

# Occupational Health and Safety Management

Management and Organisational Studies

MOS 3344G – Section 650

Distance Studies - On-Line 2009

## 1. Course Description:

An examination of managerial issues surrounding occupational health and safety practices and processes in Canada, with emphasis on the Province of Ontario. Technical, legislative, political, and personal dimensions of the subject are examined, including managing a safety program.

**Anti-requisite:** Health Sciences 3030a/b or 320a/b

**Prerequisite:** Enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of the BMOS/BACS program.

**NOTE:** Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites".

## 2. Contact Information:

**Instructor:** Brett Webb

**Office:** Room 2232, Social Sciences Centre

**Email:** [bwebb4@uwo.ca](mailto:bwebb4@uwo.ca)

**NOTE:** All email inquiries will be responded to within two business days

# The University of Western Ontario Management and Organisational Studies

## 3. Course Textbook:

Management of Occupational Health and Safety, Fourth Edition (2008)

Authors: Kelloway, K. & Francis, L.

Publisher: Nelson Thomson Learning

ISBN: 0-17-644233-2

Suggested Textbook

APA and MLA writing formats (2004)

Authors: Anderson, C. & Carrell, A.

Publisher: Nelson Thomson Learning

ISBN: 0-17-644233-2

## 4. Course Objective:

This course is designed to provide the student with a working knowledge of basic managerial issues surrounding Occupational Health & Safety practices and processes in Canada (with an emphasis on the Province of Ontario) including:

- Legislative Framework
- Workers' Compensation
- Physical Agents
- Chemical and Biological Agents
- Psychosocial Hazards
- Hazard Recognition & Assessment
- Hazard Control
- Training
- Motivating Safety Behaviour at Work
- Emergency Response and Emergency Preparedness
- Accident Investigation
- Workplace Wellness: Work-Family & Worksite Health Promotion Programs

## 5. Method of Student Evaluation:

The final mark/grade for this course will be determined as follows:

- |    |                       |     |
|----|-----------------------|-----|
| a) | Course Participation: | 15% |
| b) | Essay:                | 25% |
| c) | Mid-term Exam:        | 25% |
| d) | Final Exam:           | 35% |

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### **Course Participation (15%):**

Participation in online discussions, exercises and presentations are an important component of this course. Student participation grades will be determined by the instructor and will be based on the criteria outlined on the "Participation Rubric" (posted on the course website).

### **Essay (25% - Due March 30, 2009):**

You are expected to base your assignment on an actual workplace, preferably one in which you are currently employed. It is your responsibility to arrange an alternative workplace if your own is unavailable or unsuitable (if you have difficulty identifying a suitable workplace, ask your instructor for advice on how to proceed).

#### **Description of the workplace and its activities**

Give a clear description of both the workplace and the activities, together with sufficient relevant background information to allow the examiner to understand the occupational health and safety issues in context.

#### **Identification of an Occupational Health Hazard**

Carry out a review of the workplace and provide a brief description of the range of occupational health hazards that may be present. From these you are to select one which will be the focus for the assignment. Provide a clear justification for your selection, based on the importance of the hazard for the workplace and the potential benefits from controlling it.

#### **Background Research**

Research the occupational health hazard you have selected for study, include its history, potential health effects, relevant legislation, regulatory requirements and employers' responsibilities.

#### **Assessment of Risks**

Describe your assessment of the risks to health and safety posed in the workplace by the hazard you have selected, using any appropriate method. This assessment should draw on the background research you have conducted and include an evaluation of existing controls measures.

#### **Proposed Control Measures**

Identify a range of additional control measures, or improvements to existing control measures, and discuss their advantages and disadvantages. Identify key control measures and investigate their costs and benefits, as well as their limitations (you may make reasonable assumptions about associated costs).

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The assignment report should be presented in eight parts:

- Part 1 Executive summary
- Part 2 Description of the workplace and its activities
- Part 3 Identification of an occupational health hazard
- Part 4 Background research
- Part 5 Assessment of risks
- Part 6 Proposed control measures
- Part 7 References
- Part 8 Appendices

*Please note that essay assignments:*

- Are to be completed **individually**
- Are expected to appropriately **incorporate the concepts and theories** reviewed in the course
- Should be approximately **2000 words** in length (anything over 10% word count, will be disregarded), 12 font, double spaced. Please note: Executive summary, tables, graphs, references and appendixes are not included in work count.
- The grading for the assignment will be based on the "**Assignment Marking Criteria**" located on the course website.
- Assignments received after the due date will be penalised 5% per day after the due date.
- Must be professional and meet academic standards:
  - Include a title page with your name, student number, course, and the topic of your Essay
  - Essays should be written in complete sentence and paragraph style, point-form is not acceptable
  - Cite all sources and include a reference section with your essay in compliance with APA format.

