the Undergraduate Program Director.

Religious Observance Accommodation:

York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance. For further information on accommodation procedures required due to religious commitment, and the schedule of dates visit:

<https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/2/wo/34rctokbwIWrpJQ2xPLSn0/0.3.4.6.2.0>.

Alternate Exam/Testing Scheduling Centre:

York's Student Accessibility Services and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. Please alert the Course Director as soon as possible should you require special accommodations. You can review the alternate exam and test policies and procedures here: <http://altexams.students.yorku.ca/>.

York Senate Policy on Academic Accommodation for Students with Disabilities:

<http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>

Student Accessibility Services: <https://accessibility.students.yorku.ca/>

Grade Reappraisals:

For grade reappraisal procedures and information, please visit the Office of the Registrar site at <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>.

Grade Scheme and Feedback (Policy):

<http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

Student Rights and Responsibilities:

<http://oscr.students.uit.yorku.ca/student-conduct>

Counselling and Disability Services:

<http://cds.info.yorku.ca/>