

HRM 3400- Occupational Health and Safety
Course Outline
Fall 2021 - Sections A & C

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Office Hours: by appointment (Online)
Course Website: <https://eclass.yorku.ca>

Course Description

Occupational Health and Safety (OHS) is one of the core functions of Human Resources. OHS focuses on health (e.g., mental health, work-family balance) and safety (e.g., injuries, accidents) of workers. It also covers the roles of legislative bodies, employers, and employees in creating and maintaining healthy and safe work environments.

This course is an introduction to main issues of OHS. The course broadly covers three major perspectives of OHS: 1) physical health and safety, 2) psychological health and safety, 3) managing health and safety.

Course Objectives

By the end of this course, you should:

- 1) Demonstrate knowledge of the basic concepts and theories of OHS
- 2) Demonstrate comprehension of the roles of individuals, organizations, and governments in creating healthy and safe workplaces
- 3) Apply OHS concepts and theories in everyday situations

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.

Please note that HRM 3400 is a 3.0 credit course.

Delivery Mode

HRM 3400 sections A & C in Fall 2021 term will be delivered asynchronously. That means:

- We will not have scheduled meeting times, but I will expect you to review the material uploaded on the course website.



- Both you and I have to make extra effort to communicate with each other. I am here to support your learning. Please do not be shy reaching out to me.
- Discussion boards will be our primary way of interaction. I will review the discussion boards twice a week and answer your questions. I will expect you to use that space regularly to make the most of this course.
- If your inquiry is personal and sensitive, I will also be accessible via e-mail, but I expect you to use the discussion board as your first means of communication to allow others see (and respond) to your questions as well.

Textbook

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

Course Deliverables

- Thought exercise 1: 15%
- Thought exercise 2: 15%
- Test 1: 20%
- Test 2: 20%
- Paper assignment: 30%

Thought exercises:

I will assign 2 thought exercises throughout the term. These exercises will involve 5 statements each. I will ask you to state whether the given statements are true or false. I will also ask you to justify your answers in a short paragraph. The first thought exercise is due **Sep 19, 5:00 pm EST** and it covers chapters 1-2 (inclusive). The second thought exercise is due **Oct 25, 5:00 pm EST** and it covers chapters 3-6 (inclusive). Each thought exercise is 15% worth. Thought exercises will be available to you one week before their deadlines and you will have one week to submit them. You can find (a) further instructions, (b) the questions, (c) the rubric of thought exercises on the course website under “Thought exercise 1” and “Thought exercise 2” folders.

Tests:

There will be two non-cumulative tests throughout the term. These tests will assess your knowledge of OHS. There will be a mixture of 25 multiple choice (i.e., select one correct answer) and multiple answer (i.e., select all correct answers) questions in each test. The test will be available to you one week before its due date and you will have one week to complete. You will have 30 minutes to finish the tests once you opened them. Please ensure that you have stable internet connection and you are in a comfortable space before starting the tests. Test 1 is due **Nov 2, 5:00 pm EST** and Test 2 is due **Dec 7, 5:00 pm EST**. You can find further instructions on the course website under “Week 8 - TEST 1” and “Week 13 - TEST 2” folders.

Paper assignment:

The deliverables for this course also includes a paper assignment. This assignment will assess how well you apply the theoretical knowledge gained from this course into an applied situation. The assignment will ask you to choose a theory/topic covered in this course, explain it, and apply to a workplace situation. The assignment will be available to you on the very first day of the term. You will have the entire term to complete the paper assignment. The paper assignment is due **Nov 29, 5:00 pm EST**. You can find further instructions as well as resources (e.g., how to use APA formatting citing references, list of OHS-related movies and shows) on the course website under “Paper assignment” folder.

