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**MOS 3344B Section – 650  
Occupational Health and Safety Management  
Winter 2021 Course Syllabus**

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**1. Course Information:**

1.1 Class Location and Time: Online

1.2 Contact Information:

Instructor: Professor Julie Aitken Schermer

Office: SSC 4429

Office *e-Hours*: Mondays and Tuesdays 9:30-11am **Note**: on-line office hours only through email, OWL forum, or telephone.

Phone: 519-661-2111 x84699

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

DAN Department of Management & 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 519-661-2147 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:

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.

**Antirequisite(s)**: Health Sciences 3030A/B.

**Prerequisite(s)**: Enrollment in 3rd or 4th year of BMOS.

**Course Weight**: 0.50, CATEGORY A

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.”

This regulation is in regard to the COURSES required.

**Students not in BMOS are permitted to enroll in up to 1.0 MOS courses**, per the Academic Timetable.

### 3. Textbook – NOTE: you may use either the paper copy or the pdf/e-book.

Kelloway, E.K., Francis, L., & Gatien, B. (2021). *Management of occupational health and safety* (8<sup>th</sup> edition). Nelson publishing. ISBN: 13:978-0-17-689301-9

Book can be purchased through the Western bookstore at:

<https://bookstore.uwo.ca/product/cebebookid9674947>

## 4. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

### 4.1 Course objectives

To introduce human resources students to the laws and issues surrounding occupational health and safety in Canadian businesses.

### 4.2 Course format

On-line asynchronous lectures.

## 5. Learning Outcomes

See topic list (proficiency and understanding of each topic listed).

## 6. Evaluation

Grades will be based on WHMIS certificate submission (5%, see below), Worker Awareness Certificate Submission (5%, see below), and six timed on-line quizzes (see below for weights). Each quiz will consist of 10-30 questions which will be a mix of multiple choice and true/false questions. Students will have been 20 and 40 minutes to complete each quiz. Multiple choice questions will be scored as either correct (1 grade) or incorrect (0 grade). True-false questions will be scored as either correct (1 grade) or incorrect (-.5 grade).

### Quizzes start on Week 3 (Monday January 25, 2021).

All Quizzes will be on **Mondays at 9am (09:00h Eastern Standard Time)**. EACH QUIZ COVERS THE MATERIAL FROM THE WEEK(S) BEFORE. *Note:* **Quizzes will be on OWL and not the e-book site.**

Each quiz is **closed book**. **Dictionaries are NOT allowed. Calculators are NOT allowed. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT allowed.**

**You may NOT copy (photograph, download, save, etc.) questions from the quizzes as these are copy written.**

Students are responsible for the assigned material (see Section 7). Quizzes will not be returned to students but may be reviewed by contacting your Instructor.

**WHMIS = 5% Due 10:00 am (10:00h) EST on Jan. 18**

Students are required to complete the WHMIS course and e-mail the certificate (pdf file) to the instructor through OWL [the certification tab is at the left-hand side of the screen and is available after passing the WHMIS test]. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned for this component to students who fail to complete the course or who do not submit a certificate. **It is advised that students do not wait until the last day to complete this course component because of potential computer/power issues which might arise and will not be used as grounds in an appeal for not completing the assignment.** To access the WHMIS course, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the second box for the WHMIS training. Alternatively, you may access the courses through webCT (OWL):

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.**

**Worker Health and Safety Awareness Training = 5% Due 10:00am (10:00h) EST on Monday March 8**

Students are required to complete the **UWO Worker Health and Safety Awareness Training** course and e-mail the certificate to the instructor through OWL. For those students who submit their certificate before or by the due date, they will receive 5%. A zero grade will be assigned to students for this component who fail to complete the course or who do not submit a certificate. **To access the Worker Health and Safety Awareness Training, go to <http://www.uwo.ca/hr/learning/required/index.html> and click on the first box.**

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. **Students who miss a quiz will either receive a zero (0%) grade or, if allowed through academic counselling (or use of a SRA), will write the timed true/false with guessing penalty make-up exam.**

**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.**

The DAN Department has a grade policy, which states that for courses in the 3000 range, the class average must fall between 70% and 77% 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.

