

Occupational Health & Safety Management
AP/HRM 3400 Section B
(Cross listed to: AP/ADMS3400 / HH/HLST 3240)
Cat # Q71P01 (AP HRM); R14Q01 (AP ADMS); R43X01 (HH HLST)

Course Outline Fall 2021

COURSE INSTRUCTOR/CONTACT: Gary Blake (e-mail: gblake@yorku.ca)

Other contact information:

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ORGANIZATION OF THE COURSE:

This Section B class had been selected as one of the classes that will be held **in-person** this Fall, with all activities (except for the midterm and final exam) conducted on campus in a classroom. I am excited to be back with you, where we will have the opportunity to interact with each other as we discuss the week's topics, and where you can finally get back to this and other activities on campus.

You are expected to attend class for the lectures, to hand in your Assignments, and to participate in class discussions. As you will see elsewhere in this document, class participation will be tracked and marked.

Your assignment documents, and your weekly 3-per-page course slides, are all available on the course eClass site.

At the time of writing this course outline, it is not known whether in-person midterm and final exams will be permitted. So, for the F21 term it is possible that the midterm and final exams will be conducted on eClass. As with your online courses, provision should be made to have a stable, high-speed Internet connection to your computer for these exams. Note: I will schedule in-person exams if permitted by the University.

EXPANDED COURSE OUTLINE:

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 occupational 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. Identify the legal aspects of OHS requirements across Canada with a focus on Ontario legislation.
5. 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.
6. Discuss the current issues related to workplace health, safety and environment facing Human Resources professionals including corporate social responsibility, work-life balance, violence & harassment, emergency response planning and environmental responsibility.

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.: (2021). Management of Occupational Health and Safety (8th Edition). Toronto: Nelson Thompson Learning. ISBN 9780176893019
2. Pocket Ontario Occupational Health & Safety Act & Regulations 2021 ISBN 9781731908483
3. Downloadable PDF class presentations will be available on the eClass course website. Printed in 3-per-page format, they contain the slides covered in the in-person lectures. The slides include materials not covered in the textbook, and all slide materials are examinable.

Students will require an active Passport York Account to log in and view the secured folders on the course eClass website.

An announcement will be emailed from the eClass site once it is open for viewing, normally a week ahead of the start of the term.

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 including the “chain of infection” for biohazards

Session 3 Physical Agents (Chapter 5)

Definitions; human reactions; recognize, assess and control 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 violence & harassment.

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

Bill 168 Protection of workers from violence & harassment. 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, 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

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

Goals of workers' compensation; compensation issues; assessment methods of WCBs; occupational diseases; frequency & severity performance indicators. Managing disability including appropriate and early work reintegration.

Session 9 Hazard Recognition and Assessment (Chapter 4, pages 81 - 95)
Accident Investigation (Chapter 12)

Use 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; air, water and soil pollution and effects on the human body; environmental legislation; emerging issues in environmental responsibility.

Session 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:

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| Sept 14 | Session 1 |
| Sept 21 | Session 2 Assignment #1 Chemical Agents out |
| Sept 28 | Session 3 |
| Oct 5 | Session 4 Assignment #1 due |
| Oct 9 - 15 | Reading Week |
| Oct 19 | Session 5 |
| Oct 23 | Saturday Mid-term exam covering Classes 1 – 5 (9:00 – 11:00 a.m.) |
| Oct 26 | Session 6 |
| Nov 2 | Session 7 Assignment #2 H&S Act & Regs Case out |
| Nov 9 | Session 8 |
| Nov 16 | Session 9 Assignment #2 due; Assignment #3 (Job Safety Analysis out) |
| Nov 23 | Session 10 |
| Nov 30 | Session 11 Assignment #3 due |
| Dec 7 | Session 12 ends |

December 9 - 23: OFFICIAL FINAL EXAM PERIOD (Specific date & time of exam to be confirmed by the Office of the Registrar)

WEIGHTING OF COURSE:

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| Assignments | 20% |
| Participation | 10% |
| 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.

Assignments (20%)

You will have three assignments, each available for download in eClass:

Assignment #1 is worth 10 marks

Assignments 2 & 3 are each worth 5 marks

Referencing requirements will vary by assignment, and will be defined along with formatting requirements on the assignment sheet. Only hardcopy assignments handed in class are accepted. Assignments are to be handed in before the start of class. If you cannot attend class that day, hand in the assignment the week before, or find a friend to drop it off in 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.

Participation (10%)

Your participation will be scored on your active participation in class discussion. To successfully participate, you are expected to have pre-read the week's course materials on eClass.

Mid Term Exam (30%)

The exam will be delivered online through eClass on the date & time shown on the preceding page. 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 60% 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 (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, 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, as follows:

1. Submit a request online using the HRM Deferred Standing system:
<https://www.yorku.ca/laps/shrm/academic-resources/deferred-exam-request/>. (student should read carefully and point # 3 will allow them to submit request online and get ticket number)
2. Submit the Deferred Standing Agreement (DSA) form along with supporting documentation (i.e. Attending Physician's Statement, Travel documents etc.) to the School of Human Resource Management at lapsshrm@yorku.ca

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 21, 2021.