

**THE UNIVERSITY OF WESTERN ONTARIO  
LONDON CANADA**

**Management and Organizational Studies**

**MOS 3344A**

**Section 001**

**Occupational Health and Safety Management**

**2013**

**1.0 CALENDAR DESCRIPTION**

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

Antirequisite: Health Sciences 3030a/b or 320a/b

Prerequisites: Enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of the BMOS/BACS program. Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll 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".

Half course.

**2.0 COURSE INFORMATION**

Instructor:	Julie Aitken Schermer, Ph.D.
Office:	4429 Social Science Centre
E-mail:	jharris@uwo.ca
Office Hours:	Mondays 10am-1pm
Telephone:	519-661-2111 ext 84699
Lectures:	Mondays 1:30pm-4:30pm, P&A 148

## 2.1 COURSE DESIGNATION CHANGE

Note: this course is no longer designated as an essay course.

## 3.0 REQUIRED TEXTBOOK

Kelloway, E. K. & Francis, L. (2011). Management of occupational health and safety (5<sup>th</sup> ed). Scarborough, ON: Nelson Thomson Learning. [ISBN 0-17-650248-3]

## 4.0 COURSE OBJECTIVES

This course is designed to provide the student with a working knowledge of basic managerial issues surrounding occupational health and safety (OH&S) practices and processes in Canada, with an emphasis on the Province of Ontario.

## 4.1 COURSE FORMAT

The course format will consist of lectures, videos, and student presentations. Questions and discussions are desired and encouraged.

## 4.2 ATTENDANCE

It is expected that students will attend all classes. The professor **does not** provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

## 5.0 EVALUATION

Grades will be derived from four sources, the weights of which are outlined below:

### 5.1 MIDTERM EXAM = 35% (in class, MONDAY OCTOBER 21, 2013)

The exams cover all course materials (textbook chapters, videos, and lecture notes). The exams are **non-cumulative** and cover the material preceding the date the exams falls upon.

**Exams are closed book examinations.** In addition, **no calculators or dictionaries are allowed into the examinations.**

The **midterm exam** will be scheduled for **two hours** and is **in class**.

The **MIDTERM EXAM** will consist of **90 multiple choice questions** [15 questions for each of chapters 1, 2, 3, 4, 5, and 6 (6 chapters x 15 questions = 90 questions)].

**5.2 FINAL EXAM = 45% (FINAL EXAM PERIOD, DEC. 8-19, 2013)**

The **final exam** will be scheduled for **2.5 hours** (location to be set by the registrar's office).

The **FINAL EXAM** will consist of **120 multiple choice questions** [15 questions each from chapters 7-14 (8 chapters x 15 questions = 120 questions)].

Cheating will not be tolerated; students are referred to the university policy on scholastic offenses (see section 8.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Exams will be scored using the program "Scan Exam" which examines the answer sheets for "unusual" coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

**5.3 GROUP PRESENTATION = 15%**

**MONDAY NOV. 18, 2013  
& MONDAY NOV. 25, 2013**

**Presentations Theme = Health and Safety policy statements**

Students are required to form groups consisting of 4 or 5 students.

The purpose of the group project will be to:

- (1) choose one of the policy statements from the list below. Remember that policy statements act as workplace "laws" in which each and every employee must follow.
- (2) outline the pro's and con's in adopting the policy statement

<u>Statement</u>	<u>Date</u>	<u>Statement</u>	<u>Date</u>
All employees with a cough or fever must wear a face mask while at work	Nov. 18	All employees will have zero blood alcohol levels while at work	Nov. 25
Zero tolerance for any sexist material at work	Nov. 18	All vacations/leaves will be suspended after an accident and until the investigation is concluded	Nov. 25
All employees must have basic first aid training	Nov. 18	All employees will submit to yearly cognitive memory tests	Nov. 25
No employee may bring a weapon to the workplace	Nov. 18	All employees must receive an influenza (“flu”) vaccination every autumn	Nov. 25

In the presentations, students should: (1) **back up each claim made by citing the reference** source and (2) be prepared to answer questions from the class and/or professor.

**NOTE:** because the emphasis of this course is on Ontario, then any/all references should at least be Canadian (with preference for Ontario).

**Because of broadcasting laws, STUDENTS ARE NOT ALLOWED TO SHOW VIDEO CLIPS UNLESS THEY HAVE SECURED WRITTEN PERMISSION FROM THE COPYRIGHT HOLDER OF THE VIDEO (including: video from television, movies, and video posted on the internet).**

Presentations will be *approximately* 10-20 minutes in length. If an individual student is not present for their group’s presentation, then that student will receive a grade of zero for the presentation.

Students are encouraged to read the university's policy on Plagiarism in the 2007 Academic Calendar (p.39) as well as the English Language Proficiency and Essay Course Requirements (p. 33 of the 2007 Academic Calendar).