## **7. Lecture and Evaluation Schedule (Monday Date given, materials are available using the e-book or paperback textbook and OWL. Quizzes occur on OWL site. Certificates MUST be sent to “instructor” using the Messages tab in OWL)**

Week 1, Jan. 11, 2021

Chapter 1 Introduction & Chapter 2 Legislation

Week 2, Jan. 18 **WHMIS due 10am EST (worth 5%)**

- Chapter 3 Compensation

Week 3, Jan. 25 **QUIZ #1 9am EST (worth 15%), covers chapters 1, 2, and 3.**

- Chapter 4 Hazards, Risks and Control

Week 4, Feb. 1

Chapter 5 Physical Agents

Week 5, Feb. 8

Chapter 6 Biological and Chemical Agents

Week 6, Feb. 22 **QUIZ #2 9am EST (worth 30%), covers chapters 4, 5, and 6**

- Chapter 7 Psychosocial Hazards and Chapter 8 Workplace Violence

Week 7, March 1 **QUIZ #3 9am EST (worth 10%), covers chapters 7 and 8**

- Chapter 9 Training

Week 8, March 8 **Worker Awareness Certificate due 10:00am EST (worth 5%)**

- Chapter 10 Motivation and Safety Management

Week 9, March 15 **QUIZ #4 9am EST (worth 15%), covers chapters 9 and 10**

- Chapter 11 Emergency Planning & Chapter 12 Incident Investigation

Week 10, March 22

Chapter 13 Disability Management and Return to Work

Week 11, March 29 **QUIZ #5 9am EST (worth 15%), covers chapters 11, 12, and 13**

- Chapter 14 Workplace Wellness

Week 12, April 5 **QUIZ #6 9am EST (worth 5%)**

## **8. Student Responsibilities**

Students should familiarize themselves with Western University Senate Regulations, please see:

[http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

### **8.1 Respect**

Please act respectfully towards the Professor and your fellow students. Acting respectfully means addressing each other correctly in on-line communications.

## 8.2 Copyright Notice

Lectures and course materials are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** reproduce (or allow others to reproduce), post or distribute lecture notes and other course materials publicly and/or for commercial purposes.

## 9. Exam Policies

For all quizzes in the course, please note that the assessments are timed and that by cheating through consulting your textbook or a peer will take away from the exam time and you may not be able to finish the questions. Ethically, you are required to complete each of the quizzes independent of cheating aids.

## 10. 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. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

### 10.1 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.).

### 10.2 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 she does not know which course or section you are enrolled in.

### 10.3 Acceptable Emails

- SPECIFIC 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

### 10.4 Unacceptable 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 a quiz is scheduled or the material covered on a quiz
- requests for grade increases, extra assignments, or reweighting of course components

## 11. Attendance

### 11.1 Short Absences.

If you miss a quiz due to minor illness or other problems, you may be able to write a make-up quiz if you are able to provide a doctor's note supporting your illness and the academic counsellor accepts the documentation.

### 11.2 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. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to "make up" for a course component that was missed or performed poorly.

## 13. Posting of Grades

Grades will be posted on OWL once the grades are available. Final course grades are not posted on OWL and are available once they have been posted by the Registrar under "Academic Summary" at the Student Centre website.

## 14. University Policy Regarding Illness

### 14.1 Illness

For details on University Policy and student responsibilities go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

The current Illness Policy is available here (subject to change):

[https://dan.uwo.ca/undergraduate/course\\_information/IllnessPolicy.pdf](https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf)

### 14.2 Make Up Quizzes

Students must write a make-up quiz if the regularly scheduled quiz is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

The date and time of the make-up quiz will be set by the instructor, who will communicate the date to the student. The make-up quiz will be a timed true/false with guessing penalty quiz.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

## 15. University Policy on Cheating and 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. 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.

A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, [ombuds@uwo.ca](mailto:ombuds@uwo.ca).

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view or take your quiz or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam.

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.

## **16. Procedures For Appealing Academic Evaluations**

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair 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.
4. 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.

## **17. Support Services**

### **17.1 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/your-services/> Student Development Services can be reached at: <http://www.sdc.uwo.ca/> Students who are in emotional/mental distress should refer to Health and Wellness at Western University: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

### **17.2 Academic Concerns**

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