

HRM 3400 Section A: Occupational Health and Safety¹
School of Human Resource Management
Faculty of Liberal Arts and Professional Studies
York University Fall 2024

General Information

Instructor: Tinu Koithara Mathew

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Office Hours: By appointment

Class Format: Online

Meeting Location: Zoom

Course website: eclass.yorku.ca

Course Description

Occupational Health and Safety (OHS) is one of the core functions of Human Resources. The course focusses on providing a comprehensive understanding of workplace health and safety issues. It covers key topics such as risk assessment, hazard control, safety legislation, and the development of effective safety programs. Students will explore the psychological and organizational factors that influence safety behaviour, as well as strategies for promoting a positive safety culture within organizations. The course emphasizes practical applications through case studies and examples, preparing students to contribute to safer and healthier workplaces.

Learning Goals

1. *Understanding of Occupational Hazards and Risks:* Students will develop a thorough understanding of the various hazards and risks present in workplaces, and how they can be assessed and managed effectively.

¹**Note:** Information contained in this course outline, including the course evaluation, is subject to change at any time before or over the course of the semester, and the instructor reserves the right to make such changes. Any such changes will be announced in class. It is the responsibility of each student to ensure that such communication is received and to adhere to these changes.

2. *Knowledge of Safety Legislation and Standards*: Gain familiarity with relevant safety legislation, regulations, and industry standards that govern workplace safety practices.
3. *Promotion of Safety Culture*: Understand the importance of fostering a positive safety culture within organizations, including strategies for promoting safety awareness and compliance among employees.
4. *Application of Psychological and Organizational Principles*: Explore how psychological and organizational factors influence safety behavior and performance in the workplace.
5. *Development of Safety Programs*: Learn how to develop and implement effective safety programs and initiatives tailored to specific organizational needs and industry requirements.
6. *Critical Thinking and Problem-Solving*: Develop critical thinking skills to analyze safety issues, evaluate potential solutions, and make informed decisions to enhance workplace safety.

These goals aim to equip students with the knowledge, skills, and attitudes necessary to contribute to the improvement of occupational health and safety practices in various organizational contexts.

Prerequisites

None. Enrollment and all matters pertaining to course registration should be taken directly to the School of HRM via email at lapsshrm@yorku.ca.

Course Schedule

Week	Date	Topic	Readings and Assignment
1	September 10	Course Overview Introduction to Occupational Health and Safety	Chapter 1
2	September 17	Physical Agents	Chapter 5
3	September 24	Biological and Chemical Agents	Chapter 6
4	October 1	Psychosocial Hazards	Chapters 7 & 8

		Workplace Violence, Aggression and Harassment	
5	October 8	Hazards, Risks, and Control Mid-Term Review	Chapter 4 Assignment 1 due
6	October 15	Fall Reading Week	
7	October 22	Mid-Term Exam	
8	October 29	Legislative Framework	Chapter 2
9	November 5	Workers Compensation Disability Management and Return to Work	Chapters 3 & 13
10	November 12	Emergency Planning Incident Investigation	Chapters 11 & 12
11	November 19	Training Motivation and Safety Management Systems	Chapters 9 & 10 Assignment 2 due
12	November 26	Workplace Wellness: Work-Family and Health Promotion Programs Final Exam Review	Chapter 14
13	December 3	No Class By appointment: course and exam related questions will be answered	
December 5-20: Final Exam Period			

Course Material

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

Additional relevant reading material and case studies will be added in the due course

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

Course Evaluation

<i>Assessment Methods</i>	<i>Percentage of Grade</i>
Weekly Participation and Discussion	
Forum	20%
Assignments (2)	20%
Midterm Exam	25%
Final Exam	35%
Total	100%

Course Evaluation Information

1. Weekly participation, discussion and writeup (20%)

Throughout the course, you are expected to actively participate in discussions. These discussions may be facilitated in-class or through e-class discussion forums. The discussion topics would be from the readings, and course content in general. You may also be asked to prepare a short summary or writeup (maximum 1 page) based on your learnings and any such work will be due on Monday by 11.59 pm EST. However, the grading would be based on the overall participation – listening to the lecture, familiarity with reading materials, adherence to timelines, contributions to discussions etc.

There won't be any discussion in the first week. Late submission will not be accepted.

2. Assignments (2*10 = 20%)

You will have 2 assignments each worth 10% weightage. Assignments can be downloaded through eClass. The grading will be based on the adherence to the instructions and completeness of the responses. There should be a title page with your name, student number, name of the course, and instructor's name. Citations are needed wherever applicable. Assignments must be uploaded to eClass on or before the date and time indicated by 11:59 PM EST.

Please plan for early submissions to account for technical difficulties of any sort. Assignments that are not received on the due date/time will receive a grade of zero (0). No exceptions.

3. Mid-Term Exam (25%)

The mid-term exam will be conducted in-person/online (to be decided), and it will cover the materials from the textbook, posted slides, readings, and classroom discussions up until Week 5. 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 60% 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, Weeks 1 -12.

4. Final Exam (35%)

The final exam will consist of a combination of multiple choice and short answers and an essay question/case study. Course materials covered in the lecture slides, textbook, readings and classroom discussions are subject to examination. The final exam is non-cumulative; it will only cover material from after the midterm. However, a general knowledge of the whole course will be required.

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.

Assignment Submission:

Assignments and activities should be submitted via the course website. An eClass site has been set up for this course. It can be accessed at <https://eclass.yorku.ca> using your passport York account. Assignments may be processed through turnitin.com. Turnitin is a plagiarism prevention tool that checks your submission against other texts, including websites, journal articles, books, and other student submissions.

Late submissions:

Because this course has multiple deliverables, keeping up with the pace is important for everyone. 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 week’s discussion or assignment.

Academic Honesty and Integrity:

Academic integrity refers to the ethical principles and values that guide honest behavior in academic settings. It encompasses a range of values such as honesty, trust, fairness, respect, and responsibility. These values should be your guiding principles as a student, throughout. Please be reminded of York University’s policies with respect to academic integrity. Violations of academic integrity are very serious and will be investigated in accordance with policy. The policy can be found at: <http://secretariatpolicies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Course Communications and Email Policy:

Please be aware that I frequently use the Course Announcements forum on the course website to communicate with the entire class. It is your responsibility to ensure that you are receiving course announcements via email and regularly checking the Course Announcements forum for updates. I typically respond to student emails within 48 hours of receiving them, excluding weekends and holidays. If you do not receive a response within this timeframe, please resend your question(s) or send a follow-up email.

When emailing me, please include the course identifier in the subject line along with a clear and concise statement of your purpose (e.g., HRM3400A: question about midterm). Before reaching out via email, please consult the course outline, course website, and any provided handouts.

Please note that emails sent shortly before a test or assignment deadline may not receive a response in time, so it is advisable to avoid sending last-minute inquiries.

York Senate Policy on Academic Accommodation for Students with Disabilities: <http://secretariatpolicies.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/>