*Plagiarism: Students must write their essays and assignments in their own words. Whenever students take in an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see the Scholastic Offence Policy, as well as the English Language Proficiency and Essay Course Requirements in the Western Academic Calendar).*

*Plagiarism Checking: The University of Western Ontario uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking.*

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## Exams

- Both the Mid-term and Final Exams are based on all materials used in the course (i.e. course text, course notes and on-line discussions topics).
- The Exams are **non-cumulative** and cover the material preceding the date, which the exam falls upon.
- Each exam will be scheduled for **TWO hours**.
- The Exam **locations will be scheduled by Distance Education**.
- Exams are **closed book examinations**. In addition:
  - Students are required to bring identification to exams
  - Nothing is to be on/at one's desk during an exam except a pen, pencil, and an eraser
  - Use of calculator, dictionaries, cassette/CD players, cell phones, pagers, beepers, are not permitted during the exam
  - Do not wear baseball caps to exams
  - The University of Western Ontario utilizes software to check for unusual coincidences in answer patterns that may indicate cheating in computer-marked multiple-choice exams.

## Mid-Term Exam (25% - February 14, 2009):

- The format of the mid-term exam **will consist of 60 multiple-choice questions** – 10 questions from each of chapters 1, 2, 3, 4, 5, 6 (6 chapters x 10 questions = 60 questions)

## Final Exam (35% - April 11 - 30, 2009):

- The format of the final exam **will consist of 80 multiple-choice questions** - 10 questions from each of chapters 7, 8, 9, 10, 11, 12, 13 and 10 questions from chapters 1-6 (7 chapters x 10 questions + 10 questions = 80 questions).

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## Management and Organisational Studies

### 6. Detailed Course Overview:

**Week 1: Beginning January 5, 2009**

*Introduction – Chapter 1*

- Define “Occupational Health and Safety”
- Describe the financial and social costs associated with occupational injuries and illnesses
- Outline the development of modern models of health and safety management
- List and describe the role of the major stakeholders in occupational health and safety

**Week 2: Beginning January 12, 2009**

*Legislative Framework – Chapter 2*

- Describe the regulatory framework surrounding occupational health and safety
- Outline the duties of the major players under occupational health and safety legislation
- Describe the structure and role of joint health and safety committees
- List and describe the three central elements of a WHMIS program

**Week 3: Beginning January 19, 2009**

*Workers’ Compensation – Chapter 3*

- Outline the goals and methods of Workers’ Compensation Boards (WCB’s)
- Discuss the problems associated with compensating for psychological conditions and occupational illnesses
- Describe the assessment methods of WCB’s
- Understand the methods of calculating injury frequency and severity rates

**Week 4: January 26, 2009**

*Physical Agents - Chapter 4*

- Understand the numerous terms and theories related to physical agents
- Explain the human reactions to the various agents, particularly noise and radiation
- Discuss the management of physical agents
- Describe the monitoring requirements and the instruments used
- Outline the actions of these agents on the human physiology
- Understand the methods of calculating noise levels and exposures

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**Week 5: February 2, 2009**

*Chemical and Biological Agents – Chapter 5*

- Define the numerous terms relating to chemical and biological agents
- Understand the interactions of various chemical and biological groups
- Discuss the management of chemical and biological agents
- Describe the monitoring requirements and instrumentation used
- Outline the impact of chemical and biological agents on human physiology

**Week 6: February 9, 2009**

*Psychosocial Hazards (Chapter 6)*

- Describe and distinguish between the concepts of stressor, stress, and strain
- Explain the transactional model of stress and its implications
- Discuss the psychological, physiological, behavioural, and organizational consequences of stress
- Identify the major sources of stress in the workplace

**MID-TERM EXAM - Saturday, February 14, 2009**

(Chapters 1-6 inclusive)

(To be confirmed by the Registrar's office)

