

**HRM 3400 - Occupational Health and Safety**  
**Course Outline<sup>1</sup> Summer 2024**

**Instructor:** Dr. Duygu Gulseren  
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**Course format:** ONCA (online lectures, in-person exams)  
**Office Hours:** <https://calendly.com/dbgulseren/office-hours>  
**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 by contacting the SHRM undergraduate office at [lapsshrm@yorku.ca](mailto:lapsshrm@yorku.ca) . 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.

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<sup>1</sup> As the course instructor, I keep the right to make modifications on the course syllabus.

**Mode of Delivery**

This course's format is ONCA. That means lectures are delivered online through E-Class, and the exams will be in-person. The overall course is designed in a modular format with a total of 5 modules. Each module will consist of module readings, self-paced lecture videos, and a timed discussion forum activity. Additionally, there will be a project assignment, a mid-term, and a final exam throughout the term, all in the multiple-choice format. For more details, please make sure to watch the 'Course Overview' video under the 'Course Structure' tab.

**Office Hours & E-mails**

To ensure transparency and equal access to information, I encourage you to ask your questions on the discussion forum (i.e., the Frequently Asked Questions) located on the right side of the homepage on EClass. I will answer commonly asked questions about the course on this page. Feel free to add your questions to this forum, and I will respond at my earliest convenience.

If you need to schedule a visit to my virtual office during the office hours, you can use the Calendly link below to see my availability. Please book your meeting directly on Calendly, and the system will generate an automatic Zoom link for both parties. You don't need to confirm the meeting time with me; I will see your appointment.

I receive about 200 emails a day, and your emails are important to me. To ensure I don't miss them, I've created a special folder for this course. Please add 'HRM 3470' to your subject line, and it will automatically go to the designated folder for me to see."

Calendly link: <https://calendly.com/dbgulseren/office-hours>

**Textbook**

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

I will also provide additional required podcasts under each module.

\* Students can use older editions of the textbook at their own discretion. I will follow the 8<sup>th</sup> edition.

\*\* Link to the online textbook is embedded in the course page. For your questions about the textbook, you can contact [allessandra.sferrazza@tophatmonocle.com](mailto:allessandra.sferrazza@tophatmonocle.com) directly.

**Course Deliverables**

- Midterm exam: 30 pts
- Final exam: 40 pts
- Discussion forum: 15 pts (3 pts x 5 module)
- Project assignment: 15 pts

### Midterm & Final Exam:

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There will be two exams throughout the term (i.e., midterm and final). These tests will assess your knowledge of course topics. Both midterm and final tests will take place in-person on their scheduled dates and times. You are expected to show up for both tests. **There is no makeup for the midterm.** Students who miss the midterm exam will automatically carry over its weight to the final exam, either through proportional distribution or as a separate component.

### Discussion Board:

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Throughout the course, you are expected to participate in discussions. There are two roles in the discussion board activity:

- **Facilitators:** In each module, I will select a group of students to ask discussion questions. Their role will be facilitating a discussion through asking thought provoking questions. I will call these students as “facilitators”.
- **Participants:** Students who are not selected as facilitator for the week will automatically be participants in that week. Participants are expected to answer the questions asked by the facilitators.

The roles will rotate in each module. By the end of the course, each student have been a facilitator once and participant four times. Discussions will open on the first day of each module and **will close on the last day of each module.** Please make sure that you submit your questions or answers on time. **Once a module’s discussion board is closed, I will no longer accept late responses.**

You will be graded on both participation and the quality of your questions/answers.

Please note that Module 1 does not have a discussion activity.

### Project assignment:

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For this project, you can chose to work individually or in teams. Each team can have maximum 5 members. Please choose your teammates till the end of the third week and declare your teams and topics on EClass by the deadline. Although the decision is yours, my experience shows that students working in teams tend to perform better in this assignment due to its complexity. You can find the deadline and other important days in the course schedule below.

