

# Occupational Health & Safety Management

## AP/HRM 3400 Sections B&C

(Cross listed to: HH/HLST 3240)

Section B: Cat # K71N01 (AP HRM ); X82J01 (HH HLST)

Section C: Cat # E18W01 (AP HRM ); C29S01 (HH HLST)

## Course Outline Fall 2023

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

Other contact information:

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### **ORGANIZATION OF THE COURSE:**

Pre-recorded lectures complete with downloadable 3-per-page lecture slide, quizzes, assignments and 'Participation' activities are all available through the course eClass site.

*The midterm and final exams will be held in person on campus.*

In lieu of classroom discussion, there will be 'Participation Activities' in many sessions, and also a weekly Zoom "Chat with Anna" is available Thursday evenings at 7:00 p.m. Details will be posting in course Announcements once class begins.

### **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 and health sciences, 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. 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:**

None

### **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 2023. ISBN 9781668713402

Purchase of this text is optional. Links to the Occupational Health & Safety Act and to the Industrial Regulations 851 will be provided in Session 7, in support of the Session 7 lecture and Assignment #2

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 prerecorded 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 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 SESSIONS:**

#### **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) and 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:

**Finish Sessions & Participation activities by Tuesday at 11:50 p.m. on these dates:**

Sept 12	Session 1 (Sessions begin on Sept 6 <sup>th</sup> )
Sept 19	Session 2
Sept 26	Session 3
Oct 3	Session 4 Assignment #1 due
Oct 7 – 13	Reading Week
Oct 17	Session 5
Oct 21	Saturday Mid-term exam covering Classes 1 – 5 (10:00 - 12:00 noon, room TBA)
Oct 24	Session 6
Oct 31	Session 7
Nov 7	Session 8
Nov 14	Session 9 Assignment #2 due
Nov 21	Session 10
Nov 28	Session 11 Assignment #3 due
Dec 5	Session 12

**December 7 - 20: OFFICIAL FINAL EXAMINATION PERIOD (Specific date, time, and location of exam to be confirmed by the Office of the Registrar)**

## WEIGHTING OF COURSE:

Participation	15%
3 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.**

### Class Participation (15%)

Listening to session recordings, watching videos, actively participating in forums, and a variety of other activities will all be part of your participation grade.

As an on-line student, you may participate in your learning activities at any time the particular Session is available for viewing, so no start date is specified. However, there is an end date & time to allow for course management: you are expected to complete each week's activities as laid out and you are given until the "Finish Class by Tues 11:50 p.m." (see page 4 of this document) to be credited for participation for that session.

***Ignore any grades automatically generated by eClass for completing an exercise, any mini quiz imbedded in a recording, or anything generated by viewing a SCORM package. Your participation mark is calculated by me 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 available for download in eClass:  
Assignment #1 is worth 10 marks  
Assignments 2 and 3 are each worth 5 marks

There are no length requirements for the assignments, with grading based to the conformance to the requested information, and the completeness of the responses. Referencing requirements (citations) will vary by assignment and will be defined on the assignment document. Assignments **MUST** be uploaded to eClass on or before the date and time indicated **by 11:50 pm**.

**Assignments that are not received on the due date/time will receive a grade of zero (0). No exceptions.** Allow for computer and internet issues when planning your submission schedule.

### 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 counted for the overall grade. 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). If you can't be available at these times... **do not take this course.**

**Quiz 1 – Sept 26 (Sessions 1-3)**  
**Quiz 2 – Oct 17 (Sessions 1-5)**  
**Quiz 3 – Nov 7 (Sessions 6-8)**  
**Quiz 4 – Nov 21 (Sessions 6-10)**  
**Quiz 5 – Dec 5 (Sessions 6-12)**

### Mid Term Exam (20%)

The in-person exam covers the materials from the textbook, posted PowerPoint slides, and online recordings. It will contain both multiple choice and short answer questions.

**Mid term absence policy:** It is your responsibility to plan your term around the examination date. **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** 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 in-person exam will be written during the University's final examination period. It specifically covers the materials from the last half of the course, including the textbook, recorded lecture materials and on-line discussions; **however**, a general knowledge of the whole course will be required. The exam will contain both multiple choice and short answer questions including mini-case studies.

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

Please note that a new online system has been implemented to facilitate the processing of a Deferred Standing Agreement Form. All the information required to access the Form, get a 'ticket' number, and how to submit your request are available by clicking on this **Deferred Exam Request** link: <http://shrm.laps.yorku.ca/students/deferred-exam-request/>

Students will be notified via email about the status of their request once their forms have been processed by the **Undergraduate Program Director**. The Course Director is not at all involved in this process.

### Information for Students Writing Off-Site Examinations

**This online course requires formal, supervised in-person paper-based exams delivered on campus.** The YorkU distant exam service for students residing more than three hours travel time (1-way) from the York University Keele campus (i.e. out of province/country) is currently not available.

If you are attending this course from out of province/country, you are responsible to make your own arrangements for a University Professor (usually one who has previously taught you) to invigilate your exam. This arrangement must be approved by me at least 3 weeks prior to the exam taking place. Contact me for further instruction if this applies to you.

### LATE ENROLLMENT

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 20, 2023.