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# **MOS 3344A Occupational Health and Safety Management**

## **Course Outline: Section – 001/Fall Term**

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### **1. Course Information:**

#### **1.1 Class Location and Time:**

Room: SSC 3018

Time: Thursday 6:30-9:30pm

#### **1.2 Contact Information:**

Instructor: Jan Hill

Office: SSC 6247

Office Hours: Thursday 5pm

Phone:

Email: [jmfletch@uwo.ca](mailto:jmfletch@uwo.ca)

Website Address: <http://owl.uwo.ca/portal>

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 also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

### **2. Calendar Description**

#### **2.1 Course Description:**

The purpose of this course is 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.

Antirequisite(s): Health Sciences 3030a/b or 320a/b

Prerequisite(s): Enrolment in 3rd or 4th year of the BMOS/BACS program.

#### **2.2 Senate Regulations**

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."

### 3. Textbook

Kelloway/Francis/Gatien (2015) Management of occupational health and safety (6th ed). Scarborough, ON: Nelson Thomson Learning. ©2015, ISBN10: 0-17-653216-1 ISBN13: 978-0-17-653216-1

### 4. Course Objectives and Format

#### 4.1 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.

#### 4.2 Course format

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

### 5. Evaluation

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

Exam #	Percentage of Course Grade
1 Mid- term (in class)	35%
2 Final Exam (final exam period)	45%
3. Team Presentations	15%
4. WHMIS *NEW*	5%

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 dictionaries are allowed into the examinations.

**MIDTERM EXAM = 35%, Thursday October 13, 2016** (in class).

The **MIDTERM EXAM** will consist of 78 multiple choice questions [13 questions for each of chapters 1, 2, 3, 4, 5, and 6] (6 chapters x 13 questions = 78 questions) and 12 short answer (2 short answer questions for each of chapters 1-6) **TOTAL questions for the mid-term = 90 questions.** *Exam 1 will be in class time.*

The **FINAL EXAM** will consist of 98 multiple choice questions, 12 questions each from chapters 7-14 (8 chapters x 12 questions = 98 questions) and 24 short answer questions (3 short answer questions for each of chapters 7-14) **TOTAL questions for the final exam = 120 questions**

The FINAL EXAM will be scheduled for 2.5 hours (location to be set by the registrar's office).

**Only non-programmable calculators will be allowed into the exams.** If you are unsure, please ask your professor to check your calculator.

**TEAM PRESENTATION = 15%** Thursday November 17, 2016 & Thursday November 24, 2016

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

The purpose of the team project:

Your team members are the leaders of a workplace ergonomics committee called **TEAM ERGO**. Create two SMART\* goals, one for a manager and one for a worker member of **TEAM ERGO** to reduce the incidents of ergonomic related repetitive strain injuries in **ONE** of the following workplace departments and/or roles:

Computer Programming Department	Grocery Store Cashiers Department
Restaurant Kitchen Food Preparation	Road Works Department – Jack Hammer Operator
Medical Laboratory – Sample Preparation	Maintenance Department in a Hotel
Clothing Store - Pricing Staff	Housekeeping Department in a Hotel
Diavik Diamond Mine- Drill Operators	A graduate student
An Administrative Assistant	A Stock Boy in a small town grocery store
A Graphic Artist for the Globe and Mail	Film Editing Department at Lucas Films
A Zoo Keeper at the Toronto Zoo	Air Canada Ticketing Department

\* SMART goal objectives is an acronym that describes the key characteristics of meaningful objectives, which are: **S** – Specific, **M** – Measurable, **A** – Attainable, **R** – Relevant, **T** – Time-based

*According to Statistics Canada, some two million Canadians suffer from repetitive strain injuries and more than half of these injuries are caused by work related activities. If we ignore them and they are not treated in time, they can cause a great deal of suffering, as well as a decrease in productivity and an increase in compensation and health care costs. Government of Canada- Labour Program*

In the presentations, students should: (1) back up each goal 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 Team's presentation, then that student will receive a grade of zero for the presentation.

### **WHMIS \*NEW\* TRAINING**

Students are required to complete the WHMIS \*NEW\* TRAINING. WHMIS is changing. On May 2, 2016, a single new version of WHMIS training replaced the previous two WHMIS training programs at UWO.