- You will have three options.
- Please chose one of them and indicate your preference by the date indicated at the end of the syllabus using the survey link under the course structure tab.
- There are caps in each project and enrollments will be on a first come, first serve basis.
- Students who don’t indicate their preference by this date:
  - will be assigned to a project randomly
  - and will automaticaaly lose 1 pt (out of 15) from their assignment.
- You can choose to work individually or as a group.
- More details about the assignment guidelines and projects are under the course structure tab.

**Option 1: Case Writing (project cap: 30 students)**

In this project, you will find a real-life organization, interview their HR, Occupational Health & Safety, or a safety-critic department (such as warehouse) manager about one of health and safety challenges in their organization. Based on the interview data, you will write a case and discussion questions. You can imagine the final product as a teaching material. These case studies will be posted online and shared with the Occupational Health & Safety course directors across the world to be used in their own courses. You can find examples on [www.theohsproject.ca](http://www.theohsproject.ca)

Please let me know if you don't want your work to be published at the end of the term.

- Part 1: Submission of TCPS certificates
- Part 2: Submission of interview recordings
- Part 3: Submission of final cases

**Option 2: Movie Analysis (project cap: 30 students)**

In this project, you will select a movie that is relevant to Occupational Health & Safety. You will present an academic review of the the relevant Occupational Health & Safety issues in the movie using 5 research papers and analyze how they were examined in the movie. Your paper will end with discussion questions that can be used in-class discussions. Your final work will be posted on [www.theohsproject.ca](http://www.theohsproject.ca)

Please let me know if you don't want your work to be published at the end of the term.

- Part 1: Selection of the movie via EClass survey
- Part 2: Submission of academic reviews
- Part 3: Submission of final assignments

**Option 3: Op-ed (project cap: 30 students)**

In this project, you will choose an Occupational Health & Safety topic and read 5 research papers (from the recommended journal list) on this topic. You will, then, write an Op-Ed (1500 words) citing the papers you read. I will provide guidelines and examples on this. Your final work will be posted on [www.theohsproject.ca](http://www.theohsproject.ca)

Please let me know if you don't want your work to be published at the end of the term.

- Part 1: Selection of the topic via EClass survey
- Part 2: Submission of reference lists and summaries
- Part 3: Submission of final assignments

<b>Grading Distribution:</b>
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Your final grade from this course will be determined based on your relative standing in this course. School of Human Resources Management will determine the cutoff scores by the end of course to conform to Program or Faculty grade distribution profiles.

**Overview of Modules:**

**Module 1:**

**The Legal Aspect of OH&S:** Who pays an employee's salary when they can no longer work?

- Introduction to the course
- Introduction to Occupational Health & Safety (OHS)
- Legislative framework
- Workers' compensation

**Content:** 1, 2, & 3 from the textbook, slides, and the lecture video

**Module 2:**

**The Psychological Aspect of OH&S:** How can we deal with toxicity at work?

- Work stress & mental health
- Dealing with difficult people at work
- Mistreatment at work
- Humour and coping

**Content:** 7 & 8 from the textbook, slides, and the lecture video

**Module 3:**

**The Safety Aspect of OH&S:** Is it possible to create hazard-free spaces?

- Hazard recognition and control
- Safety behaviours
- Emergency management
- Incident investigation

**Content:** Chapters 4, 11, & 12 from the textbook, slides, and the lecture video

**Module 4:**

**Equity, Diversity, and Inclusion Aspect of OH&S:** Are all workers equally healthy and safe?

- Disability management
- Vulnerable workers
- Discrimination at work
- Pregnancy and grief at work

**Content:** Chapter 13 from the textbook, slides, and the lecture video

**Module 5:**

**The Leadership and Management Aspect of OH&S:** Is promoting health and safety a part of a leader's job?

- Leading healthy workplaces
- Safety culture & climate
- Safety motivation
- Interventions

**Content:** Chapter 9 & 10 from the textbook, slides, and the lecture video

**Module 6:**

**Personal Aspect of Occupational Health and Safety:** What can you do as an individual to be healthier and safer at work?