**Week 7: February 16 – 20, 2009**

**Conference Week**

**No readings or assignments**

**Week 8: February 23, 2009**

*Hazard Recognition & Assessment - Chapter 7*

- Identify the sources of workplace hazards
- Describe methods to systematically examine these hazards
- List ways to assess the probability, exposure, and consequences of the hazards
- Describe the concept of risk assessment
- Define terms associated with hazard recognition
- Discuss techniques available to determine risk
- Describe the effects and necessity of task analysis
- Recognize the ergonomic factors associated with hazard recognition and assessment

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**Week 9: March 2, 2009**

*Hazard Control - Chapter 8*

- Understand the numerous terms and theories related to hazard control
- Distinguish between events and actions that constitute pre-contact, contact and post-contact control
- Describe the requirements for machine guarding, lockout procedures and confined space entry
- Discuss the concept of source-path-human control
- Discuss the necessity of emergency and evacuation plans

**Week 10: March 9, 2009**

*Training – Chapter 9*

- Identify the components of a training program
- Explain the role of a needs assessment
- Discuss issues that arise in training design and delivery
- Describe the various options for delivery of training programs
- Discuss the role of evaluation in any training program

**Week 11: March 16, 2009**

*Motivating Safety Behaviour at Work – Chapter 10*

*Workplace Wellness: Work-Family and Health Promotion Programs - Chapter 13*

- Identify the categories of safety behaviour
- Describe behaviour modification approaches to motivating safety
- Discuss the role of organisational support, the safety climate, and safety leadership plays in creating a safe work environment
- Discuss the various types of workplace health promotion programs
- Identify variables critical to the success of workplace health promotion programs.

**Week 12: March 23, 2009**

*Emergency Response & Preparedness – Chapter 11*

- Define an emergency
- List the key elements in emergency preparedness
- Describe the concept of an emergency plan
- Explain the necessity of having emergency & evacuation plans
- Describe the principles of fire prevention & suppression



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**Week 13: March 30, 2009**

## **ESSAY ASSIGNMENT DUE March 30, 2009**

*Accident Investigation - Chapter 12*

- Understand the numerous terms and concepts related to Accident Investigation
- Determine appropriate questions to be asked as part of an accident investigation
- List the steps to conducting an accident investigation
- Discuss the legal requirements of accident investigation results
- Explain the concept of a walk through survey
- Describe the various types of reporting (incident, accident, and injury reports.)

**Week 14: April 6, 2009**

*Course Review & Wrap up*

## **FINAL EXAM - April 11 - 30, 2009**

(Chapters 1-13 inclusive)

(Date to be confirmed by the Registrar's office)

### **7. Policy Regarding Illness:**

Students are entitled to a rescheduling of exams or an extension of deadlines for legitimate medical or compassionate reasons. However, it is the student's responsibility to inform the instructor *prior* to the assignment due date or exam date, to arrange a timely makeup, and if requested to provide acceptable documentation to support a medical or compassionate claim. In the case of a final examination or assignment in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

For further information regarding medical absences due to illness, please consult the following website:

[http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)

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### **8. Policy on Cheating & Academic Misconduct:**

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is being submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere.

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the act or an instance of copying or stealing another's words or ideas and attributing them as one's own. Plagiarism can be avoided by ensuring that in using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer or in adopting another writer's ideas, you must acknowledge that they are his or hers.

Scholastic offences are taken seriously and students are directed to read the policy at the following website:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

The penalty for a student guilty of a scholastic offence may include the refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

### **9. Procedures for Appealing Academic Evaluations:**

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Program Director, or designate of the MOS program. If the response of the Director or designate is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course/program was taken.

Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office and is listed in the Academic Calendar.

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## 10. Other Information

The Registrar's office and the various support services they provide, can be accessed through the following website: <http://www4.registrar.uwo.ca>

### Important Dates

- Monday, January 5, 2009 - Classes resume
- Monday, February 16, 2009 - Family Day
- February 16 - 20, 2009 - Conference Week
- Wednesday, April 8, 2009 - Classes end
- April 9 & 10, 2009 - Study Days
- Friday, April 10, 2009 - Good Friday
- April 11 - 30, 2009 - Final examination period

### Examinations

- Exams are **closed book examinations**
- Students are **required to bring photo identification to exam**
- Nothing is to be on/at one's desk during an exam except a pencil and an eraser
- Use of calculator, dictionaries, cassette/CD players, cell phones, pagers, beepers, are not permitted during the exam
- Do not wear baseball caps to exams