



HRM 3400 / HLST 3240 ¹- Occupational Health and Safety
Course Outline² Summer 2025

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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 . 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.

¹ This is a cross-listed course. Both HRM 3400 and HLST 3240 codes refer to the same course.

² 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 8th 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 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:

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.

Video Discussion Board:

Throughout the course, you are expected to actively participate in discussions. For each module (except Module 1), I will post a set of discussion questions. You are required to choose one question and respond to it with a **3–5 minute video recording**. In your video, please clearly **read the question aloud** before providing your response. Your **face must be clearly visible**, and your **voice should be audible** throughout the recording.

Upload your video as a **link** under the relevant module's discussion board.

Discussion boards will open on the **first day of each module** and close on the **last day of the module**—you'll typically have about **two weeks** to submit your response. **Late submissions will not be accepted** once the discussion board is closed.

You will be graded based on both your **participation** and the **quality of your responses**.

Note: Module 1 does not include a discussion activity.

Project assignment:

For this project, you will choose one course topic and develop a workplace occupational health and safety policy on that topic. Examples include a harassment policy, a disability policy, or a work-life balance policy.

You are expected to identify a real workplace—this could be your current workplace or one you have access to through your contacts. You will conduct interviews to understand the organization's health and safety needs and identify any existing gaps. Based on your findings, and using the research and knowledge gained in this course, you will design a tailored health and safety policy for that organization.

You may complete this project individually or in teams of up to five members. While the choice is yours, my experience suggests that students working in teams tend to perform better due to the complexity of the assignment.

You can find the deadline and other key dates in the course schedule below. Additional information and guidelines for the assignment will be provided in a separate document, which will be available on the course page under the **Course Structure** tab.

Grading Distribution:

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:

	Date	Time	Activity	Location
Module 0	May 5	9:00 am	<ul style="list-style-type: none"> Course overview video opens 	“Course Structure”
	May 5-12	Entire week	<ul style="list-style-type: none"> Course-related questions will be answered. 	Frequently asked questions
Module 1	May 12	9:00 am	<ul style="list-style-type: none"> Module 1 opens. 	“Module 1”
	May 20	4:59 pm	Deadline for add/drop without permission.	
	May 25	11:59 pm	<ul style="list-style-type: none"> Module 1 closes 	
Module 2	May 26	9:00 am	<ul style="list-style-type: none"> Module 2 opens. Discussion 2 opens. 	“Module 2”
	June 8	11:59 pm	<ul style="list-style-type: none"> Discussion 2 closes. 	“Module 2”
Module 3	June 9	9:00 am	<ul style="list-style-type: none"> Module 3 opens Discussion 3 opens. 	“Module 3”
	June 17 - 20	Summer break		
	June 22	11:59 pm	<ul style="list-style-type: none"> Discussion 3 closes. 	“Module 3”
Module 4	June 23	9:00 am	<ul style="list-style-type: none"> Module 4 opens. Discussion 4 opens. 	“Module 4”
	July 6	11:59 pm	<ul style="list-style-type: none"> Discussion 4 closes. 	“Module 4”
	July 7		Last date to drop course without receiving a grade	
Mid-term	July 9 - 15	TBD	<ul style="list-style-type: none"> Mid-term exam (Modules 1-3) 	TBD
Module 5	July 7	9:00 am	<ul style="list-style-type: none"> Module 5 opens. Discussion 5 opens. 	“Module 5”
	July 12	11:59 pm	<ul style="list-style-type: none"> Project assignments are due. 	“Course Structure”
	July 20	11:59 pm	<ul style="list-style-type: none"> Discussion 5 closes. 	“Module 5”
Module 6	July 21	9:00 am	<ul style="list-style-type: none"> Module 6 opens. Discussion 6 opens. 	“Module 6”
	Aug 3	11:59 pm	<ul style="list-style-type: none"> Discussion 6 closes. 	“Module 6”
	Aug 4-5	By appointment	<ul style="list-style-type: none"> Course and exam-related questions will be answered. 	Calendly link
	August 7-14	TBD	<ul style="list-style-type: none"> Final exam (Modules 1-6) 	TBD

*** 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/>