- Work –
- life balance
- Health promoting habits
- Technology & work
- Workplace wellness initiatives

**Content:** Chapter 14 from the textbook, slides, and the lecture video

**Deadlines and Important Dates:**

	<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>
<b>Module 1*</b>	<b>May 21</b>	9:00 am	<ul style="list-style-type: none"> <li>Course overview video opens</li> </ul>	“Course Structure”
			<ul style="list-style-type: none"> <li>Discussion roles will be e-mailed.</li> <li>Module 1 opens.</li> </ul>	E-mail “Module 1”
	<b>May 21 – 28</b>	Entire week	<ul style="list-style-type: none"> <li>Course-related questions will be answered.</li> </ul>	Discussion forum on the right side of the homepage on EClass.
<b>Module 2</b>	<b>May 28</b>	9:00 am	<ul style="list-style-type: none"> <li>Module 2 opens.</li> <li>Discussion 2 opens.</li> </ul>	“Module 2”
		4:59 pm	Deadline for add/drop without permission.	
		11:59 pm	<ul style="list-style-type: none"> <li>Team/individual work decision to be submitted.</li> </ul>	“Course Structure”
	<b>June 10</b>	11:59 pm	<ul style="list-style-type: none"> <li>Discussion 2 closes.</li> </ul>	“Module 2”
<b>Module 3</b>	<b>June 11</b>	9:00 am	<ul style="list-style-type: none"> <li>Module 3 opens</li> <li>Discussion 3 opens.</li> </ul>	“Module 3”
	<b>June 24</b>	11:59 pm	<ul style="list-style-type: none"> <li>Discussion 3 closes.</li> </ul>	“Module 3”
<b>Module 4</b>	<b>June 25</b>	9:00 am	<ul style="list-style-type: none"> <li>Module 4 opens.</li> <li>Discussion 4 opens.</li> </ul>	“Module 4”
	<b>July 8</b>	11:59 pm	<ul style="list-style-type: none"> <li>Discussion 4 closes.</li> </ul>	“Module 4”
<b>Mid-term</b>	<b>July 9 - 15</b>	TBD	<ul style="list-style-type: none"> <li>Mid-term exam</li> </ul>	TBD
<b>Module 5</b>	<b>July 9</b>	9:00 am	<ul style="list-style-type: none"> <li>Module 5 opens.</li> <li>Discussion 5 opens.</li> </ul>	“Module 5”
	<b>July 18 - 23</b>	Summer break		
	<b>July 23</b>	11:59 pm	<ul style="list-style-type: none"> <li>Project assignments are due.</li> </ul>	“Course Structure”
	<b>July 29</b>	11:59 pm	<ul style="list-style-type: none"> <li>Discussion 5 closes.</li> </ul>	“Module 5”
<b>Module 6</b>	<b>July 30</b>	9:00 am	<ul style="list-style-type: none"> <li>Module 6 opens.</li> <li>Discussion 6 opens.</li> </ul>	“Module 6”
	<b>August 12</b>	11:59 pm	<ul style="list-style-type: none"> <li>Discussion 6 closes.</li> </ul>	“Module 6”
	<b>August 12 - 14</b>	By appointment	<ul style="list-style-type: none"> <li>Course and exam-related questions will be answered.</li> </ul>	Calendly link

	August 16 - 25	TBD	<ul style="list-style-type: none"> <li>Final exam period</li> </ul>	TBD
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\* Please note that there is no Discussion activity for Module 1.

**Late submissions:**

Because this course has multiple deliverables, keeping up with the pace is important both for you and me. Unfortunately, late submissions can cause delay on both sides. To be able to give feedback on a timely manner, late submissions will not be accepted in this course. Students who miss a discussion or an assignment deadline will automatically receive “0” for that modules discussion or assignment.

**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](#).

**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/>

**Student Rights and Responsibilities:**

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

**Counselling and Disability Services:** <http://cds.info.yorku.ca/>