Alignment of course objectives, expectations, and assessment

Course component	You can demonstrate your competency of the component by...	Corresponding assessment method
Demonstrating knowledge of the basic concepts and theories of OHS	<ul style="list-style-type: none"> a) Identifying concepts and theories in given workplace scenarios b) Listing or stating key elements of OHS theories and frameworks c) Completing missing knowledge presented in a sentence or a scenario d) Comparing and contrasting given options and choosing the one that best fits the given scenario 	<p><u>Test 1 & Test 2</u></p> <p>I will ask a number multiple choice/multi answer questions in both tests.</p> <p>These questions will:</p> <ul style="list-style-type: none"> a) Present a workplace scenario/situation, and ask you to select the theory/concept that best explains the situation b) Name a theory and ask you to select key elements of those theories. c) Give you a missing definition or description and ask you to complete it. d) Present a situation with multiple correct answers and ask you to choose the best option.
Demonstrating comprehension of the roles of individuals, organizations, and governments in creating healthy and safe workplaces	<ul style="list-style-type: none"> a) Judging the accuracy of OHS-related statements. b) Discussing and elaborating their agreement/disagreement with given statements. 	<p><u>Thought exercise 1 & 2</u></p> <p>I will give 5 true/false statements in each thought exercise and ask you to</p> <ul style="list-style-type: none"> a) Share whether you think the statement is true or not b) And justify your answer in a short paragraph.
Applying OHS concepts and theories in everyday situations	<ul style="list-style-type: none"> a) Explaining and describing an OHS theory in detail by referring to scientific articles. 	<p><u>Paper assignment</u></p> <p>I will ask you to</p> <ul style="list-style-type: none"> a) choose an OHS theory we discussed in the class,

	<p>b) Finding an everyday situation that exemplifies the concept and theory.</p> <p>c) Discussing how your situation exemplifies the theory.</p>	<p>b) explain it by citing two journal articles that uses it (APA format)</p> <p>c) describe an OHS-related workplace situation from one of the following:</p> <ul style="list-style-type: none"> - your own experience, - an experience of someone you know, - or a movie (I will provide a list of movies that includes OHS-related situations for your reference). <p>d) demonstrate how this theory can be applied to your example.</p>
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Grading Distribution:

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

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

Course Schedule Fall 2021:

Additional readings for each week might be posted on eClass.

Week	Date	Chapter	Topic	Deliverable
Week 1	SEP 08	1	<ul style="list-style-type: none"> • Introduction to the course • Introduction to Occupational Health & Safety (OHS) 	
Week 2	SEP 15	2	<ul style="list-style-type: none"> • Legislative framework 	Thought exercise 1 (Due Sep 19, 5:00 pm EST) (Covers chapters 1-2 inclusive)
Week 3	SEP 22	3	<ul style="list-style-type: none"> • Workers' compensation 	
Week 4	SEP 29	4 5 6	<ul style="list-style-type: none"> • Hazard Recognition, risk assessment, & control • Physical agents • Chemical agents 	
Week 5	OCT 06		READING WEEK	
Week 6	OCT 13		READING WEEK (Cont'd)	
Week 7	OCT 20	7 8	<ul style="list-style-type: none"> • Psychosocial hazards • Workplace violence, aggression, and harassment 	Thought exercise 2 (Due Oct 25, 5:00 pm EST) (Covers chapters 3-6 inclusive)
Week 8	OCT 27		No new topic	TEST 1 (Due Nov 2, 5:00 pm EST) (Covers chapters 1-6 inclusive)
Week 9	NOV 03	9	<ul style="list-style-type: none"> • Training 	
Week 10	NOV 10	10	<ul style="list-style-type: none"> • Motivation and safety management systems 	
Week 11	NOV 17	11 12	<ul style="list-style-type: none"> • Emergency planning • Incident investigation 	
Week 12	NOV 24	13 14	<ul style="list-style-type: none"> • Disability management and return to work • Workplace wellness: Work-family, and health promotion programs 	Paper assignment (Due Nov 29, 5:00 pm EST) (Covers chapters 7-14 inclusive)
Week 13	DEC 01		No new topic	TEST 2 (Due Dec 7, 5:00 pm EST) (Covers chapters 7-14 inclusive)

Course Policies:

Late submissions:

Assignments for this course must be received on the due date specified for the deliverable. There will be 24 hour grace period for all deliverables. The grace period applies to all students registered in the course regardless of their needs. Any submissions after the grace period will result in 20% deduction for each late calendar day (e.g., If your original grade is 78 from an assignment and the time stamp on your submission is 6 hours past the grace period, you will received 58 from that assignment).

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/34rctokbwIWrPJQ2xPLSn0/0.3.4.62.0>.

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/>