At the completion of the course, the participant will be able to:

- Understand what WHMIS 2015 is and why it is important to workers
- Understand what GHS is and how it affects WHMIS 2015
- Identify the WHMIS 2015 hazard classes and symbols
- Identify the types of information covered on supplier and workplace labels
- Understand the purpose, content and function of a Safety Data Sheet (SDS)
- Understand the hazards associated with controlled products
- Know your legal rights and duties under WHMIS 201

To complete module, please visit the following link and join the course

<http://www.uwo.ca/hr/learning/required/>: by **November 03, 2016**. 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.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text.

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

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.

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. Lecture and Examination Schedule

Date	Lecture Theme and Activity
September 08, 2016	Chapter 1 - Introduction to the course
September 15, 2016	Chapter 2 - Legislative Framework Chapter 3 - Workers' Compensation <ul style="list-style-type: none"> <li>• <b>GUEST SPEAKER:</b> WSIB – TBA</li> <li>• <b>GUEST SPEAKER:</b> MOL Inspector- TBA</li> </ul>
September 22, 2016	Chapter 4 – Hazard Recognition, Assessment, Control <ul style="list-style-type: none"> <li>• Spot the Hazard Exercise</li> <li>• Form Teams for Team Presentation</li> </ul>
September 29, 2016	Chapter 5 - Physical Agents Chapter 6 - Chemical and Biological Agents <ul style="list-style-type: none"> <li>• <b>CASE STUDY DISCUSSION:</b> Weaver of Hope: The Threads of Life – The Story of Tim Hickman</li> </ul>
October 06, 2016	Chapter 7 - Psychosocial Hazards Review session for the Mid-term
October 13, 2016	<b>In-Class MID-TERM EXAM</b>
October 27, 2016	<b>FALL BREAK</b>
November 03, 2016	Chapter 8 – Workplace Violence Chapter 9 – Training <b>ALL Worker Health and Safety Awareness Training certificates DUE</b>
November 10, 2016	Chapter 10 – Motivation <ul style="list-style-type: none"> <li>• <b>THE GREAT SAFETY DEBATE</b> –behaviour based health and safety practices achieve greater compliance than hierarchal dictatorial management practices</li> </ul> Chapter 11 – Emergency Planning
November 17, 2016	<i>[Chapter 12 – Incident Investigation; Chapter will not be lectured on, students are responsible for the material in the textbook on the final exam]</i> <ul style="list-style-type: none"> <li>• <b>TEAM PRESENTATIONS</b></li> </ul>
November 24, 2016	<i>[Chapter 13 – Disability Management; chapter will not be lectured on, students are responsible for the material in the textbook on the final exam]</i> <ul style="list-style-type: none"> <li>• <b>TEAM PRESENTATIONS</b></li> </ul>
December 01, 2016	Chapter 14 - Workplace Wellness: Work-Family and Worksite Health Promotion Programs Review for the Final Exam Last Class
December 08, 2016	<b>STUDY DAY</b>

## 7. University Policy Regarding Illness

### 7.1 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/pdf/academic\\_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/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://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.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.

### 7.2 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 Counseling office).

### 7.3 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.

## 8. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 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, 3135 WSSB, (519) 661-3573.

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. 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. 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 Assistant Program Director or Designate of the BMOS program. If the response of the Assistant 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. 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.

## 11. Support Services

### 11.1 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.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.

## 12. Other Issues

### 12.1 Grade Policy

The DAN 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal.

### 12.2 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.

### 12.3 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.

### 12.4 Academic Concerns

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

### 12.5 Important Dates:

September 8, 2016 Classes begin

September 16, 2016 Last day to add a full course or first-term half course

October 27 - 28, 2016 Fall Study Break

November 5, 2016 last day to drop a first term half course

December 7, 2016 Fall Session classes end

December 8-9, 2016 Study Days

December 10-21, 2016 December examination period

## 13. 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 music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)

## **14. E-mail Policies**

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

### **14.1 UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

### **14.2 Subject Line Must Include Course and Section Number**

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

### **14.3 Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

### **14.4 Non-Acceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components



## 15. FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the legal principles in a way that lets you apply them to new fact situations.
I missed the quiz because my computer didn't work, my internet connection was lost, I was preparing my Biz 2257 project, I was out of town, I lost my phone, I forgot ...	A missed quiz will result in a mark of zero. You are responsible for calendaring the quizzes and having reliable internet access to write them. There are no "make up" assignments available.
I missed a quiz or exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to understand the fundamental legal principles and how to apply them.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	