#### 5.4 UWO WHMIS COURSE COMPLETION = 5%

Students are required to complete the **BASIC** WHMIS course by November 4, 2013 and **print** off the certificate to submit to the instructor in the class (e-mails will **NOT** be accepted). For those students who hand in their certificate before or by the due date, they will receive 5%. A zero grade will be assigned to students who fail to complete the course. A zero grade will be assigned to students who do not submit a certificate.

**To access WHMIS online, go to webCT**

**Select: "The University of Western Ontario"**

**Select: "Check Browser" to ensure your web browser settings will function properly.**

**Log into WebCT using your User ID and password\*.**

**\*Which UserID and password? Provided that you have not had a prior employment relationship with Western (e.g. Work Study, Summer Student), you will use your student userID and password to log in to webCT. Otherwise, you will need to log in with your employee userID and password. If you do not know your Employee ID number, please contact Human Resources at 519-661-2194. Be prepared to provide your student number and confirm your personal data. Next, to obtain your employee UserID and password, please contact ITS at 519-661-3800. Be prepared to provide your Employee ID number and confirm your personal data.**

**If you are still having difficulties accessing WHMIS on webCT please contact Holly Scanlon at hscanlon@uwo.ca or ext. 85756. You will need to provide your full name and student number.**

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** in the course. There are no exceptions to this. "Extra assignments" to improve grades will **NOT** be allowed.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. **Remember:** *You* are responsible for your grades in this course.

**6.0 STUDY SCHEDULE**

September 9, 2013	Chapter 1 - Introduction to the course
September 16, 2013	Chapter 2 - Legislative Framework Chapter 3 - Workers' Compensation
September 23, 2013	Chapter 4 – Hazard Recognition, Assessment, and Control <i>Form Groups</i>
September 30, 2013	Chapter 5 - Physical Agents
October 7, 2013	Chapter 6 - Chemical and Biological Agents
October 14, 2013	Thanksgiving – UWO Closed
October 21, 2013	<b>MIDTERM EXAM IN CLASS</b>
October 28, 2013	Chapter 7 - Psychosocial Hazards Chapter 8 – Workplace Violence
November 4, 2013	Chapter 9 – Training [WHMIS due]
November 11, 2013	Chapter 10 - Motivation
November 18, 2013	<i>Group Presentations</i> [Chapter 11 – Emergency Planning & Chapter 12 – Incident Investigation; chapter will not be lectured on, students are responsible for the material in the textbook on the final exam]
November 25, 2013	<i>Group Presentations</i> [Chapter 13 – Disability Management; chapter will not be lectured on, students are responsible for the material in the textbook on the final exam]
December 2, 2013	Chapter 14 - Workplace Wellness: Work-Family and Worksite Health Promotion Programs <i>Last Class</i>

**FINAL EXAMINATION - DECEMBER EXAM PERIOD (DEC. 8-19, 2013)**

## 7.0 UNIVERSITY POLICY REGARDING ILLNESS

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

**Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested.** These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

**Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s).** Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

**Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)**

A form to be completed by off-campus physicians is available at:  
<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination 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.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

## 7.1 MAKE-UP EXAMINATIONS

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office). The make-up exam differs in format from the original exam and would be scheduled before or at the completion of the course. Make-up examinations will be of the **true/false** nature **with guessing penalty** in which 0.5 marks are deleted from the number correct for *each* incorrect answer.

This format equates the grade a student would achieve if they randomly guessed on a multiple choice exam, which would result in a grade of approximately 20-25%. If a student randomly guessed on a true/false exam, they would achieve a grade of 50%. Thus the guessing penalty then equates the grade due to guessing alone to 25%.

## 8.0 UNIVERSITY POLICY ON CHEATING & ACADEMIC MISCONDUCT

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses 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 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 unacknowledged borrowing of another writer's words or ideas. The following rules pertain to the acknowledgements necessary in academic papers: 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; in adopting another writer's ideas, you must acknowledge that they are his/hers. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.



The penalties for a student guilty of a scholastic offense include 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.

## 9.0 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 BMOS/BACS program. If the response of the Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of 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.

## 10.0 STUDENT RESPONSIBILITIES

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

## 10.1 SUPPORT SERVICES

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>

Student Support Services (including the services provided by the USC listed here) can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

### **11.0 Accessibility Statement**

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>.

### **12.0 MOS Grade Policy**

The MOS Program has a grade policy which states that for courses in the 3000-4000 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

### **13.0 OTHER POINTS**

#### **Short Absences.**

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

#### **Extended Absences.**

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

#### **Academic Concerns.**

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

**Important Dates:**

September 9, 2013	Fall Term classes begin.
October 14, 2013	Thanksgiving (UWO closed and no classes)
December 6, 2013	Fall Session classes end.
December 8-19, 2013	Examination period.

**14.0 OTHER INFORMATION**

- ◆ Bring student identification to exams.
- ◆ Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- ◆ Do not wear baseball caps to exams
- ◆ Do not bring cassette/CD players, cell phones, beepers, etc. to exams

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**For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>**